

STANDING ORDERS



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(Please note that those items in bold type are statutory in origin)

Definitions:

The following terms shall be interpreted as below:

- “The Council” shall mean Williton Parish Council.
- “Committee” shall mean any Committee as shall be deemed necessary by the Council at any given time.
- “Sub Committee” shall mean any Sub-Committee as shall be deemed necessary by the Council at any given time.
- “Working Group or Advisory Committee” shall mean any *ad hoc* group appointed by the Council or any of its Committees for a limited specific task and shall not take on any permanent role, nor shall it have the power to take on any delegated functions.
- Local Government Act 1972 section 270 includes the following definitions and interpretations that are relevant. “Christmas break” means the period beginning with the last week day before Christmas Day and ending with the first week day after Christmas Day which is not a bank holiday. “Easter break” means the periods beginning with the Thursday before and ending with the Tuesday after Easter Day.

In accordance with Standard English usage, where the masculine is used, this shall encompass both genders.

Reference Documents

- Financial Regulations
- Records Retention Schedule
- Local Government Act 1972
- Code of Conduct of the National Association of Local Councils

1. 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 councillors elected take office.
- (b) In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- (c) If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- (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 decides.
- (e) The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.
- (f) The Chairman of the Council, unless he 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 there is one, unless he 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 shall preside at the annual 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 shall 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 shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall 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 there is one) of the Council at the annual meeting, the business 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. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. 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;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 43, 44 and 25*);
 - xviii. Review of the Council's policy for dealing with the press/media;
 - xix. Review of the Council's employment policies and procedures;
 - xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- (k) To appoint Committees and review their terms of reference.
- (l) To appoint Representatives to Outside Bodies. Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.
- (m) To inspect any deeds and trust instruments, if any, in the custody of the Council, or to receive a report from the Proper Officer that this has been done, or that there are none.

2. Chairmanship

(i) Origin

The office of Chairman of a local authority is created by statute, which has conferred upon the occupant of the chair a second or casting vote on all occasions but one. The scope of his authority, however, depends upon ancient customs which are perfectly logical and arise from the necessities of the case.

(ii) Nature and Limitations

- (a) Whether or not the Council has passed any standing orders, the Chairman's procedural authority is derived from the Council as a whole and an individual councillor must obey his rulings because they are the rulings of the Council itself. It follows from this, however, that the Chairman cannot overrule the Council and that a councillor who is dissatisfied by the Chairman's ruling may invite the Council to disagree with it. Such appeals against the chairman ought to be very rare.
- (b) The authority of the Chairman, as such, is limited to matters of procedure and neither increases nor decreases his right (in comparison with other members) to discuss the merits of a particular case. It is one of his most difficult tasks to remember that, while the Chair gives him authority on matters of procedure, it confers no rights (other than the casting vote) on matters of policy above those possessed by other members.
- (c) **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 absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- (d) **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) 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.**
- (e) The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

3. General Meetings

- (a) Meetings of the Council normally to be held at the Parish Office, Killick Way, Williton but the Chairman or Vice Chairman may adjourn the meeting to be relocated to suitable alternative premises if circumstances so demand. **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) **In addition to the Statutory Annual Council meeting, at least three other statutory meetings shall be held in each year on such dates and times and at such a place as the Council may direct.**
- (c) **The minimum three clear days for notice of a meeting does not include 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.** Personnel and Working Group meetings may be convened at short notice.
- (d) Meetings of the Council, normally to be held on the first Monday of the month at 7.00 pm.
- (e) When the Monday coincides with a public holiday the meeting will be rescheduled to be held on the following day i.e. Tuesday.
- (f) Meetings of the Council shall not continue for more than two hours without a break or at the Chairman's discretion and should not exceed 3 hours in total.
- (g) No matter, having been brought before the Council, discussed and resolved, shall be placed on the Council Agenda for discussion until six months has elapsed, from the date of its resolution.
- (h) Members may speak only once on a particular point, but with the permission of the Chairman, may speak, answer questions, make a personal explanation or make points of order. This shall apply at Council meetings.
- (i) The proposer of a motion to speak for no longer than three minutes and all other speeches to be no longer than three minutes. The proposer of the motion to be allowed two minutes for right of reply before the motion is put to the vote: the foregoing also applies to the proposer of any amendment to an original motion.
- (j) Members should request to speak by raising a hand and speak only at the direction of the Chairman.
- (k) Any member named in a speech by another member may have the immediate right to reply should he so request.
- (l) **The Summons and Agenda of all meetings to be placed in a conspicuous place and/or the Parish Council's website, with the exception of the Personnel Committee and Appeals Panel. Sub Committees need not be advertised.**
- (m) **Meetings, with the exception of Sub-Committees, Personnel Committee, Grievance Committee and Appeals Panel 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. (See Section 6 below).**

- (n) 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.

4. Voting

- (a) Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- (b) 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 taken and before moving on to the next item of business on the agenda.
- (c) 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 casting vote whether or not he gave an original vote.

5. 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.

6. Public Participation

- (a) Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- (b) The period of time designated for public participation at a meeting in accordance with standing order 6(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- (c) Subject to standing order 6(f), a member of the public shall not speak for more than 3 minutes.
- (d) In accordance with standing order 6(e), a question 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.
- (e) A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- (f) A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- (g) Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- (h) **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- (i) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- (j) **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.**
- (k) The public shall be admitted to all meetings of the Council and its committees which may however, temporarily exclude the public by means of the following resolution, to be proposed by the Chairman and seconded:
- "That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw."***
- (l) The Council shall state the special reason for exclusion.
- (m) If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the meeting.

7. Order of Business

At every meeting other than the Annual Council Meeting the first business shall be to appoint a person to preside if the Chairman and the Vice-Chairman are absent.

After the first business has been completed at meetings other than the Annual Meeting, the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:

- (a) To receive apologies for absence, and to take a resolution to approve the reasons given.
- (b) To receive any declaration of interests for agenda items.
- (c) To co-opt any new members where applicable.
- (d) To approve and adopt the minutes as a correct record in accordance with Standing Order 8.
- (e) Special presentations. (The timing of such presentations shall be agreed between the Chair and the presenter before the meeting).
- (f) To receive reports from Principal Authority Members present (to include County and District Councillors).
- (g) To receive and consider reports from Officers of the Council.
- (h) To receive such communications and correspondence as the person presiding may wish to lay before the Council.
- (i) To receive reports and minutes of Committees. (Personnel Committee minutes will be received after a resolution has been passed to exclude the press and public).
- (j) To receive accounts for payment.
- (k) To receive reports from Members representing the Council on outside bodies.
- (l) To consider resolutions and recommendations in the order that they have been notified to the Clerk.
- (m) Matters of report for the next meeting.

A motion to vary the order of business on the grounds of urgency may be proposed by the Chairman or by any member and put to the vote.

8. Minutes

- (a) No motion or discussion shall take place upon the minutes except upon their accuracy.
- (b) The Chairman shall sign the minutes as instructed by Resolution of Council.
- (c) 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 who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and the resolutions made.

9. Draft minutes

- (a) 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
- (b) 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 draft minutes shall be moved in accordance with standing order 17(a)(i).
- (c) 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.
- (d) 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 view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- (e) **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- (f) Subject to the publication of draft minutes in accordance with standing order 9(e) and standing order 44(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

10. Extraordinary Meetings of the Council, Committees and Sub-Committees

- (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 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 shall 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 the sub-committee] at any time.
- (d) If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

11. Committees and sub-Committees

- (a) The Council will, at its Annual Meeting, appoint Finance and Administration Committee and Environmental and Planning Committee consisting of not less than five members plus the Chairman and Vice Chairman *ex officio* as voting members of the Committee. (see Appendices A and B for the list of Committee's responsibilities)
- (b) The Council will at its Annual Meeting, appoint a Personnel Committee, Grievance Committee and an Appeals Panel consisting of not less than three members. (see Appendices c and D for the list of Committee's responsibilities)
- (c) Each Committee shall, at its first meeting, before proceeding to any other business, elect a Chairman and Vice Chairman.
- (d) **Unless the Council determines otherwise, a Committee may appoint sub-Committees whose terms of reference and members shall be determined by that Committee**, such sub-Committees consisting of not less than three members. Committees shall also have the power to appoint Working Parties as necessary, but subject to statutory provision:-
 - Shall not appoint any member of a Sub-Committee or Working Party so as to hold office later than the next Annual Meeting.
 - May at any time dissolve or alter the membership of a Sub-Committee or Working Party.
- (e) **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- (f) Chairs of Committees and sub-Committees shall, in the case of an equality of votes, have a casting vote.
- (g) Committees to meet in accordance with the schedule circulated by the Clerk every twelve months with possible amendments due to Councillor's or Officer's absence or illness.
- (h) Committees shall have powers as set out in the Terms of Reference. (see Appendices A,B,C,D & E)
- (i) 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 the 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 11(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 11(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

- xii. may dissolve a committee or a sub-committee.

12. Advisory Committees

- (a) The Council may create Advisory Committees, whose name and number of members and the bodies to be invited to nominate members shall be specified.
- (b) The Clerk shall inform the members of each Advisory Committee of the terms of reference of the Committee.
- (c) An Advisory Committee may make recommendations and give notice thereof to the Council.
- (d) **Unless the Council determines otherwise, all the members of an Advisory Committee and a Sub Committee of the Advisory Committee may be non-councillors.**

13. Disorderly Conduct at Meetings

- (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 person(s) disregards 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 be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- (c) If a resolution made under standing order 13(b) 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.

14. Code of conduct and dispensations

See also standing order 3(n). **A councillor or a non-councillor with voting rights who has 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.**

- (a) All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- (b) Unless he 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 has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- (c) Unless he 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 has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he 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 the Proper Officer 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 14(d) and (f), a dispensation request shall be considered at the beginning of the

meeting of the Council, or committee or sub-committee for which the dispensation is required.

- (h) **A dispensation may be granted in accordance with standing order 14(e) if having regard to all relevant circumstances any of the following apply:**
- 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;**
 - 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.**

15. Quorum

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 three.

16. Motions for a meeting that require written notice to be given to the proper officer

- (a) A motion shall relate to the responsibilities of the meeting for which it is tabled 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 Proper Officer at least 4 clear days before the 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 16(b), 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 16(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 4 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) 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 and numbered in the order that they are received.
- (h) Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

Footnote 1

In matters of Report (Reports from Committees) an objection to a decision made by a Committee must be in the form of a formal resolution and put to the vote. The motion can be a verbal one but it is good practice to submit a written well-thought out motion to the Clerk at the meeting eg This item must be referred back to the Committee for reconsideration; or this decision is objected to and must be rescinded.

17. Motions at a meeting that do not require 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 refer a motion to a particular committee or sub-committee
 - v. To appoint a person to preside at a meeting
 - vi. To change the order of business on the agenda
 - vii. To proceed to the next business on the agenda
 - viii. To require a written report
 - ix. To appoint a committee or sub-committee and their members

- x. To extend the time limits for speaking
- xi. To exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest
- xii. To not hear further from a councillor or a member of the public
- xiii. To exclude a councillor or member of the public for disorderly conduct
- xiv. To temporarily suspend the meeting
- xv. To suspend a particular standing order (unless it reflects mandatory, statutory or legal requirements)
- xvi. To adjourn the meeting, or
- xvii. To close the meeting

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In matters of Report (Reports from Committees) an objection to a decision made by a Committee must be in the form of a formal resolution and put to the vote. The motion can be a verbal one but it is good practice to submit a written well-thought out motion to the Clerk at the meeting eg This item must be referred back to the Committee for reconsideration; or this decision is objected to and must be rescinded.

18. Rules of Debate at Meetings

- (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 (as amended) 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 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 of the meeting.
- (j) Subject to standing order 17(k), 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 on 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. to exercise a right of reply.
- (p) During the debate on 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 other irregularity in the proceedings of the meeting he is concerned by.
- (q) A point of order shall be decided by the chairman of the meeting and his 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 sub-committee for consideration;
 - vii. to exclude the public and press;

- viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal 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 right of reply.
- (t) Excluding motions moved under standing order 17(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

19. 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 4 councillors to be given to the Proper Officer in accordance with standing order 16, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- (b) When a motion moved pursuant to standing order 19(a) has been disposed of, no similar motion may be moved for a further six months.

20. Discussions on Resolutions affecting employees of the Council

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or Committee (as the case may be) has decided to exclude the press and public (see Standing Order 26).

21. Handling staff matters

- (a) A matter personal to a member of staff that is being considered by a meeting of the personnel committee, is subject to standing order 43.
- (b) Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the personnel committee or, if he is not available, the vice-chairman (if there is one) of the personnel committee and that person shall report such absence to the personnel committee at its next meeting.
- (c) The chairman of the personnel committee or in his absence, the vice-chairman shall conduct a review of the performance and annual appraisal of the work of the Parish Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by personnel committee.
- (d) Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the personnel committee or in his absence, the vice-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.
- (e) Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff 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 grievance committee.
- (f) Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- (g) In accordance with standing order 42(a), persons with line management responsibilities shall have access to staff records referred to in standing order 21(f).

22. Interests (An Interest is defined in the current Code of Conduct (Annexe 4) as adopted by the Council.)

- (a) If a member has an interest as defined by the Code of Conduct adopted by the Council then he shall declare such an interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required. If a member who has declared an interest as defined in the Code of Conduct, he can make the same representation as a member of the public, he then must withdraw from the room or chamber and not take part in the discussion, decision or voting. The Clerk shall record such interests as declared within the Minutes of any Meeting at which they are declared.
- (b) If a candidate for any appointment under the Council is to his knowledge related to any member or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate Committee any such disclosure.
- (c) The Clerk shall make known the purport of this Standing Order to every candidate for such an appointment.

23. Canvassing of, and Recommendations by members

- (a) Canvassing of members of the Council or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this subparagraph of this Standing Order to every candidate.
- (b) A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion. Nevertheless, any such member may give a written reference of a candidate's ability, experience or character for submission to the Council with an application for appointment.

24. Restrictions on councillor activities

- (a) Unless duly authorised 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.

25. Inspection of Documents

- (a) A member may for the purpose of his duty as such (but not otherwise), inspect any documents in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- (b) All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council, or members of the public.
- (c) All approved minutes kept by the Council and by a Committee shall be lodged on the Parish Council website, before the following meeting, for the inspection any member of the public, if they so require.

26. 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 or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(c) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 16, include on the agenda all motions in the order received unless a councillor has given written notice at least 4 days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
 - xii. arrange for legal deeds to be executed;
(see also standing order 41);
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
 - xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (if there is one) 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 Environment and Planning committee;
 - xvi. manage access to information about the Council via the publication scheme; and
 - xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
- (see also standing order 41).

27. 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.

28. Confidential Business

- (a) No member of the Council or of any committee or sub committee shall disclose to any person, any business declared to be confidential by the Council, the committee or sub Committee as the case may be.
- (b) Any member in breach of the provisions of (a) of this Standing Order shall be removed from any Committee or sub committee of the Council by the Council

29. Communicating with District and County/Unitary Councillors

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

30. Liaison with Outside Bodies

A summons and agenda for the monthly full Council meeting will be sent to appropriate outside bodies.

31. 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.

32. Financial controls and procurement

- (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. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- (b) Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- (c) **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- (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 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.
- (e) Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- (f) **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- (g) **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

33. 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 (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) 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 (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability 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 apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

34. 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 43, report this to the Council.
- (b) Where the notification in standing order 34(a) 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 34(c).
- (c) The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

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. Such action excludes disqualification or suspension from office

35. Correspondence

All correspondence to the Council shall be addressed to the Clerk who shall keep a log of all correspondence. In the event of any member, including the Chairman receiving any Council related correspondence, it shall immediately be referred to the Clerk. (Please refer to the Office Procedures of the Council).

36. Planning Applications

The Clerk shall, as soon as it is received, enter in a book for the purpose the following particulars of every planning application notified to the Council.

- (i) the date on which it was received
- (ii) the name of the applicant
- (iii) the place to which it relates
- (iv) details of the proposal

37. Standing Orders Generally

- (a) All or part of a standing order, except one that incorporates mandatory statutory or legal 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 or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 16.
- (c) The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final

38. Standing Orders to be given to Members

A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of that member's declaration of acceptance of office.

39. Attendance and Disqualifications

If a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority under the Local Government Acts. (Annexe 3)

40. Power of General Competence

- (a) Before exercising the power of general competence, 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 35(a) above was made and has to be renewed by Council resolution at 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 40(b) above.

41. Execution and Sealing of Legal Deeds

See also standing orders 26(b)(xii) and (xvii).

- (a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- (b) **Subject to standing order 41(a), 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.

42. Office Security and Key Holders

- (a) The Chairman and Vice-Chairman will each hold a key to the safe; the key to the store cupboard to remain in the Parish Office with only the Clerk and Assistant to the Clerk having access to the office.
- (b) A combination key safe, installed on the wall by the Parish Office door to hold a spare key to the office. The Clerk would hold the combination to the key safe.
- (c) In the event of the Chairman being on holiday, the keys the Chairman is in possession of will be passed to the Vice-Chairman for the duration of the time the Chairman is away.
- (d) The Chairman will hold keys for the Front Door, Side Door and the safe. For the memorial ground the Chairman will hold keys for The Pavilion, The Barn (old changing rooms) and Memorial Shelter.
- (e) The Vice-Chairman will hold keys for the Front Door. For the memorial ground the Vice-Chairman will hold keys for The Pavilion, The Barn (old changing rooms) and Memorial Shelter.
- (f) The Clerk will hold keys for the Front Door, Side Door, Office Door, key safe, the Pavilion and the Barn
- (g) All keys covering the Memorial Ground will be kept in the Parish Office by the Clerk.

43. Management of Information

See also standing order 44.

- (a) **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- (b) **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- (c) **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification

44. Responsibilities to Provide Information

See also standing order 45.

- (a) **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- (b) *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

- (c) *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

45. Responsibilities Under Data Protection Legislation

Responsibilities under data protection legislation

Below is not an exclusive list. See also standing order 43.

- (a) The Council may appoint a Data Protection Officer.
- (b) **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- (c) **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- (d) **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- (e) **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- (f) **The Council shall maintain a written record of its processing activities.**

APPENDIX A TERMS OF REFERENCE FOR FINANCE AND ADMINISTRATION COMMITTEE

(agreed Full Council, 7th August 2023, item 23/107.3)

- 1 The Finance and Administration Committee (referred to as The Committee throughout Appendix A) will have power to spend within their designated budget and shall not exceed this sum.
- 2 The Committee will have power to approve cheques as budgeted to the maximum value on the Committee's annual budget statement. Any sums larger than this amount will need to seek Full Council approval.
- 3 The Committee will have the power to action items, if within budget, and submit for report only to the Parish Council – with the exception of Grant applications which need to be considered by Full Council.
- 4 The Committee is responsible for checking the accounts and ensuring that a completed statement of annual accounts is presented to each member of the Full Council by 30th June.
- 5 The Committee is responsible in ensuring that internal financial control systems are carried out and inspected by an internal auditor.
- 6 The Committee is responsible in approving the annual accounts for publication by 30th June at the latest.
- 7 The Committee is responsible in ensuring that a notice is placed on the notice board stating that a full set of audited annual accounts are available for inspection together with the first page of the accounts by 30 September at the latest.
- 8 The Committee should abide by the agreed set of Financial Regulations (Annexe 1) which needs to be reviewed annually.
- 9 The Committee is responsible for the presentation of the budget which is to be set out in detail including consideration for a contingency and must be approved by the Full Council.
- 10 The Committee is responsible for checking monthly (subject to conditions of clause 22) reports regarding receipts and payment in comparison with the current year's budget.
- 11 The Committee shall abide by the conditions set out within the Standing Orders in particular with regards to tendering and the signing of cheques.
- 12 The Committee shall not be responsible for setting the precept or for borrowing money. This shall be approved by the Council.
- 13 The Committee shall not be responsible for electing Committee members and the election of Committee members must take place annually by the Council. Any vacancies occurring within the year must be filled by the Council.
- 14 The elected Committee members will elect their Chairman and Vice Chairman at their first meeting after the Council's Annual Meeting in May.
- 15 The Committee is responsible for maintaining the Risk Register and the Asset Register. These will need to be reviewed annually.
- 16 The Committee is responsible for keeping a Records Retention Schedule (Annex 2) and adopting its policy.
- 17 The Committee is responsible for reviewing annually, no later than the meeting that settles the following year's budget, the pay and conditions of service of existing employees.
- 18 The Chairman or Vice Chairman of the Committee will be responsible for drawing up the agendas with the Clerk.
- 19 The Committee has the power to hold additional meetings provided the Clerk has been notified with at least one week's notice.
- 20 The Chairman and Vice Chairman of the Council may attend the Committee and will have power of voting. Non-members of the Committee may attend meetings and speak but will not have powers to vote.
- 22 The Committee will meet monthly with the exception of the months of August and December.
- 23 The Committee will have the authorisation to agree, by email, that staff and councillors could attend courses, if appropriate to their work, if the allocation remained within budget and replies received agreed and were quorate (minimum of 3). If insufficient replies were received, the request could be forwarded to the Personnel Committee for agreement, in line with above conditions. (March 2020 Full Council, item number 19/283.3)

APPENDIX B TERMS OF REFERENCE OF ENVIRONMENT AND PLANNING COMMITTEE

(agreed Full Council, 4th December 2023, item 23/203.4)

- 1 The Environment and Planning Committee (referred to as The Committee throughout Appendix B) will have power to spend within their designated budget and shall not exceed this sum.
- 2 The Committee will have power to approve cheques to the maximum value on the Committee's annual budget statement. Any sums larger than this amount will need to seek the Council's approval.
- 3 The Committee is responsible for advising the Finance and Administration Committee of any potential shortfalls or overspends as soon as is practicable.
- 4 The Committee shall not be responsible for electing Committee members and the election of Committee members must take place annually by the Council. Any vacancies occurring within the year must be filled by the Council.
- 5 The elected Committee members will elect their Chairman and Vice Chairman at their first meeting after the Council's Annual Meeting in May.
- 6 The Committee will take responsibility for Council decisions in matters relating to planning applications. Any application can be referred to the Council if it is considered to be appropriate or a request from Full Council is received. If applications need to be considered during August and December, when the Committee does not meet, or due to time restriction, they can be addressed at the Parish Council meetings.
- 7 The Committee is responsible for ensuring that all planning applications are set out in detail on the agenda and 3 clear days notice is given to the public. A system of reserved dates should be applied in cases of late applications.
- 8 All planning items will be positioned towards the top of the agenda to enable easier public attendance.
- 9 The Committee is responsible for ensuring that a detailed log of planning applications are kept and that all observations are returned to the District Council within the specified period as set down in the Standing Orders.
- 10 The Committee is responsible for making decision concerning works and other matters relating to property or land which is wholly or partly the responsibility of the Council.
- 11 The Committee is responsible for overseeing works and other matters it has approved and to ensure that they are carried out satisfactorily.
- 12 The Committee is responsible for all matters relating to leased properties of the Council including the renewal of existing leases. Any new leases for consideration should be approved by the Council.
- 13 The Committee is responsible in making decisions on behalf of the Council concerning highway matters within the Parish of Williton.
- 14 The Committee is responsible in making decisions on behalf of the Council on matters relating to footpaths.
- 15 The Chairman or Vice Chairman of the Committee will be responsible for drawing up the agendas with the Clerk.
- 16 The Committee will have powers to hold additional meetings provided the Clerk has been notified with at least one week's notice.
- 17 The Chairman and Vice Chairman of the Council may attend the Committee and will have power of voting. Non-members of the Committee may attend meetings and speak but will not have powers to vote.
- 18 The Committee will meet monthly with the exception of the months of August and December.
- 19 The Committee will have the power to action items, if within budget, and submit for report only to the Parish Council – with the exception of Grant applications which need to be considered by Full Council.

APPENDIX C TERMS OF REFERENCE PERSONNEL COMMITTEE

- 1 The Personnel Committee will elect their Chairman at their first meeting of the year.
- 2 The Personnel Committee is responsible for setting out contracts of employment for all employees and ensuring that payments are kept up to date with the Inland Revenue.
- 3 The Personnel Committee is responsible for undertaking regular appraisals of the staff.
- 4 The Personnel Committee is responsible for all matters relating to the appointments of staff.
- 5 The Personnel Committee will meet at least twice a year with additional meetings as necessary.
- 6 The Committee shall not be responsible for electing Committee members and the election of Committee members must take place annually by the Council. Any vacancies occurring within the year must be filled by the Council.
- 7 Non-members of the Committee may not attend the meeting without receiving an invitation from the Chairman of the Committee.
- 8 In conjunction with item 23 of Finance and Administration Committee - The (FAC) Committee will have the authorisation to agree, by email, that staff and councillors could attend courses, if appropriate to their work, if the allocation remained within budget and replies received agreed and were quorate (minimum of 3). If insufficient replies were received, the request could be forwarded to the Personnel Committee for agreement, in line with above conditions. (March 2020 Full Council, item number 19/283.3)

APPENDIX D TERMS OF REFERENCE APPEALS PANEL

- 1 The Committee shall not be responsible for electing Panel members and the election of Panel members must take place annually by the Council. Any vacancies occurring within the year must be filled by the Council.
- 2 The elected Appeals members will elect their Chairman at their first meeting, to be held within one month, after the Council's Annual Meeting in May.
- 3 The Appeals Panel is responsible for hearing Staff and Councillors appeals.
- 4 Non-members of the panel may not attend the meetings without receiving a written invitation from the Chairman of the Appeals panel.
- 5 The Panel have the power to appoint HR services where necessary and report back to Full Council.
- 6 The Panel have the power to employ an outside Clerk if deemed necessary and report back to Full Council.

APPENDIX E TERMS OF REFERENCE EVENTS SUB COMMITTEE

(agreed Full Council, 2nd October 2023, item 23/136.2)

- 1 The members of the Sub-Committee may include non-Councillors as it will not regulate or control the finances of the Council; however, it must include two Councillors appointed at the Council's Annual Meeting. All Parish Councillors are invited to attend, but only those appointed need give apologies if unable to attend.
- 2 The Events Sub Committee will elect their Chairman and Vice Chairman at their first meeting following the May Full Parish Council meeting – the Chairman or Vice Chairman must be a Parish Councillor.
- 3 In the event of the absence of both the Chairman and the Vice-Chairman, the meeting will be chaired by another committee member present and elected at the meeting.
- 4 The purpose of the Events Sub Committee will be to organise village events, and raise funds for both Williton Parish Council (WPC) and Williton War Memorial Recreation Ground Charity (WWMRG), to include but not limited to, the Annual Village Fete and Christmas Events.
- 5 All events will be subject to agreement of WPC or WWMRG.
- 6 The Sub Committee may request a budget to be agreed by either WPC or WWMRG, as appropriate, to organise an event and may use that budget as it feels appropriate. Any expenditure above that budget must have prior approval before being committed.

Reviewed and agreed at Williton Parish Council Meeting held on 2nd May 2023

Signed Cllr Payne (Chairman)

Review Date: May 2024