

Yarnscombe Parish Council

Standing Orders



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Document History

Version	Date	Author	Reason for Change
0.1	08/05/2010	Richard Pengilley	First draft.
1.0	28/05/2010	Richard Pengilley	First formal issue. All references to “committee”, “sub-committee” and multiple employees removed.
1.1	17/08/2010	Richard Pengilley	Clarification of status of draft minutes in Section 10.
1.2	15/02/2011	Richard Pengilley	Minor amendment to recording of voting in Section 1. All occurrences of “his” extended to “his/her”.
1.3	28/02/2012	Richard Pengilley	Additional requirement in Section 29 in line with National Association of Local Councils Model Standing Orders (Revised) 2011.
1.4	18/07/2012	Richard Pengilley	Confirmation of adoption of Torridge District Council’s Code of Conduct in Section 7 in line with National Association of Local Councils’ Recommendation.
1.5	23/11/2012	Richard Pengilley	Absorption of Public Feedback into Public Participation in section 1(e) per minutes of meeting 22/08/2012.
1.6	12/08/2013	Richard Pengilley	Addition of review of Risk Management document in subsection 2(j).
2.0	06/02/2014	Richard Pengilley	Revised in accordance with National Association of Local Councils Model Standing Orders Part 2 (October 2013).
2.1	24/06/2014	Richard Pengilley	Addition of statement regarding minutes at inquorate meetings in subsection 10(a).
2.2	26/09/2014	Richard Pengilley	Permission granted to record meetings in subsection 1(j) to comply with the Openness of Local Government Regulations 2014.

Notes

1. Some portions of text in this document are in **bold type**. These portions should not be ignored or substantively amended unless the national legislation out of which they are born changes. The Council should maintain the standing orders in bold type in their current form because these reflect statutory requirements. If the Council wishes to alter slightly the wording of the standing orders in bold type, any such amendments must not have the effect of undermining, overriding or conflicting with statutory requirements.
2. Use of the word “chairman” (and similar) in this document should not be taken to assume that women are precluded from taking such a role.

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1 Meetings

- a. Meetings of the council shall normally be held at Yarnscombe Victory Hall at 7.30pm on a Wednesday (normally the fourth Wednesday in a month). **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.** Smoking is not permitted at meetings.
- b. The dates and agendas for meetings shall be posted on the village notice board and on the website. **A minimum of three clear days' notice of meetings shall be given to councillors and the public. The minimum three days for notice shall not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas or Easter breaks or a bank holiday or a day appointed for public thanksgiving or mourning.**
- 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 a resolution which shall give reasons for the public's exclusion.**
- d. Minutes of all meetings shall be taken by the Clerk or, in the Clerk's absence, by an alternative approved by the council.
- e. Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. There shall be a Public Participation and Public Feedback session near the beginning of the agenda. A record of these sessions shall be included in the minutes of the meeting.
- f. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes.
- g. In accordance with standing order 1(e) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- h. A person who speaks at a meeting shall direct his/her comments to the chairman of the meeting.
- i. Only one person is permitted to speak at a time. If more than one person wishes to speak, the chairman of the meeting shall direct the order of speaking.
- j. **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted provided it is in accordance with the council's document "Protocol for Recording of Meetings".**
- k. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- l. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the chairman of the council may in his/her absence be done by, to or before the vice-chairman of the council (if any).**
- m. **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.**

- n. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.
- o. 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 gave an original vote. (*See also standing orders 2(h) and 2(i) below.*)
- p. Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor before voting takes place, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her vote for or against that question. If at least two councillors present request it, voting on any given question shall be by secret ballot.
- q. The code of conduct adopted by the council shall apply to councillors in respect of the entire meeting.
- r. A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another 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 right to participate and vote on that matter.
- s. No business may be transacted at a meeting unless a quorum is present, defined as the greater of: (i) at least one third of the whole number of members of the council; (ii) 3.
- t. If a meeting is or becomes inquorate no business shall be transacted unless and until it becomes quorate again. Any business outstanding because a meeting became inquorate shall be transacted at a following meeting.
- u. Meetings shall not exceed a period of three hours. Any business outstanding thereafter shall be deemed 'lost', although it may be offered for consideration on the agenda of a following meeting.

2 Ordinary Council Meetings

See also standing order 1 above

- 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 elected 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 (normally the fourth Wednesday in May).
- c. If no other time is fixed, the Annual Meeting of the council shall take place at 7.00pm.
- 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 or she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his or her successor is elected at the next annual meeting of the council.
- g. The vice-chairman of the council, if any, unless he or 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 or 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 or she shall preside at the meeting until a new chairman of the council has been elected. He or 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 business of the annual meeting shall include:
 - i. **In an election year, delivery by the chairman of the council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the chairman of the council of his acceptance of office form unless the council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Review and adoption of appropriate standing orders and financial regulations;
 - iv. Receipt of a statement of the Parish Council's accounts for the period ending the previous 31 March;
 - v. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by 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. Review and confirmation of arrangements for insurance cover in respect of all insured risks;
 - x. Review of the council's Risk Management document;
 - xi. Review of the council's and/or staff subscriptions to other bodies;
 - xii. Review of the council's complaints procedure;
 - xiii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
 - xiv. Review of the council's policy for dealing with the press/media;
 - xv. Determining the date, time and place of ordinary meetings of the full council up to and including the next annual meeting of full council;
 - xvi. Considering resolutions of which written notice has been given.

3 Proper Officer

- a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences or by electronic mail, a signed summons confirming the time, date, place and the agenda.** If the summons is served by electronic mail then any such e-mail shall contain the electronic signature and title of the Proper Officer;
See standing order 1(b) above for the meaning of clear days.
- ii. **give public notice of the time, date, place and agenda at least three clear days before a meeting of the council (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**
See standing order 1(b) above for the meaning of clear days.
- iii. subject to standing order 4 below, include in the agenda all motions in the order received unless a councillor has given written notice at least three days before the meeting confirming his/her withdrawal of it;
- iv. **convene a meeting of full council for the election of a new chairman of the council, occasioned by a casual vacancy in his/her office;**
- v. publish the minutes of meetings on the village notice board and submit them to the website administrator for publishing on the website;
- vi. facilitate inspection of the minute book by local government electors;
- vii. **receive and retain copies of byelaws made by other local authorities;**
- viii. retain acceptance of office forms from councillors;
- ix. retain a copy of every councillor's register of interests;
- x. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same.
- xi. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xii. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xiii. arrange for legal deeds to be executed;
See also standing order 28 below.
- xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- xvi. refer a planning application received by the council to the chairman or in his/her absence the vice-chairman of the council within two 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 council;
- xvii. manage access to information about the council via the publication scheme;
- xviii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect;
- xix. action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

4 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. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the council's Proper Officer at least six clear days before the next meeting. Clear days do not include the day of the notice or the day of the meeting.
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 4(b) 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 4(b) 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 so that it can be understood at least six clear days before the meeting.
- e. If the wording or subject of a proposed motion is considered 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 in the agenda or rejected.
- f. Subject to standing order 4(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g. Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h. Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

5 Motions not requiring written notice

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to appoint a person to preside at a meeting;
 - v. to change the order of business on the agenda;
 - vi. to proceed to the next business on the agenda;
 - vii. to require a written report;
 - viii. to extend the time limits for speaking;
 - ix. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - x. to hear no further from a councillor or a member of the public;
 - xi. to exclude a councillor or member of the public for disorderly conduct;
 - xii. to suspend the meeting temporarily;

- xiii. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xiv. to adjourn the meeting;
- xv. to close a meeting.

6 Rules of debate

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d. 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.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h. A councillor may move an amendment to his/her own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j. Subject to Standing Order 6(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k. One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. 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 debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. 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 last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.

- p. 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 other irregularity in the proceedings of the meeting he/she is concerned by.
- q. A point of order shall be decided by the chairman of the meeting and his/her decision shall be final.
- r. When a 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 no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or subcommittee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting;
 - ix. to suspend a particular standing order or orders excepting those which reflect mandatory statutory requirements.
- s. Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her right of reply.
- t. Excluding motions moved under standing order 6(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the chairman of the meeting.

7 Code of conduct and dispensations

See also standing order 1(t) above

- a. In accordance with the recommendations of the National Association of Local Councils, Yarnscombe Parish Council has adopted the Code of Conduct in use within Torridge District Council. **All councillors 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. 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 another interest if so required by the council's code of conduct. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- d. **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.

- e. A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other 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 four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g. Subject to standing orders 7(d) and 7(f) above, dispensation requests shall be considered at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required.
- h. **A dispensation may be granted in accordance with standing order 7(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 persons living in the council's area, or**
 - iii. it is otherwise appropriate to grant a dispensation.**

8 Code of conduct complaints

- a. Upon notification by the District or Unitary 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 22 below, report this to the council.
- b. Where the notification in standing order 8(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 8(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 or Unitary 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.**

9 Questions

- a. A councillor may seek an answer to a question concerning any business of the council provided five clear days' notice of the 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.
- c. Every question shall be put and answered without discussion.

10 Minutes

- a. The minutes of a meeting shall include an accurate record of the following:
 - i. the date, 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.

At meetings that are inquorate at the outset, as opposed to meetings that become inquorate for one item because one or more councillors have declared an interest, and at which, therefore, no official business can take place, a set of minutes shall be produced that contain simply the date/time/place of the meeting, names of councillors present and apologies given, followed by a statement that the meeting was inquorate and therefore no further business took place.

- b. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- c. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be moved in accordance with standing order 5(a)(i) above.
- d. The accuracy of draft minutes, including any amendment(s) made to them, 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.
- e. If minutes are published for public viewing, e.g. on a notice board or on the parish website, before they are signed in accordance with standing order 10(d) above, they shall be clearly marked as being draft, such mark to be taken as indicating that the minutes are subject to possible correction of inaccuracies in accordance with standing order 10(c) above.
- f. If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- g. Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting for which approved minutes exist 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 a person or persons disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under standing order 11(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

12 Previous resolutions

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least two councillors to be given to the Proper Officer in accordance with Standing Order 4 above, or by a motion moved in pursuance of the recommendation of a committee or a subcommittee.
- b. When a motion moved pursuant to standing order 12(a) above has been disposed of, no similar motion may be moved within a further six months.

13 Voting on appointments

- a. Where more than two 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. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

14 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 seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**

15 Advisory committees

See also standing order 1 above

- a. The council may appoint advisory committees comprised of a number of councillors and non-councillors.
- b. Advisory committees and any subcommittees may consist wholly of persons who are non-councillors.

16 Responsible Financial Officer

- a. The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17 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.
- 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. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the council's receipts and payments for each quarter;
 - ii. the council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e. 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.

18 Financial controls and procurement

See also standing order 19(b) below.

- 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 control;
 - 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;

- v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £60,000.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. 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 £60,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.
- d. 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 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.
- e. Neither the council, nor a committee or sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest tender.
- f. **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

19 Canvassing of and recommendations by councillors

- a. Canvassing councillors, 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.
- b. This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

20 Inspection of documents

- a. 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, and request a copy for the same purpose. The minutes of meetings of the council shall be available for inspection by councillors.

21 Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

22 Confidential business

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

23 Power of well-being

- a. **Before exercising the power to promote well-being, a meeting of the full council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.**
- b. **The council's period of eligibility begins on the date that the resolution under standing order 23(a) above 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 23(b) above.**

24 Handling staff matters

- a. A matter personal to a member of staff that is being considered by a meeting of council is subject to standing order 22 above.
- b. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- c. The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- d. Only persons with line management responsibilities shall have access to employee records referred to in standing orders 24(b) and 24(c) above if so justified.
- e. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 24(b) and 24(c) above shall be provided only to the chairman of the council.

25 Requests for information

- a. Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b. Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the council. The chairman, in consultation with the author of the council's "Information Accessible to the Public" document, shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

26 Relations with the press/media

- a. Requests from the press or other media for an oral or written comment or statement from the council, its councillors or staff shall be handled 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 statements or written articles to the press or other media.

27 Communicating with District and County or Unitary Councillors

- a. An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillors of the District and County or Unitary Council representing the area of the council.
- b. Unless the council determines otherwise, a copy of each letter sent to the District or County or Unitary Council shall be sent to the ward councillors representing the area of the council.

28 Execution and sealing of legal deeds

See also standing orders 3(b)(xiii) and 3(b)(xviii) above

- a. A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b. **Subject to standing order 28(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**
The above is applicable to a council without a common seal.

29 Standing orders generally

- a. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least four councillors to be given to the Proper Officer in accordance with standing order 4 above. Such a motion shall not be carried unless two-thirds of the councillors, rounded up to the nearest whole number, at a meeting of the council vote in favour of the same.

- c. The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he/she has delivered his/her acceptance of office form.
- d. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.