

Seaton Town Council



Standing Orders

1. Meetings generally

- a) **Meetings shall not take place in premises which, at the time of the meeting, are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b) **When calculating the 3 clear days for notice of a meeting to Councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a Bank Holiday or a day appointed for public thanksgiving or mourning, shall not count.**
- c) **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by resolution which shall give reasons for the public's exclusion.**
- d) Members of the public are permitted to make representations, ask questions and give evidence in respect of any matter concerning the work or function of the Town Council.
- e) The period of time which is designated for public participation at a meeting in accordance with standing order 1 d above shall not exceed fifteen (15) minutes. However, the Chairman will have the discretion to extend public participation if the need arises.
- f) Each member of the public is entitled to speak and shall not speak for more than three (3) minutes on any one particular item. However, the Chairman may allow members of the public to speak more than once.
- g) Questions or comments made by a member of the public during public participation time at a meeting shall not necessarily require a response or debate.
- h) The Chairman may direct that a response to a question or comment posed by a member of the public be referred to a Councillor for an oral response or to the Town Clerk for a written or oral response, or to be brought back for discussion at an appropriate meeting.
- i) A summary record of public participation time at a meeting shall be included in the minutes of that meeting including the names of the speakers where given.
- j) A person shall stand when speaking (except when a person has a disability or is likely to suffer discomfort) at the Chairman's discretion.
- k) Any person speaking at a meeting shall address his/her comments to the Chairman.
- l) Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.

m) Filming and Recording Meetings

Whilst a meeting of the Council, its committees or sub-committees is open to the public, any person, if present, may:

- i. Film, photograph or make an audio recording of a meeting;
- ii. Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

There will be no opportunity to report on any part of the meeting where the Council has resolved to exclude the press and public

Disruptive behaviour

- i. No filming, photographing or audio recording of a meeting should be carried out in such a way as to disrupt the proceedings of the meeting;
- ii. If person(s) disregard the request the Chairman of the meeting to moderate or improve their behaviour, any councillor or the Chairman of the meeting may move that the person be instructed to cease filming, photographing or audio recording.
- iii. If a resolution under Standing order 1(m) (i) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting.

- n) In accordance with Standing Order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o) Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice Chairman (if any).**
- p) The Chairman, if present, shall preside at a meeting. If the Chairman is absent from the meeting, the Vice Chairman, if present, shall preside. If both the Chairman and the Vice Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- q) Subject to a meeting being quorate all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- r) The Chairman of a meeting may give an original vote on any matter put to the vote and in the case of an equality of votes, may exercise his/her casting vote whether or not he/she gave an original vote. (See also standing orders 2 (h) and (i) below).**
- s) Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question. Such a request shall be made before the vote is put and before moving on to the next item of business on the agenda.**
- t) The minutes of a meeting shall include an accurate record of the following:**
- i. The time and place of the meeting;
 - ii. The names of councillors present and absent;
 - iii. Interests that have been declared by councillors and non-councillors with voting rights;
 - iv. Whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

- v. If there was a public participation session; and
 - vi. The resolutions made
- u) **The Code of Conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.**
 - v) **A Councillor or a non-councillor with voting rights who has a disclosable pecuniary interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her right to participate and vote on that matter (see Standing Order 7 below).**
 - w) **No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.**
 - x) **If a meeting is or becomes inquorate, no business shall be transacted** and the meeting shall become adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting and shall be included on the agenda for that meeting.
 - y) A meeting shall not exceed a period of two hours, at the discretion of the Chairman. If the meeting looks like it will go over the two hour limit, the Chairman will check with the Committee as to whether they wish to continue.
 - z) Members are welcome to bring lap tops or other electronic devices which contain their Council papers for use in Council meetings but for the use of Council business only. Councillors are reminded of the confidential nature of Part 2 sessions which also applies to electronic communications as well as personal communications.
 - aa) Out of respect to others, mobile phones should be on silent

2. Ordinary Council Meetings

- a) **In an election year the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors are elected to take office.**
- b) **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c) **If no other time is fixed, the annual meeting of the Council shall take place at 6.00pm.**
- d) **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e) **The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice Chairman (if any) of the Council.**
- f) **The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**

- g) **The Vice Chairman of the Council, if any, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h) **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he/she shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i) **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he/she shall preside at the meeting until a new Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j) Following the election of the Chairman of the Council and Vice Chairman (if any) of the Council at the annual meeting of the Council, the order of business shall be as follows:
- i. **In an election year, confirmation that all declarations of acceptance of office have been made;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees;
 - iii. Appointments to committees
 - iv. Review of the terms of references for committees;
 - v. Review of delegation arrangements to committees, sub-committees, employees and other local authorities;
 - vi. Review of representation on, or work with, external bodies and arrangements for reporting back;
 - vii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
 - viii. Review of inventory of land and assets including buildings and office equipment;
 - ix. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - x. Review the Council's Risk Management Policy
 - xi. Review of the Council's and/or employees' memberships of other bodies
 - xii. Reviewing the Council's complaints procedures;
 - xiii. Reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the General Data Protection Regulations 2018
 - xiv. Reviewing the Council's policy for dealing with the press/media;
 - xv. Setting the dates, times and place of ordinary meetings (i.e. schedule of meetings) of the full Council and all Committees for the year ahead and up to and including the next annual meeting of Full Council.

3. Proper Officer

The Council's Proper Officer shall be either (i) the Clerk or such other employee as may be nominated by the Council from time to time, or (2) such other employee appointed by the Council to

undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.

The Council's Proper Officer shall do the following:

- a) **Sign and serve on Councillors by electronic delivery or post at their residences a summons plus all supporting papers, confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear working days before the meeting.**
- b) **Give public notice on the website and the notice board provided by the Council of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**
- c) Subject to standing orders 4(a)-(h) below, include in the agenda all motions in the order received in writing at least 8 days before the meeting.
- d) **Convene a meeting of full Council for the election of a new Chairman of the Council occasioned by a casual vacancy in his office, in accordance with standing order 3(b)**
- e) **Receive and retain copies of byelaws made by other local authorities.**
- f) Receive and retain declarations of acceptance of office from Councillors.
- g) Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- h) Keep proper records required before and after meetings.
- i) Process all requests made under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and General Data Protection Regulations 2018 in accordance with and subject to, the Council's procedures relating to the same.
- j) Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- k) Manage the organisation, storage of and access to, and destruction of, information held by the Council in paper and electronic form, in accordance with the General Data Protection Regulations 2018 and Document Retention Guidelines.
- l) Arrange for legal deeds to be signed by 2 Councillors and witnessed.
- m) Arrange for the prompt authorisation, approval and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- n) Record every planning application notified to the council and the council's response to the local planning authority

- o) Refer a planning application received by the Council to the Chairman or in his absence the Vice Chairman (if any) of the Planning Committee within 2 working days of receipt to facilitate an extraordinary meeting of the Committee if a planning application requires consideration before the next ordinary meeting of the Planning Committee.
- p) Manage access to information about the council via the publication scheme (in accordance with the Freedom of Information Act 2000)
- q) Retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.
- r) Action or undertake activity or responsibilities instructed by resolution or contained in standing orders

4. Responsible Financial Officer

The Town Clerk shall be the Council's Responsible Financial Officer (RFO).

The council shall appoint appropriate staff member(s) to undertake the work of the RFO when the RFO is absent.

5. Motions Requiring Written Notice

- a) A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b) In accordance with standing order 3(b) above, no motion may be moved at a meeting unless it is included in the agenda.
- c) The Proper Officer may, before including a motion in the agenda received in accordance with standing order 3(c) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d) If the Proper Officer considers the wording of a motion received in accordance with standing order 3(c) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 8 days before the meeting.
- e) If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda. Having consulted with the Chairman or Councillors the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- f) Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book which shall be open to inspection by all Councillors.

- g) Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose which shall be open to inspection by all Councillors.
- h) Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

6. Motions Not Requiring Written Notice

Motions in respect of the following matters may be moved at a meeting without written notice to the Proper Officer:

- a) To appoint a person to preside at a meeting
- b) To approve the absences of Councillors
- c) To approve the accuracy of the minutes of the previous meeting
- d) To correct an inaccuracy in the draft minutes of a meeting;
- e) To move to a vote;
- f) to defer consideration of a motion;
- g) To alter the order of business on the agenda for reasons of urgency or expedience
- h) To proceed to the next business on the agenda
- i) To close or adjourn debate
- j) To refer by formal delegation a matter to a committee or to a sub-committee or an employee
- k) To appoint a committee or sub-committee or any Councillors thereto
- l) To receive nominations to a committee or sub-committee
- m) To note the minutes of a meeting of a committee or sub-committee
- n) To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it
- o) To extend the time limit for speeches
- p) To exclude the press and public for all or part of a meeting in respect of confidential or sensitive information which is prejudicial to the public interest
- q) To not hear further from a councillor or member of the public

- r) To exclude from the meeting a Councillor or a member of the public for disorderly conduct
- s) to temporarily suspend the meeting
- t) To give the consent of the Council if such consent is required by standing orders
- u) To suspend any standing order except those which are mandatory by law
- v) To adjourn the meeting
- w) To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies
- x) To answer questions from Councillors
- y) If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee, provided the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

7. Rules of Debate

- a) Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- b) Subject to standing orders 4(a)-(e) above, a motion (including an amendment) shall not be considered unless it has been moved and seconded
- c) Subject to standing order 3(c) above, a motion on the agenda that is not moved by the councillor who proposed it may be treated by the chairman of the meeting as withdrawn.
- d) A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
- e) If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting
- f) A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- g) Any amendment to a motion shall be either:
 - i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words

- h) A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- i) Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- j) Subject to Standing Order 6(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- k) Pursuant to Standing Order 6(h) above, the number of amendments to an original or substantive motion which may be moved by a councillor, is limited to one.
- l) If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- m) If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- n) The mover of a motion or the mover of an amendment shall have a right of reply not exceeding 5 minutes.
- o) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of the debate of the first amendment or at the very end of the debate on the final substantive motion immediately before it is put to the vote.
- p) Unless permitted by the Chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. To speak on an amendment moved by another councillor;
 - ii. To move or speak on another amendment if the motion has been amended since he/she last spoke;
 - iii. To make a point of order;
 - iv. To give a personal explanation; or
 - v. in exercise of a right of reply
- q) During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- r) A point of order shall be decided by the Chairman and his decision shall be final.
- s) With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- t) Subject to Standing Order 7(o) above, when a Councillor's motion is under debate, no other motion shall be moved except:

- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be silent or for him/her to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting;
 - ix. to suspend any Standing Order, except those which are mandatory
- u) In respect of Standing Order 6(s)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

8. Code of Conduct

- a) All Councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council.
- b) Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He/She may return to the meeting after it has considered the matter in which he/she had the interest.
- c) Where a Councillor has a personal interest, he/she shall declare the personal interest but can remain in the chamber, participate in the debate and vote on the matter. It is the Councillors personal choice as to whether they decide to leave the meeting or abstain from voting
- d) All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.
- e) **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- f) A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.

- g) A dispensation request shall confirm:
 - i. The description and nature of the disclosable pecuniary interest to which the request for the dispensation relates;
 - ii. Whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. The date of the meeting or the period (not exceeding 4 years) for which the dispensation is sought; and
 - iv. An explanation as to why the dispensation is sought

- h) Subject to standing orders 8(d) and (f) above, dispensation requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is being sought

- i) **A dispensation may be granted in accordance with standing order 8(e) above if having regard to all relevant circumstances the following applies:**
 - i. **Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business; or**
 - ii. **Granting the dispensation is in the interests of person's living in the coucil's area;**
or
 - iii. **It is otherwise appropriate to grant a dispensation**

9. Code of Conduct Complaints

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order xx report this to the council.

- b Where the notification in standing order 9(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 9(d) below.

- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him/her. Such action excludes**

disqualification or suspension from office.

10. Minutes

- a) draft minutes of all Council and committee meetings to be copied to all councillors and published on the website within seven days of a meeting and any amendments to be discussed with the Council chairman or the chairman of the committee.
- b) No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with Standing Order 5(c) above.
- c) Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d) Where the public and press are excluded from a meeting by reason of the confidential nature of the business to be transacted, the minutes of those discussions shall also remain confidential.
- e) Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

11. Disorderly Conduct

- a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct
- b) If, in the opinion of the Chairman, there has been a breach of Standing Order 11(a) above, the Chairman shall express that opinion and thereafter any Councillor (including the Chairman) may move that the person be silenced or excluded from the meeting and the motion, if seconded, shall be put forthwith and without discussion.
- c) If a resolution made in accordance with Standing Order 11(b) above is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he/she may adjourn the meeting.

12. Rescission of Previous Resolutions

- a) A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 6 Councillors of the Council to be given to the Proper Officer in accordance, or by a motion moved in pursuance of the report or recommendation of a committee or a sub-committee.
- b) When a special motion or any other motion moved pursuant to Standing Order 12(a) above has been disposed of, no similar motion may be moved within a further 6 months.

13. Voting on Appointments

Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote. The Council's Co-option Policy will be followed at all times

14. Financial Controls and Procurement

- a) Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.
 - b) The Council's Financial Regulations shall be reviewed once a year.
 - c) The Council's Financial Regulations may make provision for the authorisation of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.
- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies for contracts of all levels (subject to standing order 14(b) below) and requirements under the Public Contract Regulations 2015.
 - b **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall satisfy the requirements of the Public Contract Regulations 2015 and will be procured on the basis of a formal tender as summarised in standing order 14(c) below.**
 - c Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- d Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e **Where the value of a contract is likely to exceed £164,176 (or other threshold specified by the Office of Government Commerce from time to time) the council must comply with the Public Contracts Regulations 2015, and where applicable, the Utilities Contracts Regulations 2006 (SI No. 6, as amended). If the 2006 Regulations apply, the council must comply with EU procurement rules.**

15. Execution and Sealing of Legal Deeds

- a) A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b) **In accordance with a resolution made under Standing Order 13(a) above, any two members of the Council may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

16. Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

The composition of the Personnel committee shall comprise the chairman of the council and four other councillors and be in accordance with the advice adopted at minute 89 of Council meeting dated 10 June 2013. The Personnel Committee shall also form the Disciplinary Committee

- d The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - vi. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - vii. may dissolve a committee

17. Extraordinary Meetings

- a) **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b) **If the Chairman of the Council does not, or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.**
- c) The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
- d) If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by 2 Councillors, those 2 Councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the 2 Councillors.

18. Advisory Committees and Working Parties/or Working Parties?

- a) The Council may appoint advisory committees comprising a number of Councillors and non-Councillors.
- b) Advisory Committees and any of their sub-committees may consist wholly of persons who are non-Councillors.

- c) Advisory Committees and Working Parties shall have no decision-making powers but shall only submit reports to the Council.

19. Accounts and Accounting Statements

- a) “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide (England).
- b) All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- c) As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide to the full council the accounting statements and annual governance statement for the year in the form of the annual return, as required by proper practices, for consideration and approval.
- d) The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

20. Estimates/Precepts

- a) **The Council shall approve written estimates for the coming financial year at its meeting before the end of January.**
- b) Any Committee desiring to incur expenditure shall give the Finance and General Purposes Committee a written estimate of the expenditure recommended for the coming year no later than the end of October.

21. Predetermination and bias

- a) Councillors shall keep an open mind and ensure that they listen to the debate before making a decision. If you are involved in making a decision, you should avoid giving the appearance that you have conclusively decided how you will vote at the meeting, such that nothing will change your mind. This impression can be created in a number of different ways, such as quotes given in the press, connection with someone affected by the decision and what you have said at meetings or written in correspondence.

- b) Councillors will not form or show bias against or in favour of a particular person, company or group or a particular site or locality, and/or give the appearance of bias (bias may include pre-judged ideas based on your own prejudices or political affiliations).

22. Inspection of Documents

Subject to Standing Orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by Councillors.

23. Restrictions on Councillors Activities

Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee:

- a) Inspect any land and/or premises which the Council has a right or duty to inspect; or
- b) Issue orders, instructions or directions.

24. Handling Confidential or sensitive information

- a) The agenda, papers that support the agenda and the minutes of the meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public domain.
- b) Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

25. Matters Affecting Council Employees

- a) If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council or Committee has decided whether or not the press and public shall be excluded pursuant to Standing Order 1(c) above.
- b) The Chairman of the Personnel Committee shall upon a resolution, authorise a review of the performance and/or appraisal of all staff and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by the Personnel Committee.
- c) Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chairman of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.
- d) Subject to the Council's policy regarding the handing of grievance and disciplinary matters, if an informal or formal grievance matter raised by an employee relates to the Chairman or Vice Chairman of the Personnel Committee, this shall be communicated to another member of the

Personnel Committee which shall be reported back and progressed by resolution of the Personnel Committee.

- e) Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance and capabilities, grievance and disciplinary matters.
- f) The Council shall keep written records relating to employees secure. All paper records shall be secured under lock, and electronic records shall be password protected.
- g) Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- h) Only persons with line management responsibilities shall have access to employee records referred to in Standing Orders 25(f) and (g) above if so justified.
- i) Access and means of access by keys and/or computer passwords to records of employment referred to in Standing Orders 25(f) and (g) above shall be provided only to the post holder and/or the Chairman of the Personnel Committee.

26. Freedom of Information Act 2000, Environmental Information Regulations 2004 and General Data Protection Regulations 2018

- a) All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the General Data Protection Regulations 2018
- b) Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Council, or in the case of personnel matters, to the Chairman of the Personnel Committee. The Council or Personnel Committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under Standing Order 3(i) above.

27. Relations with the Press/Media

- a) The Council shall adopt a policy to deal with relationships with the media/press.
- b) All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- c) In accordance with the Council's policy in respect of dealing with the press and/or other media, Councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

28. Liaison with District and County Councillors

- a) An invitation to attend a meeting of the Council shall be sent, together with the agenda and minutes, to the Councillor/s of the District and County Council representing its electoral ward.

29. Variation, Revocation and Suspension of Standing Orders

- a) Any or every part of the Standing Orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b) A motion to permanently add to or to vary or to revoke one or more of the Council's Standing Orders not mandatory by law shall not be carried unless two-thirds of the Councillors at a meeting of the Council vote in favour of the same.

30. Standing Orders to be Given to Councillors

- a) The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor upon delivery of his declaration of acceptance of office.
- b) The Chairman's decision as to the application of Standing Orders at meetings shall be final.
- c) A Councillor's failure to observe Standing Orders more than 3 times in one meeting may result in them being excluded from the meeting in accordance with Standing Orders.