

## **1 Meetings**

- a. Meetings of the Council and the Planning Committee will take place on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month (Bank Holidays excepted). Meetings of the Policy and Finance Committee will take place on 1<sup>st</sup> Monday of the month (Bank Holidays excepted), meetings of the Amenities Committee will take place on the 3<sup>rd</sup> Monday of month (Bank Holidays excepted). Meetings of the Highways, Streetlighting and Footpath Committee will take place on the first Monday in June, September, December and March, to follow the Policy and Finance Committee.
- b. 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.
- c. When calculating the 3 clear days for notice of a meeting to Councillors and the public, the day on which the 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.
- d. 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 a resolution, which shall give reasons for the public's exclusion.
- e. Subject to Standing Order 1d above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included on the agenda. Maximum time per question – 3 minutes per person. However at a meeting of the Planning Committee this will be restricted to one person speaking for an application and one person speaking against an application.
- f. An open session will be included on the Council agenda on the 4<sup>th</sup> Monday of the month where members of the public can raise any subject. Maximum time per question – 3 minutes per person.
- g. In accordance with Standing Order 1e above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- h. A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- I. A person shall raise his/her hand when requesting to speak and address his/her comments to the Chairman.
- j. Only one person shall speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- k. Members of the public attending a meeting may;
  - film, photograph or make an audio recording of a meeting;

- use any other means for enabling persons not present to see or hear proceedings of a meeting as it takes place or later;
  - report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
- L. In relation to 1k above, the Chairman of the meeting may request a member of the public to leave the meeting if any behaviour is disruptive or obstructs the transaction of business.
- m. In accordance with Standing Order 1d 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.
- n. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his/her absence be done by, to or before the Vice Chairman.
- o. The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a 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.
- p. Subject to Standing Order 1w below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
- q. The Chairman may give an original vote on any matter put to the vote, and in case of an equality of votes may exercise his/her casting vote whether or not he/she gave an original vote.
- r. 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 moving on to the next item of business on the agenda.
- s. The minutes of a meeting shall record the names of Councillors present and absent.
- t. The Code of Conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.
- u. An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.
- v. 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 4.
- w. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be

adjourned.

- x. Meetings shall not exceed 2.5 hours or continue after 10pm.
- y. Mobile phones belonging to all persons present to be switched to silent for the duration of the meeting.

## **2 Ordinary Council Meetings**

- a. In a parish election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.
- b. In a year that is not a parish election year, the annual general meeting of a Council shall be held on such day in May as the Council may direct.
- c. The election of the Chairman and Vice Chairman of the Council shall be the first business completed as the annual meeting of the Council. In a non parish election year, any Councillor wishing to be considered for the position of Chairman or Vice Chairman should advise the Clerk in writing prior to the start of the meeting and should provide details of the proposer and seconder.
- d. 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/her successor is elected at the next annual meeting of the Council.
- e. The Vice Chairman of the Council, 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.
- f. In a Parish election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he/she 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.
- g. In a parish election year, if the current Chairman of the Council has been re-elected as 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 equality of votes.
- h. Following the election of the Chairman and Vice Chairman (if any) of the Council at the annual meeting of the Council, the order of business shall be as follows;
  - 1. In a parish election year, delivery by Councillors of their declarations of acceptance of office
  - 2. receipt of nominations to existing committees
  - 3. appointment of representatives to other bodies

4. setting the dates, times and places of ordinary meetings of the Full Council for the year ahead
- I. In the event of the Chairman or Vice Chairman resigning mid-term, an election to fill the position will take place at the next available Full Council meeting. Any councillor wishing to be considered for the vacant position should advise the Clerk in writing prior to the start of the meeting and should provide details of the proposer and seconder.
- j. Co-option to casual vacancies
1. When a casual vacancy occurs, providing no poll has been claimed the Council may fill the vacancy by co-option,
  2. Candidates for election will be requested, in the first instance to submit a written application for consideration and then be invited to attend a Full Council meeting to make a short presentation to members.
  3. In the event of more than 3 candidates applying for one vacancy, the Full Council will elect a Working Party to interview candidates and make a recommendation as to which candidates should be invited to make their presentation to Full Council.
  4. A successful candidate must receive an absolute majority vote of those present and voting.

### **3 Proper Officer**

- a. The Council's Proper Officer shall be either the Clerk or such other employee appointed by the Council to undertake the role of Proper Officer.
- b. The Council's Proper Officer shall do the following;
1. Sign and serve on Councillors by delivery or post at their residences a summons confirming the time, venue and the agenda of a meeting of the Council and a meeting of a committee.
  2. Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee (providing that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).
  3. 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 b1 or 3 b2 above.
  4. Receive and retain copies of byelaws made by other local authorities.
  5. Receive and retain declarations of acceptance of office from councillors
  6. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
  7. Keep proper records required before and after meetings.
  8. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
  9. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
  10. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.

11. Arrange for legal deeds to be signed by the Chairman of the Council and one other Councillor and witnessed.
12. 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.
13. Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.
14. Refer a planning application received by the Council to the Chairman of the Planning Committee or in his/her absence the Vice Chairman of the Planning Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee
15. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

#### **4 Motions requiring written notice**

- a. No motion may be moved at a meeting unless the subject matter is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the meeting.
- b. The Proper Officer may, before including a motion in the agenda received in accordance with Standing Order 4a, correct obvious grammatical or typographical errors in the wording of the motion.
- c. 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.
- d. Having consulted the Chairman or Councillors pursuant to Standing Order 4c, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- e. Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue that specifically affects the Council's area or residents.

#### **5 Motions not requiring written notice**

- a. Motions in respect of the following matters may be moved without written notice
  1. To appoint a person to preside at a meeting.
  2. To note the absence of Councillors
  3. To approve the accuracy of the minutes of the previous meeting
  4. To correct an inaccuracy in the minutes of the previous meeting
  5. To dispose of business, if any, remaining from the last meeting
  6. To alter the order of business on the agenda for reasons of urgency or expedience
  7. To proceed to the next business on the agenda
  8. To close or adjourn debate
  9. To refer by formal delegation a matter to a committee or to a sub committee or an employee
  10. To appoint a committee or sub committee or any Councillors thereto

11. To receive nominations to a committee or sub committee
  12. To dissolve a committee or sub committee
  13. To note the minutes of a committee or sub committee
  14. To consider a report and/or recommendation made by a committee or sub committee
  15. To consider a report and/or recommendation made by an employee, professional advisor, expert or consultant
  16. To organise legal deeds (signed by the Chairman and one other Councillor) and witnessed
  17. To authorise the payment of monies
  18. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it
  19. To exclude the press and public for all or part of a meeting
  20. To silence or exclude for the meeting a Councillor or a member of the public for disorderly conduct
  21. To give consent of the Council if such consent is required by Standing Orders
  22. To suspend any Standing Order except those that are mandatory by law
  23. To adjourn the meeting
  24. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies
  25. To answer questions from Councillors
- b. If a motion falls within the terms of reference of a committee or a 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 that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

## **6 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), a motion shall not be considered unless it has been proposed and seconded
- c. A motion included in an agenda not moved by the Councillor who tabled it, may be treated as deferred
- d. 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.
- e. Any amendment to a motion shall be either;
  - to leave out words
  - to add words
  - to leave out words and add other words
- f. A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration
- g. 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.
- h. Subject to Standing Order 6g, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately
- I. Pursuant to Standing Order 6g, the number of amendments to an original or substantive

motion, which may be moved by a Councillor, is limited to one

- j. If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- k. 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.
- l. The mover of a motion or mover of an amendment shall have a right of reply, not exceeding 3 minutes
- m. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of the debate and immediately before it is put to a vote.
- n. Subject to Standing Order 6 (I) and (m), a Councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give an explanation
- o. 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/she considers has been breached or specify the irregularity in the meeting he/she is concerned with.
- p. A point of order shall be decided by the Chairman and his/her decision shall be final
- q. With the consent of the seconder and/or 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.
- r. Subject to Standing Order 6o, when a Councillor's motion is under debate no other motion shall be moved except;
  - to amend the motion
  - to proceed to the next business
  - to adjourn the debate
  - to put the motion to a vote
  - to ask a person to be silent or for him/her to leave the meeting
  - to refer a motion to a committee or sub-committee for consideration
  - to exclude the public and press
  - to adjourn the meeting
  - to suspend a Standing Order, except those which are mandatory
- s. In respect of Standing Order 6r, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to a vote. The Chairman shall call upon the mover under debate to exercised or waive his/her right of reply 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.

## **7 Code of Conduct**

- a. All Councillors shall observe the Code of Conduct adopted by the Council.
- b. All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.
- c. If a member has a disclosable interest as defined by the Code of Conduct adopted by the Council on 25<sup>th</sup> June 2012, then they shall declare such an interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.
- d. If a member has declared a disclosable pecuniary interest then they must withdraw from the room during consideration of the item to which that interest relates.
- e. A dispensation may be granted to permit a member to discuss and vote on an item where they have a disclosable pecuniary interest if after having regard to all relevant circumstances, the council considers that without the dispensation the number of persons prohibited from participating in any business would be so great a proportion of the body transacting the business as to impede the transaction of the business or considers that granting the dispensation is in the interests of persons living in the authority's area, or considers that it is otherwise appropriate to grant a dispensation.
- f. A member must submit a written request to the Clerk for a dispensation and this will be debated on and decided as the commencement of the meeting.
- g. A dispensation must specify the period for which it has effect and not exceed 4 years.
- h. In respect of 7e and 7f if this occurs in a meeting of a committee, the item will be referred to Full Council for discussion.

## **8 Questions**

- a. A Councillor may seek an answer to a question concerning any business of the Council providing 7 clear days notice of a question has been given to the Proper Officer.
- b. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions (open session).
- c. Every question shall be put and answered without discussion.

## **9 Minutes**

- a. If a copy of the draft minutes of a preceding meeting had been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- 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 5a (4) 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. 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.

## **10 Disorderly Conduct**

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b. If in the opinion of the Chairman, there has been a breach of standing order 10a, 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 10b, is disobeyed the Chairman may take such further steps as may be necessary to enforce it and /or he/she may adjourn the meeting.

## **11 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 a least 5 Councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b. When a special motion or any other motion moved pursuant to standing order 11a has been disposed of, no similar motion may be moved within a further 6 months.

## **12 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 Chairmans casting vote.

## **13 Expenditure**

- 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 the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub committee or an employee

#### **14 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 resolution.
- b. In accordance with a resolution made under standing order 14a, 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.

#### **15 Committees**

- a. The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary and;
  - shall determine the terms of reference
  - may permit committees to determine the dates of their meetings
  - shall appoint and determine the terms of office of Councillor and non-Councillor members of such a committee (unless the appointment of non-Councillors is prohibited by law) so as to hold office no later than the next annual meeting
  - may in accordance with standing orders, dissolve a committee at any time
- b. The quorum for any committee meeting shall be 4 members. If a committee meeting becomes inquorate, no business shall be transacted.
- c. All elected and co-opted Councillors are required to sit on at least 1 committee (where vacancies exist). *For the purpose of standing order 15c only, participation in the Neighbourhood Plan Working Party will be treated as membership of a committee.*

#### **16 Sub-Committees**

Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

#### **17 Extraordinary Meetings**

- a. The Chairman of the Council (or in his/her absence, the Vice 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 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 two Councillors, those two 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 two Councillors.

## **18 Advisory Committees**

- a. The Council may appoint advisory committees comprised of a number of Councillors and non-Councillors.
- b. Advisory committees and sub-committees may consist wholly of persons who are non-Councillors.
- c. An advisory committee may make recommendations and give notice thereof to the Council.

## **19 Accounts and Financial Statement**

- a. All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
- b. The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December in each year a statement summarising the Council's receipts and payments for each quarter and the balance held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A financial statement prepared on the appropriate accounting basis for a year to 31<sup>st</sup> March shall be presented to each Councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the governance statement, shall be presented to Council for formal approval before 30<sup>th</sup> June.

## **20 Estimates/Precepts**

- a. The Council shall approve written estimates for the coming financial year at its meeting before the end of December.
- b. Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than November.

## **21 Canvassing of and Recommendations by Councillors**

- a. Canvassing Councillors or the members of a committee or sub committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate for employment or procurement.
- b. A Councillor or a member of a committee or sub committee shall not solicit a person for appointment to or by the Council or recommend a person for such an appointment or for

promotion; but nevertheless, any such person may give a written testimonial of a candidates' ability, experience or character for submission to the Council with an application for appointment.

- c. This standing order shall apply to tender as if the person making the tender were a candidate for appointment.

## **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/her 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** **Unauthorised Activities**

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

- inspect any land and/or premises which the Council has a right or duty to inspect, or
- issue orders, instructions, directions or advice.

## **24** **Confidential Business**

- a. Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b. A Councillor in breach of the provisions of standing order 24a may be removed from a committee or a sub committee by a resolution of the Council.

## **25** **Power of Well-Being**

- a. Before exercising the Power of Well Being, a meeting of the Full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria as an eligible parish council.
- b. The Council's period of eligibility begins on the date that the resolution under standing order 25a was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.
- c. After the expiry of its preceding period of eligibility, the Council continues to be an eligible Council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 25b.

## **26 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 the appropriate committee has decided whether or not the press and public shall be excluded pursuant to standing order 1d.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chairman of the Council or in his/her absence, the Vice Chairman of the Council of any absence occasioned by illness or urgency and that person shall report such absences to the Policy and Finance Committee at its next meeting.
- c. The Chairman of the Policy and Finance committee, or in his/her absence, the Vice Chairman shall upon resolution conduct a review of the performance and/or appraisal of the Clerk 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 Policy and Finance committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Clerk shall contact the Chairman of the Council or in his/her absence, the Vice Chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Policy and Finance 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 and 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 26e and 26f, if so justified.
- I. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 26e and 26f, shall be provided only to the Clerk and the Chairman of the Council.

## **27 Freedom of Information Act 2000**

- 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
- b. Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Policy and Finance committee. The said 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 (b8)

## **28 Relations with the press/media**

- a. 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

- b. 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 articles to the press or other media.

## **29 Liaison with District and County Councillors**

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda to the Councillor of the District and County representing its electoral ward.
- b. Unless the Council otherwise orders, a copy of each letter sent to the District or County shall be sent to the District or County Councillor representing its electoral ward.

## **30 Financial Matters**

- 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;
  - 1. the accounting records and systems of internal control;
  - 2. the assessment and management of financial risks faced by the Council
  - 3. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually
  - 4. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders for payments
  - 5. procurement policies(subject to standing order 30b) including the setting of values for different procedures where the contract has an estimated value of less than £60000
  - 6. a committee can be responsible for expenditure up to £5000 within budgetary provision without referral to Full Council
- b. Any proposed contract for the supply of goods, materials, services and the execution or works with an estimated value in excess of £60000 shall be procured on the basis of a formal tender as summarised in standing order 30c
- c. Any formal tender process shall complete the following steps;
  - 1. a public notice of intention to place a contract to be placed in a local newspaper
  - 2. a specification of the goods, materials, services and the execution of works shall be drawn up;
  - 3. tenders are to be sent, in a sealed envelope, to the Proper Officer by a stated date and time;
  - 4. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
  - 5. tenders are then to be assessed and reported to the appropriate meeting of the Council or committee
- d. Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote
- e. Where the value of a contract is likely to exceed £138893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (s1 no5 as amended) and the Utilities Contracts Regulation apply, the Council must comply with EU procurement rules.

### **31 Allegations of Breaches of the Code of Conduct**

- a. On receipt of a notification that there has been an alleged breach of the Code of Conduct, the Proper Officer shall refer it to the Chairman and Vice Chairman of the Council
- b. Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Policy and Finance committee of that fact, which, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved
- c. Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint
- d. The subject matter of notifications shall be confidential and, in so far as it is possible to do so by law, the Council (including the Proper Officer and the Chairman of the Council) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality
  1. draft the summons and agendas in such way that the identity and subject matter of the complaint are not disclosed
  2. ensure that any background papers containing the information set out in standing order 31a are not made public
  3. ensure that the public and press are excluded from meetings as appropriate
  4. ensure that the minutes of meetings preserve confidentiality
  5. consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter
- e. Standing order 31d should not be taken to prohibit the Council (whether through the Proper Officer or Chairman of Policy and Finance committee) from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law
- f. The Chairman of Policy and Finance committee shall have the power to:
  1. seek documentary and other evidence from the person or body with statutory responsibility for investigations of the matter
  2. seek and share information relevant to the complainant
  3. grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a member of the Full Council
- g. References in standing order 31 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of Conduct by a councillor.

### **32 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 or to vary or to revoke 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.

**33 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/her 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 him/her being excluded from the meeting in accordance with standing orders