

THEBERTON AND EASTBRIDGE PARISH COUNCIL

STANDING ORDERS

These Standing Orders shall be binding upon Councillors of Theberton and Eastbridge Parish Council and each Councillor shall receive a copy.

1. Meetings

- a) Meetings of the Council shall be held in each year on such dates and at times and at such place as the Council may direct, with the exception of premises which supply alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b) Smoking is not permitted at any meeting of the Council.
- c) Email between the Councillors and the Clerk is a valid form of communication. Apologies for absence from a meeting should be sent by email or letter to the Chairman, Vice-Chairman or the Clerk prior to the meeting date.
- d) 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.
- e) 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.
- f) 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.
- g) A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- h) 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.
- i) 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).

- j) 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.
- k) 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.
- l) 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.
- m) 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.
- n) If a meeting is or becomes inquorate no business shall be transacted.
- o) The Proper Officer shall 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).

2. The Statutory Annual Meeting

- a) In an election year 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 shall be held on such day in May as the Council may direct.
- c) In addition to the Statutory Annual Meeting at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.
- d) If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- 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: 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.

3. Chairman of the Meeting

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

4. Proper Officer

Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, this shall be the Clerk:

- a) To receive declarations of acceptance of office.
- b) To receive and record notices disclosing personal and prejudicial interests.
- c) To receive and retain plans and documents.
- d) To sign notices or other documents on behalf of the Council.
- e) To receive copies of bylaws made by a District Council.
- f) To certify copies of bylaws made by the Council.
- g) To sign and issue the summons to attend meetings of the Council.
- h) To keep proper records for all Council meetings.
- i) convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;
- j) facilitate inspection of the minute book by local government electors.

5. Quorum of the Council

- a) Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.
- b) If a quorum is not present or if during a meeting the number of Councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.
- c) For a quorum relating to a committee or sub-committee, please refer to standing order 24.

6. Voting

- a) Members shall vote by show of hands or, if at least two members so request, by signed ballot.
- b) If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.
- c) Subject to (i) and (ii) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.
 - i) If the person presiding at the annual meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office he may not give an original vote in an election for Chairman.
 - ii) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

7. Order of Business

- a) At each Annual General Council Meeting the Order of business shall be:
 - i) To elect a Chairman of the Council;
 - ii) To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received;
 - iii) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations;
 - iv) To decide when any declarations of acceptance of office which have not been received as provided by law shall be received;
 - v) To elect a Vice-Chairman of the Council;

- vi) To appoint representatives to outside bodies;
- vii) To appoint committees and sub-committees;
- viii) To consider the payment of any subscriptions falling to be paid annually;
- ix) To inspect any deeds and trust investments in the custody of the Council as required;

and shall thereafter follow the order set out in d) below.

- b) At every meeting other than the Annual Parish Council Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as required by law to be made or, if not then received, to decide when they shall be received.
- c) In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees.
- d) After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:
 - i) To read and consider the Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read;
 - ii) After consideration to approve the signature of the Minutes by the person presiding as a correct record;
 - iii) To deal with business expressly required by statute to be done;
 - iv) To dispose of business, if any, remaining from the last meeting;
 - v) To receive such communications as the person presiding may wish to lay before the Council;
 - vi) To answer questions from Councillors;
 - vii) To receive and consider reports and minutes of committees;
 - viii) To receive and consider resolutions or recommendations in the order in which they have been notified;
 - ix) To authorise the sealing of documents;
 - x) If necessary, to authorise the signing of orders for payment.

8. Urgent Business

A motion to vary the order of business on the ground of urgency:

- i) May be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
- ii) Shall be put to the vote without discussion.

9. Resolutions Moved On Notice

- a) Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 3 clear days before the next meeting of the Council, with the exception of a Sunday, Christmas, Easter or other such Bank Holiday shall not count.
- b) The Clerk shall date every notice of resolution or recommendation when received by him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
- c) The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
- d) If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- e) If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- f) Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties which affects its area.

10. Resolutions Moved Without Notice

Resolutions dealing with the following matters may be moved without notice:

- a) To appoint a Chairman of the meeting if the current Chairman is absent.
- b) To correct the Minutes.
- c) To approve the Minutes.
- d) To alter the order of business.
- e) To proceed to the next business.
- f) To close or adjourn the debate.

- g) To refer a matter to a committee.
- h) To appoint a committee or any members thereof.
- i) To adopt a report.
- j) To authorise the sealing of documents.
- k) To amend a motion.
- l) To give leave to withdraw a resolution or amendment.
- m) To extend the time limit for speeches for a further 2 minutes.
- n) To exclude the public. (see Order 65 below)
- o) To silence or eject from the meeting a member named for misconduct. (see order 32 below)
- p) To give the consent of the Council where such consent is required by these Standing Orders.
- q) To suspend any Standing Order. (see Order 76 below)
- r) To adjourn the meeting.

11. Questions

- a) A member may ask the Chairman of the Council or the Clerk any written questions concerning the business of the Council, provided 3 clear days with the exception of a Sunday, Christmas, Easter or other such Bank Holiday shall not count, notice of the question has been given to the person to whom it is addressed.
- b) No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- c) Every question shall be put and answered without discussion.
- d) A person to whom a question has been put may decline to answer.

12. Rules of Debate

- a) No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.
- b) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.
- c) A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
- d) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
- e) No speech by a mover of a resolution shall exceed 3 minutes and no other speech shall exceed 3 minutes except by consent of the Council.
- f) An amendment shall be either:-

- i) To leave out words.
 - ii) To leave out words and insert others
 - iii) To insert or add words.
- g) An amendment shall not have the effect of negating the resolution before the Council.
- h) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- i) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- j) The mover of a resolution or of an amendment shall have a right of reply, not exceeding 3 minutes.
- k) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- l) A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confirmed to some material part of a former speech by him which may have been misunderstood.
- m) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- n) When a resolution is under debate no other resolution shall be moved except the following:
 - i. To amend the resolution.
 - ii. To proceed to the next business.
 - iii. To adjourn the debate.
 - iv. That the question be now put.
 - v. That a member named be not further heard.
 - vi. That a member named leave the meeting.
 - vii. That the resolution be referred to a committee.
 - viii. To exclude the public and press.
 - ix. To adjourn the meeting.
- o) A member shall remain seated when speaking unless requested to stand by the Chairman.
- p) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- q) Members shall address the Chairman. If two or more members wish to

Speak, the Chairman shall decide who to call upon.

- r) Whenever the Chairman speaks during a debate all other members shall be silent.

13. Closure

At the end of any speech a member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council do now adjourn”. If such motion is seconded, the Chairman shall put the motion but, in the case of a motion “that the question be now put”, only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion “that the question be now put” is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

14. Disorderly Conduct

- a) All members must observe The Local Authorities (Model Code of Conduct) Order 2007, which was adopted by the Council on 7 June 2007 a copy of which is annexed to these Standing Orders.
- b) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
- c) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (a) or (b) of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Standards Board for England.
- d) If either of the motions mentioned in paragraph (c) is disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

15. Right of Reply

The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

16. Alteration of Resolution

A member may, with the consent of his seconder, move amendments to his own resolution.

17. Voting On Appointments

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.

18. Discussions and Resolutions Affecting Employees of the Council

At all times the press and public will be excluded when issues involving the employment of the Clerk are concerned. The Council will resolve to exclude public and press by virtue of the Public and Bodies (Admission to Meetings) Act 1960 before the item is discussed.

19. Resolutions on Expenditure

Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance Committee or of another committee after recommendation by the Finance Committee) and which, if carried, would, in the opinion of the Chairman substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon (and the Finance Committee shall report on the financial aspect of the matters).

20. Expenditure

Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

21. Sealing of Documents

- a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b) Any two members of the Council named in a resolution moved under the provisions of paragraph (a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal.

22. Committees and Sub-Committees

- a) The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary clearly defining roles of the committees and any delegated powers, but

subject to any statutory provision in that behalf:

- i) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting;
 - ii) May at any time dissolve or alter the membership of committee;
 - iii) Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
 - iv) The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
 - v) Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- b) The Chairman and Vice-Chairman ex-officio, shall be members of every committee.
- c) Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the council, and shall settle its programme of meetings for the year.

23. Special Meeting

The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

24. Sub-Committees

- a) Every committee may appoint sub-committees for purposes to be specified by the committee.
- b) The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
- c) Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one-half of its members.
- d) The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

25. 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) An advisory committee may consist wholly of persons who are not members of the Council.

26. Voting in Committees

- a) Members of committees and sub-committees entitled to vote shall by show of hands, or, if at least two members so request, by signed ballot.
- b) Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

27. Presence of Non-Members of Committees at Committee Meetings

A member who has proposed a resolution which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

28. Accounts and Financial Statement

- a) Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the Clerk. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the Clerk for payment with the approval of the Chairman or Vice-Chairman of the Council.
- c) All payments ratified under sub-paragraph (b) of this Standing Order shall be separately included in the next schedule of payments before the Council.
- d) The Responsible Financial Officer shall supply to each member at the as soon as practicable after 31 March in each year a statement of the receipts and payments for the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of September.

29. Estimates/Precepts

The Council shall approve written estimates for the coming financial year at its meeting at the end of the month of December.

30. Interests - The Suffolk Local Code of Conduct

- a) If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 11 July 2012, then he shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of that interest as required.
- b) If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates.
- c) The Clerk is required to compile and hold a register of members' interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.
- d) If a candidate for any appointment under the Council is to his knowledge related to any member of 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 to do so 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. Where a relationship to a member is disclosed Standing Orders 53, 54 shall apply as appropriate.
- e) Dispensation requests shall be in writing and submitted to the Proper Officer.
- f) A dispensation may be granted in accordance with standing order 13(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.
- g) The Clerk shall make known the purpose of this Standing Order to every candidate.

31. 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 sub-paragraph 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; but, nevertheless, any such member 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.

32. Inspection of Documents

- a) A member may for the purpose of his duty as such (but not otherwise), inspect any document 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.
- c) 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.

33. Unauthorised Activities

- a) No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:
 - i) Inspect any lands or premises which the Council has a right or duty to inspect;
 - ii) Issue orders, instructions or directions, unless authorised to do so by the Council or the relevant committee or sub-committee.

34. Admission of The Public and Press to Meetings

- a) The public shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public by means of the following resolution:

“That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw”
- b) The Council shall state the special reason for exclusion and the minutes will reflect when the press and public were required to withdraw from the meeting with the statutory wording.

- c) At all meetings of the Council the Chairman may at their discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.
- d) The Clerk shall afford to the press and public reasonable facilities for taking of their report of any proceedings at which they are entitled to be present.
- e) 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.

35. Confidential Business

- a) No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- b) Any member in breach of the provisions of this Standing Order shall be removed from any committee or sub-committee of the Council.

36. Liaison with County and District Councillors

- a) Notice of meeting shall be sent together with an invitation to attend to the County, Unitary or District Councillor for the appropriate division or ward.
- b) Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County Council or Planning Authority shall be transmitted to the County Councillor for the division or to the District Councillor for the ward as the case may require.

37. Planning Applications

The Clerk shall refer every planning application received to the Chairman/ Chairman of the Planning Committee or in the Chairman's absence to the Vice-Chairman within 48 hours of receipt.

38. Financial Matters

- a) The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer.
- b) Such Regulations shall include detailed arrangements for the following:
 - i) the accounting records and systems of internal control;
 - ii) the assessment and management of 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 financial reporting requirements of members and local electors; procurement policies including the setting of values for different procedures where the contract has an estimated value less than £50,000.

- c) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised below.
- d) 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 Clerk by a stated date and time;
 - iv) tenders submitted are to be opened, after the stated closing date and time, by the clerk and at least one member of Council;
 - v) tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- e) The council, or Committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders regarding improper activity.
- f) The Financial Regulations of the Council shall be subject to regular review, at least once every four years.
- g) 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).
- h) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works 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.
- i) 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 £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 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.

39. Code of Conduct on Complaints

- a) The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in such manner as adopted by the Council except for those complaints which should be properly directed to the Standards Board for consideration.
- b) Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

40. Variation, Revocation and Suspension of Standing Orders

- a) Any or every part of the Standing Orders may be suspended by resolution in relation to any specific item of business.
- b) A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

41. 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 the member's Declaration of Acceptance of Office and written undertaking to comply with the Code of Conduct adopted by the Council.

42. Extraordinary Meetings

- a) The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- b) If the Chairman of the Council does not 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.

43. Management of Information

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

44. 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) The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.

45. Data Protection

- 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.

46. Execution and Sealing of Legal Deeds

- a) Any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

Approved at Full Council at its meeting held on 13th March 2019.