

Index of Standing Orders

Standing order		Page	Standing order		Page
1	Meetings	2	20	Estimates/precepts	18
	Public Question Time – sections d-l	2	21	Canvassing of and recommendations by Councillors	18
	Recording of meetings and use of mobile devices – section m	3	22	Inspection of documents	18
	Press – section n	4	23	Unauthorised activities	18
	Chair / Vice-Chair – sections o-p	4	24	Confidential business	18
2	Meetings of the Full Council	6	25	General Power of Competence	19
3	Proper Officer	7	26	Matters affecting council employees	19
4	Motions requiring written notice	8	27	Responsibilities to provide information	20
5	Motions not requiring written notice	9	28	Responsibilities Under Data Protection Legislation	20
6	Rules of debate	10	29	Relations with the press/media	20
7	Code of conduct	13	30	Liaison with County, District and Unitary Councillors	20
8	Questions	13	31	Financial Controls	21
9	Minutes	14	32	Allegations of breaches of the code of conduct	22
10	Disorderly conduct	14	33	Variation, revocation and suspension of Standing Orders	23
11	Rescission of previous resolutions	14	34	Standing Orders to be given to Councillors	23
12	Voting on appointments	15	35	Complaints	23
13	Expenditure	15	36	Urgent Action	23
14	Execution & sealing of legal deeds	15	37	Persistent Absence	24
15	Committees	16	38	Revocation of Previous Standing Orders	24
16	Sub-committees	16			
17	Extraordinary meetings	16			
18	Advisory Committees / Working Groups	17			
19	Accounts and Financial Statement	17			

1 Meetings

Mandatory for Full Council meetings 

Mandatory for Committee and Sub-Committee meetings 

Mandatory for Working Group meetings 

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 a Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.
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 b When calculating the 3 clear days for notice of a meeting to Councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.
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 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.

Public Question Time

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 d 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 and this will be through the allocated Public Question Time identified on each agenda. Members of the public are allowed to attend all meetings of the Council, its Committees and Sub-Committees and Joint Committees (other than exempt business) BUT not Working Groups or any other meetings unless specifically invited by the Town Clerk.
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 e The period of time which is designated for public questions in accordance with Standing Order 1(d) above shall not exceed 15 minutes, although in exceptional circumstances this may be extended by up to a further 15 minutes at the Chair's discretion.
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 f Subject to Standing Order 1(e) above, 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 2 minutes.

-  g In accordance with Standing Order 1(d) above, a question asked by a member of the public during a public question time session at a meeting shall be responded to by the Mayor / the Chair or the Town Clerk and shall not generate a debate.
-  h In accordance with Standing Order 1(g) above, the Chair may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
-  i A record of a public question time session at a meeting shall be included in the minutes of that meeting.
-  j At public question time, a person shall raise his / her hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chair may at any time permit an individual to be seated when speaking.
-  k At public question time, any person speaking at a meeting shall address his / her comments to the Chair.
-  l At public question time, only one person is permitted to speak at a time. If more than one person wishes to speak, the Mayor / the Chair shall direct the order of speaking.

Recording of Meetings and Use of Mobile Devices

-  m Subject to the provisions allowing the exclusion of the press and public, the filming or recording of all formal meetings of the Town Council held in public is permitted. Any communication method, including the internet, to publish, post or otherwise share the results of the person's reporting activities may be used. Publication and dissemination may take place at the time of the meeting or occur after the meeting. A person attending a meeting for the purpose of reporting on the meeting will, so far as practicable, be afforded reasonable facilities for doing so. To assist with the management of a meeting, anyone wishing to film or record is asked to inform an officer of their intentions before the meeting starts. Oral reporting or oral commentary on a meeting while it takes place if the person is in the room is not permitted. Where the press and public are excluded from any part of a meeting, members of the press and public must remove all recording devices that they have brought into the room. Mobile devices must be switched to silent while meetings of the Town Council are in progress.

In the event that any mobile device interferes with microphones, hearing loops or other audio-visual equipment used to assist the running of the meeting, the user must switch it off.

Press

-  n In accordance with Standing Order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.


Chair or Vice-Chair

-  o Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair may in his/her absence be done by, to or before the Vice-Chair (if any).



-  p The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.



-  q Subject to Standing Order 1 (y) below, all matters debated at a meeting shall be decided by a majority of the Councillors present and qualified to vote.



-  r The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his / her casting vote whether or not he / she gave an original vote. (*See also Standing Orders 2 (i) and (j) below.*)



-  s Unless Standing Orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his / her vote for or against or abstained that question. Such a request shall be made before moving on to the next item of business on the agenda.



-  t The minutes of a meeting shall record the names of Councillors present and in so doing shall record when Councillors leave and rejoin a meeting during the proceedings. Councillors shall indicate clearly to the Chair of the meeting that they will be leaving the meeting and that they have rejoined it so that



this can be recorded.



u The Code of Conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.



v An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (*See also Standing Orders 7 and 8 below.*) Where this is a new Disclosable Pecuniary Interest, the Councillor(s) should liaise with the Town Clerk of the meeting, within 1 working day, to ensure that the proper notifications are made to the Monitoring Officer.



w No business may be transacted at a Full Council meeting unless at least one half of the whole number of members of the Council are present.



x No business may be transacted unless at least one third of the Committee, Sub-Committee or Working Group are present and in no case shall the quorum of one of these meetings be less than 3.



y If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting. Where a matter is deemed to be of extreme urgency by the Town Clerk, the urgency provisions as set out in paragraph 36 shall be used.



z Changes to the date, venue, start time or cancellation of a meeting of Council shall only be permitted if the Town Clerk, as the Proper Officer is satisfied that there are compelling reasons for making such change, and that the Town Mayor, and all Group Leaders are in agreement. Such a change shall normally only be considered if in excess of 28 days' notice can be given and shall never be considered if less than five working days' notice can be given.



aa Changes to the date, venue, start time or cancellation of a Committee or Sub-Committee or Working Group shall only be permitted if the Town Clerk, as the Proper Officer is satisfied that there are compelling reasons for making such change and if the Chair and Vice-Chair of that body are in agreement. At least five working days' notice shall be given.



ab A Member, who is not a Member of a Committee, Sub-Committee or Working Group, may make a statement / ask a question to answer Members of the Committees' questions but not join the debate on a specific item, having agreed with the Chair of that meeting that there is a clear and important reason for this and where the matter does not involve any conflict of interest nor is an exempt item.

Where such permission is given, there is no entitlement to vote and Standing Orders regarding the rules of debate shall apply to that Member in the same way as Members of the Committee, Sub-Committee or Working Group.

2 Meetings of the Full Council

See also Standing Order 1 above

- a In an election year, the Annual Meeting of the Council shall be held within 14 days of the declaration of the results of the poll.
- b In a year which is not an election year, the Annual Meeting of a Council shall be held on such day in May as the Council may direct.
- c If no other time is fixed, the Annual Meeting of the Council shall take place at 6.30pm.
- 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 Town Mayor shall be the Chair of the Council. The Deputy Mayor and Mayor Elect shall be the Vice-Chair.
- f The election and/or installation of the Town Mayor and Deputy Mayor and Mayor Elect of the Council shall be the first business completed at the Annual Meeting of the Council.
- g The Town Mayor of the Council, unless he / she has resigned or becomes disqualified, shall continue in office and preside at the Annual Meeting until his / her successor is installed at the next Annual Meeting of the Council.
- h The Deputy Mayor and Mayor Elect, if any, unless he / she resigns or becomes disqualified, shall be installed as the Town Mayor at the next Annual Meeting of the Council. In an election year, where the Deputy Mayor and Mayor Elect has not been re-elected, Council shall appoint a Town Mayor as its first item of business at its first Annual Meeting.
- i In an election year, if the current Town Mayor has been re-elected as a member of the Council, he / she shall preside at the meeting until a new Town Mayor has been elected. He / she may exercise an original vote in respect of the election of the new Town Mayor and must give a casting vote in the case of an equality of votes.
- j In an election year, if the current Town Mayor has not been re-elected as a member of the Council, he / she shall preside at the meeting until a successor Town Mayor has been installed. The current

Town Mayor shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.

- k Following the election of the Town Mayor and Deputy Mayor and Mayor Elect at the Annual Meeting of the Council, the order of business shall be as follows.
 - i. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and to determine recommendations made by Committees.
 - ii. Appointment of any new Committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute Councillors) and receipt of nominations to them and appointment of their Chairs and Vice-Chairs.
 - iii. Appointment of representatives to outside bodies.
 - iv. Reporting back representation on or work with external bodies.
 - v. To confirm that the Council meets the criteria for eligibility to operate within the General Power of Competence.
 - vi. Other reports of officers.

3 Proper Officer

- a The Council's Proper Officer shall be either (i) the Town Clerk (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders and Scheme of Delegation.
- b The Town Clerk as the Proper Officer, shall do the following:
 - i. Sign and serve on Councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a Committee at least 3 clear working days.
 - ii. Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a Committee provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them.
 - iii. Subject to Standing Orders 4(a)–(e) below, include in the agenda all motions in the order received unless a Councillor has given written notice at least ten days before the meeting confirming his / her withdrawal of it.
 - iv. Convene a meeting of Full Council for the election of a new Town Mayor occasioned by a casual vacancy in his / her office, in accordance with Standing Order 3(b)i above.
 - v. Make available for inspection the minutes of meetings.
 - vi. Receive and retain copies of byelaws made by other local authorities.

- vii. Receive and retain declarations of acceptance of office from Councillors.
- viii. Retain a copy of every Councillor's register of interests and any changes to it and keep copies of the same available for inspection and on the web site.
- ix. Keep proper records required before and after meetings.
- x. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- 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 and access to information held by the Council in paper and electronic form.
- xiii. Arrange for legal deeds to be sealed using the Council's common seal and signed by 2 Councillors and witnessed (*See also Standing Orders 14(a) and (b).*)
- xiv. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations.
- xv. Record every planning application notified to the Council and the Council's response to the local planning authority.
- xvi. Retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.
- xvii. Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.

4 Motions Requiring Written Notice

- a In accordance with Standing Order 3(b) (iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Town Clerk as the Proper Officer at least ten clear days before the next meeting.
- b The Town Clerk as the Proper Officer may, before including a motion in the agenda received in accordance with Standing Order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c If the Town Clerk, as the Proper Officer, considers the wording of a motion received in accordance with Standing Order 4(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Town Clerk, as the Proper Officer, in clear and certain language at least eight clear days before the meeting.
- d If the wording or nature of a proposed motion is considered unlawful, improper or outside the scope of the Town Council, the Town Clerk, as the Proper Officer, shall consult with the Chair of

the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, and decide whether the motion shall be included or rejected in the agenda.

- e Having consulted the Chair or Councillors pursuant to Standing Order 4(d) above, the decision of the Town Clerk, as the Proper Officer, as to whether or not to include the motion in the agenda shall be final.
- f Notice of every motion received in accordance with the Council's Standing Orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all Councillors.
- g Every motion rejected in accordance with the Council's Standing Orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all Councillors.
- h Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

5 Motions Not Requiring Written Notice

- a Motions in respect of the following matters may be moved without written notice.
 - i. To appoint a person to preside at a meeting.
 - ii. To approve the absences of Councillors.
 - iii. To approve the accuracy of the minutes of the previous meeting.
 - iv. To correct an inaccuracy in the minutes of the previous meeting.
 - v. To dispose of business, if any, remaining from the last meeting.
 - vi. To alter the order of business on the agenda for reasons of urgency or expedience.
 - vii. To proceed to the next business on the agenda.
 - viii. To close or adjourn debate.
 - ix. To refer by formal delegation a matter to a Committee or to a Sub-Committee or an employee.
 - x. To appoint a Committee or Sub-Committee or any Councillors (including substitutes) thereto.
 - xi. To receive nominations to a Committee or Sub-Committee.
 - xii. To dissolve a Committee or Sub-Committee.
 - xiii. To note the minutes of a meeting of a Committee or Sub-Committee.
 - xiv. To consider a report and/or recommendations made by a Committee or a Sub-Committee.
 - xv. To consider a report and/or recommendations made by an employee, professional advisor,

expert or consultant.

- xvi. To authorise legal deeds to be sealed by the Council's common seal and signed by two Councillors and witnessed.

(See Standing Orders 14(a) and (b) below.)

- xvii. To authorise the payment of monies to/within the relevant part of the approved budget of the Town Council.
- xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
- xix. To extend the time limit for speeches.
- xx. To exclude the press and public for all or part of a meeting.
- xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- xxii. To give the consent of the Council if such consent is required by Standing Orders.
- xxiii. To suspend any Standing Order except those which are mandatory by law.
- xxiv. To adjourn the meeting.
- xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- xxvi. To answer questions from Councillors.

- b If a motion falls within the terms of reference of a Committee or Sub-Committee or within the delegated powers conferred on an employee, a referral of the same may be made to such Committee or Sub-Committee or employee provided that the Chair may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

6 Rules of Debate (in respect of matters relating to paragraphs 4 & 5)

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the direction of the Chair for reasons of expedience.
- b Subject to Standing Orders 4(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.
- c Subject to Standing Order 3(b) (iii) above, a motion included in an agenda not moved by the Councillor who tabled it, may be treated as withdrawn.
- d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such

amendment, shall, if required by the Chair, be put in writing and handed to the Chair who shall determine the order in which they are considered.

- e A Councillor may move amendments to his / her own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f Any amendment to a motion shall be either:
 - i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.
- g A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i Subject to Standing Order 6(h) above, one or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.
- j Pursuant to Standing Order 6(h) above, the number of amendments to an original or substantive motion, which may be moved by a Councillor, is limited to one.
- k If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.
- l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding three minutes.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of the debate and immediately before it is put to the vote.
- o Subject to Standing Orders 6(m) and (n) above, a Councillor may not speak further in respect of

any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.

- 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 considers has been breached or specify the irregularity in the meeting he is concerned by.
- q A point of order shall be decided by the Chair and his / her decision shall be final.
- r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- s Subject to Standing Order 6(o) above, when a Councillor's motion is under debate no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to agree that a Member, named, be not further heard;
 - vi. to ask a person to be silent or for him to leave the meeting;
 - vii. to refer a motion to a Committee or Sub-Committee for consideration;
 - viii. to exclude the public and press;
 - ix. to adjourn the meeting;
 - x. to suspend any Standing Order, except those which are mandatory.
- t In respect of Standing Order 6(s) (iv) above, the Chair shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chair shall call upon the mover of the motion under debate to exercise or waive his / her right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.
- u At Council Meetings a Councillor shall stand when speaking unless they are unable to do so on account of disability or are likely to suffer discomfort.
- v Whenever the Chair rises during a debate all other Councillors shall be seated and silent.

7 Code of Conduct

See also Standing Orders 1(d)–(i) above

- a All Councillors shall observe the Code of Conduct adopted by the Council.
- b All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.
- c Where Councillors have a Disclosable Pecuniary Interest as set out in Part 3 of the Code of Conduct, Councillors shall not participate in any discussions of the matter at the meeting; shall not participate in any vote or further vote on the matter at the meeting and shall withdraw from the room where the meeting considering the matter is being held unless the Councillor has a dispensation from the Council (see The Town Council’s Dispensation Scheme).
- d
 - i. Where a Councillor has a Disclosable Pecuniary Interest he/she shall at the commencement of consideration of that matter or when the interest becomes apparent, disclose to that meeting the extreme nature of that interest.
 - ii. When a Disclosable Pecuniary Interest is not on a Councillor’s Register of Interests, that Councillor shall, through the Town Clerk, notify the Monitoring Officer of that interest within 28 days.
- e Councillors with a personal and prejudicial interest, that is not a Disclosable Pecuniary Interest, shall in accordance with Part 2 of the Code of Conduct, be allowed in relation to any item of business being transacted at a meeting to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.

8 Questions

- a A Councillor may seek an answer to a question concerning any business of the Council not otherwise covered on the agenda at a Full Council meeting provided three clear working days’ notice of the question has been given to the Town Clerk, as the Proper Officer.
- b A Councillor may seek an answer to a question concerning any business of a Committee of the Council at a meeting of that Committee provided that three clear working days’ notice of the questions has been given to the Town Clerk, as the Proper Officer.

- c 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.
- d Every question shall be put and answered without discussion.

9 Minutes

- a No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with Standing Order 5(a) (iv) above.
- b Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

10 Disorderly Conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If, in the opinion of the Chair, there has been a breach of Standing Order 10(a) above, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c If a resolution made in accordance with Standing Order 10(b) above, is disobeyed, the Chair may take such further steps as may reasonably be necessary to enforce it and/or he / she may adjourn the meeting.

11 Rescission of Previous Resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by ;
 - (i) a special motion of the Full Council, a written notice of which bears the names of at least five Councillors of the Council, and meets the other parameters of paragraph 4.
 - (ii) Or by a recommendation from Committee to Full Council.

- b When a special motion or any other motion moved pursuant to Standing Order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

12 Voting on Appointments

- a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.
- b A secret ballot shall only ever be permitted for the appointment of the Town Mayor or Deputy Mayor and Mayor Elect. This shall be permitted on the request of three Councillors.

13 Expenditure

- a Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.
- b The Council's Financial Regulations shall be reviewed once a year by the Internal Auditor.
- c The Council's Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a Committee, Sub-Committee or to an employee.

14 Execution and Sealing of Legal Deeds

See also Standing Order 5(a) (xvi) above

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b In accordance with a resolution made under Standing Order 14(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two members of the Council who shall sign the deed as witnesses.

15 Committees

See also Standing Order 1 above

- a The Council may, at its annual meeting, appoint standing Committees and may at any other time appoint such other Committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the dates of their meetings, subject to Standing Order 1bb;
 - iii. shall appoint and determine the term of office of Councillor or non-Councillor members of such a Committee (unless the appointment of non-Councillors is prohibited by law) so as to hold office no later than the next Annual Council Meeting;
 - iv. may in accordance with Standing Orders, dissolve a Committee at any time;
- b A Councillor may be substituted at any Committee, Sub-Committee or Working Group when he or she has informed the Chair and/or Town Clerk or designated officer whom is to be their substitute.
- c An ordinary member of a Committee who has been replaced at a meeting by a substitute member (in accordance with Standing Order 15(a)(iv) above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.
- d Council shall also appoint the Committees' Chair and Vice-Chairs, subject to Standing Order 1p.

16 Sub-Committees

See also Standing Order 1 above

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

17 Extraordinary Meetings

See also Standing Order 1 above

- a The Town Mayor may convene an extraordinary meeting of the Council at any time.
- b If the Town Mayor does not or refuses to call an extraordinary meeting of the Council within 5 clear working days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time,

venue and agenda for such a meeting must be signed by the two Councillors.

- c The Chair of a Committee (or a Sub-Committee, Advisory Committee or Working Group) may convene an extraordinary meeting of the Committee, Sub-Committee or Working Group at any time.
- d If the Chair of a Committee (or a Sub-Committee or Working Group) does not or refuses to call an extraordinary meeting within five clear working days of having been requested by to do so by three Councillors, who are Members of that Committee, those Councillors may convene an extraordinary meeting of a Committee (or a Sub-Committee or Working Group). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by those Councillors.
- e The Town Clerk (and for matters within his/ her specific remit, the Responsible Financial Officer) may call a meeting of the Council, its Committees, Sub-Committees or Working Groups, where this necessary, and give five clear working days' notice.

18 Advisory Committees / Working Groups - Membership

See also Standing Order 1 above

- a The Council and its Committees may appoint advisory Committees or Working Groups, comprised of a number of Councillors and non-Councillors, to research, advise and report on a particular subject or matter and make recommendations based on its findings.
- b Advisory Committees or Working Groups may consist wholly of persons who are non-Councillors. and the terms of reference, the Chair and Vice Chair shall be determined by resolution of Council, the relevant Committee or Sub-Committee.

19 Accounts and Financial Statement

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's Financial Regulations, which shall be reviewed at least annually.
- b The Responsible Financial Officer shall supply to each Committee as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Committees' income and expenditure to date. This statement should include a comparison with the budget for the financial year. The Statement of Accounts of the Council (which is subject to external audit), including the Annual Governance Statement, shall be presented to Council for formal approval before 30 June.

20 Estimates/Precepts

The Council shall approve written estimates for the coming financial year at its meeting before the end of February, but will aim to achieve this by the end of January.

21 Canvassing of and Recommendations by Councillors

- a Canvassing Councillors or the members of a Committee or Sub-Committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Town Clerk, as the Proper Officer, shall disclose the requirements of this Standing Order to every candidate.
- b A Councillor shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.

22 Inspection of Documents

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

23 Unauthorised Activities

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

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

24 Confidential Business

- a Councillors shall not disclose information given in confidence or which they believe, or ought to be aware, is of a confidential nature.
- b A Councillor in breach of the provisions of Standing Order 24(a) above may be removed from a Committee or a Sub-Committee by a resolution of the Council.

25 The General Power of Competence

- a Before exercising the General Power of Competence, a meeting of the Full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria and then at every Annual Meeting.

26 Matters Affecting Council Employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council, Committee or the Sub-Committee has decided whether or not the press and public shall be excluded pursuant to Standing Order 1(c) above.
- b The Council will conduct all personnel matters including grievance, disciplinary and grading appeals, in line with the regularly revised policies of the Council, which have been approved by the Property and Personnel Committee.
- c Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- d The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- e Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- f Only persons with line management responsibilities shall have access to employee records referred to in Standing Orders 26(d) and (e) above if so justified.
- g Access and means of access by keys and/or computer passwords to records of employment referred to in Standing Orders 26(d) and (e) above shall be provided only to post holder, the Town Mayor or Chair of the Property and Personnel Committee and only then when so justified and

agreed by either the Town Clerk, as the Proper Officer, or Responsible Financial Officer.

27 Responsibilities to provide information

- 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 Correspondence from, and notices served by, the Information Commissioner shall be referred by the Town Clerk, to the Chair of the Policy and Finance Committee. The said Committee shall facilitate compliance with the Freedom of Information Act 2000 including the exercising of the powers of the Proper Officer in respect of Freedom of Information requests set out under Standing Order 3(b) (x) above.
- c The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

28 Responsibilities Under Data Protection Legislation

- a The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- b The Council shall have a written policy in place for responding to and managing a personal data breach.
- c 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.
- d 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.
- e The Council shall maintain a written record of its processing activities.

29 Relations with the Press/Media

All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press, other media and publicity.

30 Liaison with District and County or Unitary Councillors

An invitation to attend, as a member of the public, a meeting of the Council and any of its Committees shall be sent, together with the agenda, to the Councillors of Arun District and West

31 Financial Controls

- a The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer (RFO), which shall include detailed arrangements in respect of the following:
- i. the accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the Internal Auditor 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 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £60,000.
- b Any 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 30(c) below and the Town Council's Financial Regulations.
- c Any formal tender process shall comprise the following steps:
- i. a public notice of intention to place a contract to be placed in a local newspaper;
 - ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii. tenders are to be sent, in a sealed marked envelope to the Town Clerk, as the Proper Officer by a stated date and time;
 - iv. tenders submitted are to be opened, after the stated closing date and time, by the Town Clerk, as the Proper Officer and at least one member of the Council;
 - v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- d Neither the Council, nor any Committee, is bound to accept the lowest tender, estimate or quote.
- e Where the value of a contract is likely to exceed £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.

32 Allegations of Breaches of the Code of Conduct

- a On receipt of a notification that there has been an alleged breach of the Code of Conduct the Town Clerk, as the Proper Officer, shall refer it to the Monitoring Officer, who will deal with it under the arrangement which the District Council has adopted.
- b Where the notification relates to a complaint made by the Town Clerk, the Town Clerk, as the Proper Officer, shall notify the Town Mayor of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Town Clerk set out in the remainder of this Standing Order, who shall continue to act in respect of that matter as such until the complaint is resolved. Where the complaint is about the Town Mayor, the Town Clerk, as the Proper Officer shall inform the Deputy Mayor or a Committee Chair, who is not also the subject of the complaint.
- c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Town Clerk, as the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- d As the recommendations of the Monitoring Officer/Standards Committee will be considered by a Committee of the Council all efforts shall be made to ensure that any deliberations are confidential (where this is required) but also fair and reasonable and in line with other policies of the Council.
- e The detailed subject matter of a recommendation from the Monitoring Officer/Standards Committee shall be treated as confidential, in so far as it is possible to do so by law.
- f Standing Order 32(d) above should not be taken to prohibit the Council, through the Proper Officer from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.
- g The Committee empowered to progress such matters shall have the power to:
 - i. consider the recommendations of the Monitoring Officer/Standards Committee;
 - ii. seek relevant information to understand the complaint to assist in decision making;
 - iii. within the power available to the Council to determine the action that should be taken to comply with the recommendation of the Monitoring Officer/Standards Committee.

33 Variation, Revocation and Suspension of Standing Orders

- a Any or every part of the Standing Orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b Other than through a report of the Town Clerk, as the Proper Officer or the Responsible Financial Officer, a motion to add to or vary or revoke one or more of the Council's Standing Orders, not mandatory by law, shall be proposed by a Special Motion, the written notice whereof bears the names of at least five Councillors.

34 Standing Orders to be Given to Councillors

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

35 Complaints

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or Councillor through either the Complaints Procedure or its Code of Conduct.

36 Urgent Action

Where an urgent decision is required and it is not possible to call a meeting under Standing Orders 1 or 17, or the matter is of minor importance, but not previously delegated, the Town Clerk as the Proper Officer is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any urgent actions shall be reported to the next meeting of the Council or appropriate Committee.

37 Persistent Absence

A Member who fails throughout six consecutive months to attend any meetings of the Council, or of its Committees of which he/she is a member shall cease automatically to be a Member of the Council, unless he/she has a statutory excuse or his/her failure is due to a reason approved by the Council or he/she attended a meeting as a representative of the Council. The period shall begin with the last meeting attended.

38 Revocation of Previous Standing Orders

The Standing Orders previously adopted by the Council are hereby revoked.

LITTLEHAMPTON TOWN COUNCIL