

**STANDING ORDERS FOR
MIDDLETON-ON-SEA PARISH COUNCIL**

*Standing Orders Approved by Council Resolution on 23rd January 2003
(Amended by Council Resolution on 19th September 2012)*

MEETINGS

1. (a) **Meetings of the Council shall be held at the Jubilee Hall at 7 p.m. unless the Council otherwise decides at a previous meeting.**
- (b) Smoking is not permitted at any meeting of the Council

THE STATUTORY ANNUAL MEETING

2. (a) **IN AN ELECTION YEAR SHALL BE HELD WITHIN 10 DAYS NEXT FOLLOWING THE FOURTH DAY AFTER THE ORDINARY DAY OF ELECTIONS TO THE COUNCIL**

AND

- (b) **IN A YEAR WHICH IS NOT AN ELECTION YEAR SHALL BE HELD ON THE THIRD WEDNESDAY IN MAY.**
3. **THE COUNCIL SHALL HOLD NOT LESS THAN THREE OTHER MEETINGS A YEAR. Three additional meetings shall be held on the third Wednesday in the months of January, September and December, except where such a day shall fall upon a Bank or Public Holiday and at such other day as the Chairman of the Council shall decide**

CHAIRMAN OF MEETING

4. **THE PERSON PRESIDING AT A MEETING MAY EXERCISE ALL THE POWERS AND DUTIES OF THE CHAIRMAN IN RELATION TO THE CONDUCT OF THE MEETING.**

PROPER OFFICER

5. **Where a statute, regulation or order confers functions or duties on the Proper Officer of the Council in the following cases, this shall be the Clerk or nominated officer: -**
 - (a) To receive declarations of Acceptance of Office.
 - (b) To receive and record notices disclosing interests at meetings
 - (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 another authority.
 - (f) To certify copies of bylaws made by the Council.

- (g) To sign and issue summonses to attend meetings of the Council.

QUORUM

6. FOUR MEMBERS SHALL CONSTITUTE A QUORUM AT A MEETING but a motion to suspend standing orders shall not be moved without WRITTEN notice unless at least two-thirds of the members of the Council are present.
7. If a quorum is not present when the Council meets or if during a meeting the number of members present (not counting those debarred by reason of a declared interest), falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.

VOTING

8. Members shall vote by show of hands, or, if at least two members so request, by signed ballot.
9. 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.
10. (i) SUBJECT TO (ii) AND (iii) BELOW THE CHAIRMAN MAY GIVE AN ORIGINAL VOTE ON ANY MATTER PUT TO THE VOTE, AND IN THE CASE OF AN EQUALITY OF VOTES MAY GIVE A CASTING VOTE EVEN THOUGH HE GAVE NO ORIGINAL VOTE.
- (ii) 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.
- (iii) THE PERSON PRESIDING MUST GIVE A CASTING VOTE WHENEVER THERE IS AN EQUALITY OF VOTES IN AN ELECTION FOR CHAIRMAN.

ORDER OF BUSINESS

(IN AN ELECTION YEAR COUNCILLORS SHOULD EXECUTE DECLARATION OF ACCEPTANCE OF OFFICE AND CODE OF CONDUCT IN EACH OTHER'S PRESENCE, OR IN THE PRESENCE OF THE PROPER OFFICER BEFORE THE ANNUAL MEETING COMMENCES).

11. AT EACH ANNUAL MEETING THE FIRST BUSINESS SHALL BE :-

- (a) TO ELECT A CHAIRMAN OF THE COUNCIL.
- (b) TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE AND CODE OF CONDUCT OR, IF NOT THEN RECEIVED, TO DECIDE WHEN IT SHALL BE RECEIVED.
- (c) IN THE ORDINARY YEAR OF ELECTION OF THE COUNCIL TO FILL ANY VACANCIES LEFT UNFILLED AT THE ELECTION BY REASON OF INSUFFICIENT NOMINATIONS.
- (d) TO DECIDE WHEN ANY DECLARATIONS OF ACCEPTANCE OF OFFICE AND WRITTEN UNDERTAKINGS TO OBSERVE THE CODE OF CONDUCT ADOPTED BY THE COUNCIL WHICH HAVE NOT BEEN RECEIVED AS PROVIDED BY LAW SHALL BE RECEIVED.
- (e) To elect a vice-chairman.
- (f) To appoint committees and sub-committees.
- (g) Members of committees to appoint chairmen of relevant standing committee.
- (h) To appoint representatives to outside bodies – including school governor(s).
- (i) To consider the payment of any subscription falling to be paid annually.
- (j) To inspect any deeds and trust investments in the custody of the Council as required.

and shall thereafter follow the order set out in Standing Order 14.

- 12. AT EVERY MEETING OTHER THAN THE ANNUAL 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 ARE REQUIRED BY LAW TO BE MADE, OR IF NOT THEN RECEIVED TO DECIDE WHEN THEY SHALL BE RECEIVED.
- 13. In every year, not later than the meeting at which the estimates for the next year are settled, the Council shall review the pay and conditions of service of existing employees. (Standing Order 63 must be read in conjunction with this requirement).
- 14. 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 :-
 - (a) To read and consider the minutes of the previous meeting. Provided that 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.
 - (b) AFTER CONSIDERATION TO APPROVE THE SIGNATURE OF THE MINUTES BY THE PRESIDING CHAIRMAN AS A CORRECT RECORD.
 - (c) TO DEAL WITH BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE.
 - (d) To dispose of business, if any, remaining from the last meeting.
 - (e) To receive and consider reports and minutes of committees, advisory committees.
 - (f) To receive and consider reports from officers of the Council – if any.
 - (g) To authorise the sealing of documents.
 - (h) To authorise payments of the council.
 - (i) To consider motions or recommendations in the order in which they have been notified.
 - (j) To receive such communications as the presiding chairman may wish to lay before the Council

- (k) Any other items of business **for noting or inclusion on a future agenda.**
- 15. A motion to vary the order of business on the ground of urgency.
 - (a) 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
 - (b) Shall be put to the vote without discussion.
- 16. MEMBERS SHALL, whenever possible, be given five clear days notice (BUT WITH A MINIMUM OF THREE) OF EVERY MEETING OF THE COUNCIL.

RESOLUTIONS MOVED ON NOTICE

- 17. 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 notices in writing of its terms and has delivered the notice to the Clerk at least SEVEN clear days before the next meeting of the Council.
- 18. 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.
- 19. 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 desirable, may allow it to be dealt with at the meeting at which it was moved.
- 20. Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.

RESOLUTIONS MOVED WITHOUT NOTICE

- 21. Resolutions dealing with the following matters may be moved without notice
 - (a) To appoint a chairman of the meeting.
 - (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 motion or an amendment.
 - (m) To consider otherwise than in committee a question affecting an employee of the

Council.

- (n) To exclude the press and public.
- (o) To silence or eject from the meeting a member named for misconduct.
- (p) To suspend any standing order
- (q) To adjourn the meeting.

QUESTIONS

- 22. A member may ask the chairman or the Clerk any question concerning the business of the Council, provided notice of the question has been given to the person to whom it is addressed before the meeting.
- 23. A member with or without notice may ask the chairman of a Committee any question upon the proceedings of the Committee then before the Council if the question is put before the Council's consideration of those proceedings is finished.
- 24. Every question shall be put and answered without discussion.
- 25. A person to whom a question has been put may decline to answer.

RULES OF DEBATE

- 26. 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.
- 27.
 - (a) A resolution or amendment shall not be discussed unless it has been proposed and seconded.
 - (b) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
 - (c) An amendment shall be either: -
 - (i) To leave out words.
 - (ii) To leave out words and insert or add others.
 - (iii) To insert or add words.
 - (d) An amendment shall not have the effect of negating the motion before the Council.
 - (e) 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.
 - (f) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
 - (g) The mover of a resolution or of an amendment shall have a right of reply.
 - (h) A member may make a point of order or a personal explanation. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood. A member wishing to speak for these purposes shall be heard forthwith.
 - (j) A motion or amendment may be withdrawn by the proposer with the unanimous 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.

- (j) 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 do leave the meeting.
 - (vii) That the resolution be referred to a committee.
 - (viii) To exclude the public or the press or both.
 - (ix) To adjourn the meeting.
28. (a) The ruling of the chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- (b) Members shall address the chairman.

CLOSURE

29. 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 and if the Chairman is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), he shall forthwith put the motion. 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.

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DISORDERLY CONDUCT

- (a) ALL MEMBERS MUST OBSERVE THE CODE OF CONDUCT WHICH WAS ADOPTED BY THE COUNCIL ON 28 FEBRUARY 2002 A COPY OF WHICH IS ANNEXED TO THESE STANDING ORDERS.
- (b) No member shall at a meeting persistently disregarding the ruling of the chairman, wilfully obstructing business, or behave irregularly, offensively, improperly OR IN SUCH A MANNER AS TO BRING THE COUNCIL INTO DISREPUTE.
- (b) If, in the opinion of the chairman, a member has so misconducted himself, 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 (ENGLAND).

- (c) If either of the motions mentioned in paragraph (b) is disobeyed, the chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

RIGHT OF REPLY

- 31. 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 to reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF RESOLUTION

- 32. A member may, with the consent of his seconder (if appropriate) , move amendments to his own resolution.

RECISSION OF PREVIOUS RESOLUTION

- 33. (a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special resolution, the written notice whereof bears the names of at least SIX members of the Council.
- (b) When a special resolution has been disposed of, no similar resolution may be moved within a further six months .

VOTING ON APPOINTMENTS

- 34. 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.

DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

- 35. 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 whether or not the public shall be excluded. (See Standing Order No. 63)

EXPENDITURE

- 36 (a) ALL CHEQUES OR OTHER ORDERS FOR THE PAYMENT OF MONEY SHALL BE AUTHORISED BY RESOLUTION AND SIGNED BY ANY TWO MEMBERS OF THE COUNCIL AUTHORISED TO DO SO.
- (b) Where it is necessary to make a payment in respect of an account which has not been laid before the Council, such payment shall be certified as to its correctness and urgency by the Clerk and included on the next schedule of payments put before the Council.
- (c) Except as provided in paragraph (b) of this standing order or by statute, all accounts for payment and claims on the Council shall be laid before the Council.
- (d) The Responsible Financial Officer shall supply each member as soon as practicable after 31st March in each year a statement of the receipts and payments of 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 the 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.
- (e) A fidelity insurance policy shall be arranged in respect of the Proper Officer.

SEALING OF DOCUMENTS

37. (a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

COMMITTEES AND SUB-COMMITTEES

38. The Council may at the Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf :-
- (a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- (b) May appoint persons other than members of the Council to any committee - other than a finance committee.
- (a) May at any time dissolve or alter the membership of a committee.
39. Every committee shall at its first meeting before proceeding to any other business, elect a chairman - if this was not done for any reason at the Annual Meeting - who shall hold office until the next Annual Meeting of the Council.
40. Every committee may appoint sub-committees for purposes to be specified by the committee.
41. The chairman of the committee shall be member of every sub-committee appointed by it

unless they signify that they do not wish to serve.

42. Except where ordered by the Council in the case of a committee, or by the Council or the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be TWO members.
43. 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 insofar as they are appropriate.
44. 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.

ADVISORY COMMITTEES

45. (a) There may be advisory committees, whose name, and number of members, and the bodies to be invited to nominate members shall be as decided by the Council.
- (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.

VOTING IN COMMITTEES

46. Members of committees and sub-committees shall vote by show of hands.
47. CHAIRMEN OF COMMITTEES AND SUB-COMMITTEES SHALL HAVE A SECOND OR CASTING VOTE.

PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

48. A member who has proposed a motion that has been referred to any committee of which he is not a member, may explain his motion to the committee but shall not vote.
49. Any Council member shall, unless the Council otherwise orders, be entitled to be present as a spectator at the meetings of any committee or sub-committee of which he is not a member.

PLANNING APPLICATIONS

50. (a) The proper officer shall inform the chairman of the planning committee or in his absence the vice-chairman within 48 hours of receiving a planning application and shall convene a meeting of the planning committee within the time specified for recommendations by the district council, to consider the case.
- (b) The recommendations of the planning committee shall be made direct to the district council on behalf of the Council, and shall be included in the planning committee's report to the Council.
- (c) **INTEREST:** IF ANY MEMBER HAS ANY PREJUDICIAL INTEREST, WITHIN THE MEANING OF PART 2 OF THE STATUTORY INSTRUMENT NO 1159 THE LOCAL AUTHORITIES (MODEL CODE OF CONDUCT) ORDER 2007, HE SHALL, WHILE IT IS UNDER CONSIDERATION BY THE COUNCIL, WITHDRAW FROM THE MEETING UNLESS THE DISABILITY IMPOSED UPON HIM BY THOSE SECTIONS HAS BEEN REMOVED BY THE DISTRICT COUNCIL.
- (d) **MEETINGS:** To enable a meeting to be held there should be a quorum of 2 members attending - with a minimum of 2 voting (if members have to declare an interest). If the above stipulation is not met plans to be commented on by consultation with at least 3 members of the planning committee (not necessarily all together) - this to include at least one of the following :-

Chairman of Planning Committee
Chairman of Council

in conjunction with the Clerk. Comments made in this manner to be reported to the next planning committee meeting for ratification.

ESTIMATES/PRECEPT

51. Any committee desiring to incur expenditure to be defrayed out of the rates shall, not later than 1st November, give to the Clerk a written estimate of the expenditure recommended for the coming year, and such estimate shall be submitted to the Council at its meeting in December.
52. The council shall approve written estimates for the coming financial year at its meeting in the month of December.

INTERESTS

- 53 a IF ANY MEMBER HAS ANY PECUNIARY INTEREST, WITHIN THE MEANING OF STATUTORY INSTRUMENT 2012 NO 1464, THE LOCALISM ACT 2011 IN ANY CONTRACT, PROPOSED CONTRACT OR OTHER MATTER, HE SHALL, WHILE IT IS UNDER CONSIDERATION BY THE COUNCIL, WITHDRAW FROM THE MEETING, UNLESS: -
- i) THE DISABILITY IMPOSED UPON HIM BY THOSE SECTIONS HAS BEEN REMOVED BY THE DISTRICT COUNCIL.

ii) THE CONTRACT, PROPOSED CONTRACT OR OTHER MATTER IS UNDER CONSIDERATION AS PART OF THE REPORT OF A COMMITTEE AND IS NOT ITSELF THE SUBJECT OF DEBATE.

- b A MEMBER WITH AN INTEREST OTHER THAN PECUNIARY INTEREST, WITHIN THE MEANING OF THE LOCALISM ACT 2011 PART 1 – LOCAL STANDARDS CHAPTER 7 – STANDARDS IN A MATTER WHO ATTENDS A MEETING (FULL COUNCIL, COMMITTEE OR SUB-COMMITTEE JOINT COMMITTEE OR SUB-COMMITTEE) OF THE AUTHORITY AT WHICH THE MATTER IS CONSIDERED MUST DISCLOSE TO THAT MEETING THE EXISTENCE AND NATURE OF THAT INTEREST AT THE COMMENCEMENT OF THAT CONSIDERATION OR WHEN THE INTEREST BECOMES APPARENT.
54. THE CLERK WILL BE REQUIRED TO COMPILE AND HOLD A REGISTER OF MEMBERS' INTERESTS, OR A COPY THEREOF, IN ACCORDANCE WITH AGREEMENT REACHED WITH THE MONITORING OFFICER OF THE RELEVANT AUTHORITY AND/OR AS REQUIRED BY STATUTE AND ALL INTERESTS WILL BE DISPLAYED ON THE WEBSITE OF BOTH THE PARISH COUNCIL AND RELEVANT AUTHORITY.
55. 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 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. Where relationship to a member is disclosed the standing orders on interests of members in contracts and other matters shall apply.

The Clerk shall make known the purport of this standing order to every candidate.

CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

56. (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.
57. Standing Order No. 55 and 56 shall apply to tenders as if the person making the tender were a candidate for an appointment.

INSPECTION OF DOCUMENTS

58. 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.
59. (a) ALL MINUTES KEPT BY THE COUNCIL AND BY ANY COMMITTEE SHALL BE OPEN FOR THE INSPECTION OF ANY MEMBER OF THE COUNCIL.
- (b) THE MINUTES OF THE COUNCIL SHALL BE OPEN TO INSPECTION BY ANY LOCAL GOVERNMENT ELECTOR OF THE PARISH WITHOUT CHARGE, BY PRIOR WRITTEN REQUEST.

UNAUTHORISED ACTIVITIES

60. No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council - **other than in an extreme emergency or authorised to do so by the Council or the relevant committee or sub-committee.**-
- (a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- (b) Issue orders to procure or purchase.
- (c) Issue instructions to staff

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

61. THE PUBLIC AND THE PRESS SHALL BE ADMITTED TO ALL MEETINGS OF THE COUNCIL AND ITS COMMITTEES WHICH MAY, HOWEVER, TEMPORARILY EXCLUDE THE PUBLIC OR THE PRESS OR BOTH by means of the following resolution, viz. :-

"That in view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the press and/or public be temporarily excluded and they are instructed to withdraw." The Council, committee or sub-committee to state the special reason for exclusion.

- (a) 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.
- (b) If a member of the public interrupts the proceedings at any meeting, the chairman may, after warning , order that he be removed from the council chamber.
62. THE CLERK SHALL AFFORD THE PRESS REASONABLE FACILITIES FOR TAKING THEIR REPORT OF ANY PROCEEDINGS AT WHICH THEY ARE ENTITLED TO BE PRESENT. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council

CONFIDENTIAL BUSINESS

63. (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 such business (as in 61 above) declared to be confidential by the Council the committee or the sub-committee as the case may be.
- (a) Any member in breach of the provisions of paragraph (a) of this standing order shall be removed from any committee or sub-committee of the Council by the Council

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FINANCIAL MATTERS

- 1 The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer. Such regulations shall include detailed arrangements for the following: -
- (a) The accounting records and systems of internal control.
 - (b) The assessment and management of risks faced by the Council.
 - (c) The work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually.
 - (d) The financial reporting requirements of members and local electors
 - (e) The procurements policies (subject to 2 below) including the setting of values for different procedures where the contract has an estimated value less than £50,000.

2 CONTRACTS

- (a) Where it is intended to enter into a contract exceeding £10,000 but not exceeding £50,000 in value for the supply of goods or materials or for the execution of works, the Clerk shall give at least three weeks public notice of such intention in the same manner as public notice of meetings of the Council is given. Wherever possible three quotes should be obtained.
- (b) Where the value of the intended contract exceeds £50,000 similar notice shall be given in addition in such newspapers circulating in the district as the Council shall direct.
- (c) The notice shall state the general nature of the intended contract and shall in addition state the name and address of the person to whom tenders are to be addressed and the last date by which those tenders should reach that person in the ordinary course of post.
- (d) A specification of the goods, materials, services and the execution of the work shall be drawn up.
- (e) Tenders submitted shall be opened by the Clerk (or other person to whom the tenders are required to be addressed) and at least one member of the Council on the date specified pursuant to paragraph (c) of this order and shall be reported by the person who opened them to the Council or, where tenders have been sought by a committee or sub-committee, to that committee or sub-committee.
- (d) Neither the Council nor the committee or sub-committee are bound to accept the

lowest tender.

- (e) If no tenders are received or if all the tenders are identical the Council may make such arrangements for the goods as it thinks fit.
- (f) A notice issued under this Standing Order shall contain a statement of the effect of Standing Orders Nos. 55 and 56.

The financial regulations of the Council shall be subject to regular review – at least once every four years.

CODE OF CONDUCT ON COMPLAINTS

- 65. The Council shall deal with complaints of maladministration allegedly committed by the Council or by an officer or member in such manner as adopted by the Council except for those complaints which should be properly be directed to the Standards Board (England)

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- 66. Any part of the standing orders except that printed in UPPERCASE type may be suspended by resolution in relation to any specific item of business.
- 67. A motion permanently to vary or revoke a standing order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

STANDING ORDERS TO BE GIVEN TO MEMBERS

- 68. A printed 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 observe the Code of Conduct adopted by the Council.
