



## **Thurlaston Parish Council** **Standing Orders**

*Those Standing Orders which are laid down  
in an Act, and thus are compulsory are shown in  
bold type and cannot be altered.*



### **STATUTORY ANNUAL MEETING OF THE PARISH COUNCIL**

- 1. In election years, the Annual Meeting will be held on or within 14 days following the day on which the councillors elected take office.**
- 2. In a year, which is not an election year, the Annual Meeting of the Parish Council will be held on such day in May as the Council may direct.**

### **ORDINARY MEETINGS OF THE PARISH COUNCIL**

- 3. Meetings will be held in accordance with the Annual Calendar of Council Meetings as determined by the Parish Council. To satisfy the minimum legal requirement, in each calendar year there will be at least 3 ordinary meetings of the Parish Council in addition to the Annual Meeting of the Council on such dates and times as the Council shall direct.**
- 4. 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.**
- 5. Public notice of a meeting of the council or a committee (including the time, place and the agenda) must be given at least three clear days before the meeting. The minimum three clear days does not include: the day on which the notice was given, the day of the meeting itself, a Sunday, a day of the Christmas break, a day of the Easter break, a bank holiday or a day appointed for public thanksgiving or mourning.**
- 6. Unless decided otherwise at a previous meeting of the Parish Council, Meetings will start at 7.00 pm, save for the annual meeting, which will start at 7.20pm. Meetings will end at 9.00 pm or when all business is completed, unless a majority of Council members present decided that the urgency of a matter justifies an alternative time. Smoking is not permitted at any meeting of the Parish Council.**

### **SPECIAL MEETING OF THE PARISH COUNCIL**

- 7. The Chairperson may convene an extraordinary meeting of the Council at any time and the Vice Chairperson may do so in the absence of the Chairperson. Also if any two councillors sign a requisition that the Council be convened and the Chairperson (or Vice Chairperson if relevant) either refuses or neglects to do so for seven days, then two members (whether or not the requisitioning members) may convene an extraordinary meeting. Two days clear notice is to be given of such a meeting by email to all Councillors, unless a Councillor has previously indicated that in such a case they wish to be given notice by another means. A record should be kept of the meeting and a summary of the meeting should be published on the Council's website, subject to the confidentiality provisions in standing order 62.**
- 8. The Chairperson of a committee or sub-committee may convene an extraordinary meeting of the committee or sub-committee at any time.**

### **ANNUAL PARISH MEETING (OF ELECTORS)**

- 9. The Parish Council Chairperson, or any two Parish Councillors, will convene an Annual Meeting of all the electors registered in Thurlaston Parish.**
- 10. The Annual Meeting of the parish electors will be chaired by the Parish Council Chairperson or, if absent, by the Parish Council Vice Chairperson.**
- 11. For administrative convenience, the Annual Meeting of the parish electors will normally be convened for the same day as the Parish Council Annual Meeting. The Annual Meeting of parish electors will start at 7.00 pm.**

#### CHAIRPERSON & VICE CHAIRPERSON OF COUNCIL MEETINGS

- 12.** The Chairperson of the Parish Council, unless he has resigned or is disqualified, will be elected each year at the Annual Meeting of the Parish Council, and will remain in office until his/her successor is elected at the annual meeting of the Council.
- 13.** The Vice Chairperson unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairperson at the annual meeting of the Council.
- 14.** In the absence of the Chairperson at a Council meeting, the Vice Chairperson will take the chair. If both are absent, a Chairperson will be elected from and by the Councillors who are present.
- 15.** The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of a meeting.

#### PROPER OFFICER

- 16.** Where a statute, order or regulation confers functions or duties on the Council's Proper Officer, the Clerk shall be deemed to take that position.
- 17.** The Proper Officer shall, among other duties
  - i) convene a meeting of the full council for the election of a new Chairperson, occasioned by a casual vacancy in his office;**
  - ii) he shall also receive and retain copies of byelaws made by other local authorities;**
  - iii) retain acceptance of office forms from Councillors;
  - iv) retain a copy of every Councillors' register of interests;
  - v) receive and send general correspondence and notices on behalf of the Council;
  - vi) manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form;
  - vii) arrange for legal deeds to be executed.
  - viii) arrange or manage the prompt authorisation, approval and instruction regarding any payments to be made by the Council in accordance with the financial regulations.
  - ix) record every planning application notified to the Council and the Council's response to the local planning authority.
  - x) apply and administer the various policies of the Council and resolutions passed at meetings.

#### RESPONSIBLE FINANCIAL OFFICER

- 18.** Where a statute, order or regulation confers functions or duties on the Council's Responsible Financial Officer, the Clerk shall be deemed to hold that position.

## QUORUM

- 19.** The greater of a) Three members, or b) one third of the total membership, shall constitute a quorum at a Parish Council meeting. Consequently where there is a total of six councillors, the quorum shall be three members.
- 20.** The quorum of a committee shall be no less than three.
- 21.** If a quorum is not present when the Council meets, or if during a meeting the numbers fall below the quorum figure, then business not yet transacted at that meeting shall be deferred until the next meeting which may be an ordinary or an extraordinary meeting.

## VOTING

- 22.** Members will vote by a show of hands, unless a motion is passed that for a special stated reason a secret ballot is required.
- 23.** If a member so requires, the Clerk shall record the names of the Councillors who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving onto the next business.
- 24.** The Chairperson 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 whether or not he/she gave an original vote. This applies to full Council meetings and the meetings of committees.
- 25.** If, at the Annual Parish Meeting, the Chairperson would have ceased to be a Councillor but for the statutory provisions which preserve the membership of the Chairperson and Vice Chairperson until the end of their term of office, then he/she may not give an original vote in an election for Chairperson. Nevertheless, the person presiding must give a casting vote whenever there is an equality of votes in an election for Chairperson.
- 26.** The Chairperson's declaration (after confirmation by the Clerk) shall be conclusive as to the result of a vote on any matter.

## VOTING ON APPOINTMENTS

- 27.** Where more than two persons have been nominated for any position to be filled by the Council and 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.

## ORDER OF BUSINESS

- 28.** At the statutory Annual Meeting of the Parish Council the first business shall be:
  - a) Members present
  - b) Apologies for absence
  - c) Election of Chairperson
  - d) Election of Vice Chairperson
  - e) Receive the Declarations of Acceptance of Office from the Chairperson and Vice Chairperson or, if not received, determine when they shall be received.
  - f) In an election year, fill any vacancies left unfilled at the election by reason insufficient nominations.
  - g) 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.
  - h) Confirmation of the minutes of the last meeting of the council.
  - i) Review of delegation arrangements and terms of reference to committees, sub-committees, staff and other local authorities.
  - j) Review and adoption of appropriate standing orders and financial regulations.
  - k) Review of other policies and procedures previously adopted by the council.
  - l) Review of insurance arrangements.
  - m) Appointment of representatives to External bodies.
  - n) Appointment of Members to a Committee.
- 29.** At every meeting, other than the Statutory Annual Meeting, the first business shall be
  - a) Members present.
  - b) Apologies for absence.

- c) **Appointment of Chairperson if the elected Chairperson and Vice-Chairperson are absent and to receive such declarations of Acceptance of Office 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.**
- 30.** After the first business has been completed, the Order of Business at all meetings shall be:
- a) Comments from Parishioners/ members of the public (normally, this time is limited to 15 minutes but may be extended at the discretion of the Chairperson)
  - b) Declarations by Members of pecuniary and other non-pecuniary interests as defined in the appendices to the code of conduct, in relation to any item on the agenda.
  - c) **Confirmation of Minutes of previous meeting, including approval of signing of Minutes by Chairperson as a correct record.**
  - d) **If relevant, items expressly required by statute to be done.**
  - e) Where appropriate, Reports of the County Councillor and District Councillor.
  - f) Where appropriate, Reports of Council Representatives on External bodies.
  - g) Other substantive Items of Business as specified in the Notice or the Agenda.
  - h) Any additional Urgent Matters may be i) proposed by the Chairman and put to the vote without being seconded; or ii) proposed by any Member and seconded by another Member and put to the vote.
- 31.** At the Council Meeting immediately prior to the four-yearly Election of Parish Councillors, the Council shall ensure that all its business is up to date and in a form which will facilitate the transfer of the newly-elected Council as and when it assumes its responsibilities.
- 32.** To facilitate the drafting and issue of the Agenda, items must be notified to the Clerk at least 10 clear days before each meeting. If an urgent item arises less than 10 days before a meeting, it must be notified to the Clerk who will consult the Chairperson who will have the discretion to accept or reject such an item on the Agenda. The agenda will be published at least three clear days before the meeting.

#### PROGRESS OF BUSINESS

- 33.** Motions on the agenda shall be considered in the order in which they appear unless the order is changed at the discretion of the chairperson.
- 34.** **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the members present with voting rights and voting. This applies to full council meetings and the meetings of committees.**
- 35.** Parishioners/members of the public will have a specified time, normally immediately prior to the formal business of the meeting, during which they may raise issues of interest or concern for debate or response by Councillors. However, they may be permitted at the discretion of the Chairperson to make submissions on other substantive items on the agenda as they arise. They may make representations, answer questions and give evidence.
- 36.** A person who speaks at a meeting shall direct his comments to the chairperson of the meeting.
- 37.** the minutes of a meeting shall include an accurate record of the following:
- i) the time and place of the meeting
  - ii) the names of the members present and absent
  - iii) interests that have been declared by members
  - iv) whether a member left the meeting when matters they had an interest in were being considered
  - v) if there was a public participation session
  - vi) the resolutions made and/or motions passed
- 38.** Confirmation of the Minutes of the previous meeting will deal with matters of accuracy only. Any amendments must be included in the motion to approve the Minutes. After formal proposal and seconding, approval of the previous Minutes will be voted upon and, once approved, the Minutes will be signed by the Chairperson who will also initial all pages and any amendments. Thereafter they will stand as an accurate record of the meeting to which they relate.

#### RULES OF DEBATE

- 39.** Members must restrict their contributions to debate to the issue under discussion, or to a point of order.

40. No speech may exceed 3 minutes, except with the consent of the Council.
41. Members will address their contributions through the Chairperson.

#### MOTIONS AND AMENDMENTS

42. A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
43. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the proper officer at least four clear days before the meeting. Clear days do not include the day of the notice and the day of the meeting. The proper officer may correct any obvious spelling, grammatical or typographical errors.
44. If the proper officer considers the motion to be improper he may consult with the Chairperson of the forthcoming meeting, or the Councillors who have convened the meeting to consider whether the motion should be included in the agenda or rejected.
45. Motions received shall be recorded and if rejected accompanied by an explanation by the proper officer for their rejection.
46. When a formal motion has been put forward and seconded, an amendment may be moved.
47. An amendment shall not have the effect of nullifying the resolution before the Council, but shall propose the omission of words, the omission an insertion of other words, or the insertion of words.
48. An amendment must be disposed of before any further amendment may be proposed. Save that one or more amendments may be discussed together if the Chairperson considers this expedient but each amendment shall be voted on separately.
49. A member may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
50. If an amendment is carried, the amended motion shall become the motion to be voted on or further amended.
51. A point of order must relate to a matter of procedure and not the substance of the matter under discussion and will be ruled upon by the Chairperson whose decision shall not be discussed.
52. A member shall be given an opportunity to clarify a point from one of his/her previous speeches that may have been misunderstood.
53. The Proposer, with the unanimous consent of the Council, may withdraw a Motion or Amendment. There will be no further debate on the Motion or the Amendment unless the request for its withdrawal is refused.
54. When a motion is being debated, no further motion can be moved except the following:
  - a) To amend the Motion.
  - b) To proceed to the next business.
  - c) To adjourn the debate.
  - d) To ask that the Motion now be put to the vote.
  - e) To ask that a member be not heard further on the Motion.
  - f) To ask that a named member be required to leave the meeting.
  - g) To refer the Motion to a Committee.
  - h) To exclude the Public and Press.
  - i) To adjourn the meeting.If seconded, any further motion so put shall be voted on immediately without further debate. It will then become a resolution.
55. The Proposer of a motion will have the right to reply immediately before the motion is put to the vote. Similarly, if an amendment is moved, the Proposer of the Amendment will have the right to reply immediately before it is put to the vote. A member exercising the right to reply shall not introduce a new matter. After the right to reply has been exercised or waived, a vote shall be taken without further discussion.
56. The following motions may be moved at a meeting without written notice to the proper officer:
  - i) to correct an inaccuracy in the draft minutes of a meeting;
  - ii) to move to a vote;
  - iii) to defer consideration of a motion;
  - iv) to refer a motion to a committee or sub-committee;
  - v) to appoint a person to preside at a meeting;

- vi) to change the order of business on the agenda;
- vii) to proceed to the next item of business on the agenda
- viii) to require a written report;
- ix) to appoint a committee or sub-committee and the members thereof;
- x) to extend the time limits for speaking;
- xi) to exclude the press or public in accordance with standing order 99;
- xii) to not hear further from a councillor or member of the public;
- xiii) to exclude a person for disorderly conduct in accordance with standing order 104;
- xiv) to temporarily suspend the meeting;
- xv) to suspend a particular standing order, (**unless it reflects mandatory statutory requirements**);
- xvi) to adjourn the meeting or to close a meeting.

#### RESCINDING A PREVIOUS RESOLUTION

- 57.** A substantive decision of the Council shall not be reversed for at least six months, unless new circumstances appertain, which were unknown at the time, when the original decision was made. Alternatively, it may be reversed by a special motion, for which written notice has been given to the proper officer in accordance with standing order 43 above.

#### CONDUCT

- 58.** All members must observe the Code of Conduct, adopted by the Council on the 20<sup>th</sup> September 2012, a copy of which is annexed to these Standing Orders.
- 59.** Members will always conduct themselves at meetings in a way that upholds the good reputation of the Parish Council.
- 60.** A member who has a disclosable pecuniary interest or other 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 vote or participate and vote on that matter.
- 61.** The Clerk may be required to compile and hold a Register of Member's Interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by the Statute. Such register of interests to be published on the council's website or a link to such a register is to be published on the council's website, subject to any exceptions permitted by statute.
- 62.** The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information, which for special reasons would not be in the public interest.
- 63.** Councillors and staff shall not disclose confidential or sensitive information, which for special reasons would not be in the public interest.
- 64.** If, in the opinion of the Chairperson, a councillor breaks the provisions on conduct, the Chairperson shall inform the Council or Committee accordingly. Thereafter, any member present may propose that the Councillor named be no longer heard. If the motion is seconded, it will be put to the vote immediately and without discussion. **If a Councillor reasonably believes another Councillor or non-Councillor with voting rights is in breach of the Code of Conduct, that Councillor is under a duty to report the breach to the appropriate authority.**
- 65.** Upon notification by the District Council that a Councillor or non-Councillor with voting rights has breached the code of conduct, the council shall consider what if any, action to take against him. Such action excludes disqualification or suspension from office.
- 66.** If a candidate for any appointment under the Council is to his/her knowledge related to any other member of, or holder of any office under, the Council, he/she and the person to whom he/she 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 for any such disclosure

#### COMPLAINTS/GRIEVANCES

- 67.** Complaints and grievances shall be dealt with in accordance with complaints procedure and the grievance procedure adopted by the parish council on.....2013.

#### COMMITTEES AND SUB-COMMITTEES

- 68.** Unless the Council determines otherwise, committees may appoint sub-committees. the terms of reference of a committee or sub-committee may be appointed by the Council or a committee.
- 69.** The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council. Non-Councillors may be given voting rights, but if they are they are then subject to the code of conduct.
- 70.** Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of advisory committee may be non-Councillors.
- 71.** The Council may appoint standing committees or other committees as may be necessary, and
- i) shall determine their terms of reference
  - ii) shall determine the number and times of the ordinary meetings of a standing committee up until the date of the next annual meeting of full Council
  - iii) shall permit a committee to determine the number and times of its meetings
  - iv) shall subject to paragraphs 55 and 56 above appoint and determine the terms of office of members of such a committee
  - v) shall, after it has appointed the members of a standing committee appoint the Chairperson of the standing committee.
  - vi) shall permit a committee other than a standing committee to appoint its own Chairperson at the first meeting of the committee.
  - vii) may dissolve a committee
- 72.** a committee or sub-committee, which is not a standing committee shall determine the place and notice requirements of any meetings; whether the public and press are to be permitted to attend the meeting(s) and whether the public may participate at a meeting.

#### ACCOUNTS AND ACCOUNTING STATEMENTS

- 73.** The Responsible Financial Officer will keep proper and up-to-date Accounts recording all the Council's Income and Expenditure in accordance with the appropriate Statutes, proper practices and Audit requirements. The term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).
- 74.** The Responsible Financial Officer shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £50 or 5% of the budget, whichever is the higher.  
If notified 3 days before any Meeting the Responsible Financial Officer will have available, and will present if asked by the Chairperson, an up to date Financial Statement.
- 75.** **All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.**
- 76.** Normally all payments must be authorised in advance by the Council. However where it is necessary to make a payment before authorisation, it shall be reported to the next meeting of the Council for confirmation.
- 77.** The Responsible Financial Officer shall supply to
- i) each Councillor as soon as practicable after 31<sup>st</sup> March in each year, a Statement of Receipts and Payments of the Council for the last quarter and the year to date for information; and
  - ii) to the full council the accounting statements for the year in the form of section 1 of the annual return, as required by proper practices for consideration and approval.
- 78.** The Council shall approve written estimates and Precept Request for the coming year before the end of the month of February.
- 79.** The year end accounting statements shall be prepared in accordance with proper practices and procedures and applying the form of accounts determined by the Council (receipts and payments) for a year to 31<sup>st</sup> march. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30<sup>th</sup> June.

## FINANCIAL CONTROLS AND PROCUREMENT

- 80.** The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements of the following:
- i) the keeping of accounting records and systems of internal controls
  - ii) the assessment and management of financial risks faced by the Council
  - iii) the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually
  - iv) the inspection and copying by Councillors and local electors of the Council's accounts and/or payments
  - v) procurement policies (subject to the standing orders below) including the setting of values for different procedures where a contract has an estimated value of less than £60,000.
- 81.** Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- 82.** Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as follows:
- i) a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii) an invitation to tender shall be drawn up to confirm the specification; the time, date and address for the submission of tenders; the date of the council's written response to the tender and the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii) the invitation to tender shall be advertised in any manner that is appropriate;
  - iv) tenders are to be submitted in writing in a sealed marked envelope to the proper officer;
  - v) tenders shall be opened by the proper officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi) tenders are to be reported and considered by the appropriate meeting of the council or a committee with delegated responsibility.
- 83.** Neither the Council nor a committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- 84.** 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.

## STAFFING MATTERS

- 85.** All decisions relating to the employment of staff will be taken in accordance with relevant employment legislation. Vacancies will be open to all candidates irrespective of disability, age, ethnic origin, marital status, race, religion, gender or sexual orientation.
- 86.** Appointments of employees will be made by a staffing committee on behalf of the Council. Any appointments will be ratified at the next meeting of the full council. Such committee will have the power to establish working procedures for recruitment in accordance with the current equality policy adopted by the Council.
- 87.** A matter personal to a member of staff that is being considered by a meeting of the Council or the staffing committee is subject to standing order 62 above.



- 88.** The staffing committee shall conduct an annual appraisal and review of the work and performance of the clerk to the council, in accordance with the appraisal scheme and guidance notes. The appraisal and review shall be reported in writing to the full Council.
- 89.** The clerk shall report any absence occasioned by illness to the Parish Council Chairperson, or if he is not available to the Vice-Chairperson, and that person shall report it to the Council at the next meeting.
- 90.** Any grievances shall be handled in accordance with the Council's grievance policy.
- 91.** Any person responsible for all or part of the management of staff shall treat the written records of all meetings related to their performance, capabilities, grievance or disciplinary matters as confidential and secure, subject to standing order 62 above.
- 92.** The council shall keep all written records relating to employees secure.
- 93.** Only persons with direct responsibilities for the management, engagement and appraisal of staff shall have access to staff records.

#### Freedom of Information

- 94.** **All minutes kept by the Council and by any Committee shall be open for the inspection of any member of the Council.** Minutes of the Council meetings shall be published on the Council website after they have been approved.
- 95.** **The Council shall observe the requirements of the freedom of information policy, as adopted by the Council on the 16<sup>th</sup> August 2007, in accordance with the Freedom of Information Act 2000 and the Data Protection Act 1998.** In providing copies of relevant documents to members of the public, the Council may impose such financial charge as it decides from time to time in Meeting.
- 96.** Correspondence from and notices served by the Information Commissioner shall be referred by the proper officer to the council.
- 97.** The Council will ensure it is registered with the Information Commissioner as a data controller.
- 98.** Requests from the press or other media for an oral or written comment or statement from the Council, councillors or its staff, shall be referred by the proper officer to the Chairperson of the Council in the first instance. The Chairperson is authorised to speak on behalf of the Council, in accordance with the freedom of information policy. Any oral or written comments or statements should be reported to the next meeting of the Council.

#### Admission of Public and Press to Meetings

- 99.** **The public and press shall be admitted to all meetings of the Council and its Committees 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 and press's exclusion from part or all of a meeting shall be by a resolution which shall state reasons for the exclusion.**
- 100.** At all meetings of the Council, the Chairman may at his/her 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. A question need not necessitate an answer at the meeting or start a debate on the question. The chairperson of the meeting may direct that a written or oral response be given.
- 101.** **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the council's consent, which may be requested from the Chairperson of the meeting.**
- 102.** **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.**
- 103.** No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairperson of the meeting shall request such person(s) to moderate or improve their conduct.
- 104.** If person(s) disregard the request of the Chairperson of the meeting to moderate or improve their conduct, any member or the Chairperson of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- 105.** If a resolution made under standing order 104 above is ignored, the Chairperson of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include, but is not limited to, temporarily suspending or closing the meeting.
- 106.** If in the view of any Councillor present, the Chairperson at a meeting contravenes Orders 101 or 102 above, he/she shall inform the Council or Committee accordingly. Subsequently, any Councillor present may propose that the Chairperson be asked to stand down from that position for the remainder of the meeting. If the motion is seconded, it will be put to the vote immediately and without debate. The chair will then be taken by the Vice Chairperson if present. If not then a Chairperson shall be elected for the remainder of the meeting from and by the Members present.

#### Liaison with County and District Councillors

- 107.** An Agenda for each meeting shall be sent, together with an invitation to attend, to the appropriate County and District Councillors.

#### Variation, Revocation and Suspension of Standing Orders

- 108.** Any or every part of Standing Orders, except those laid down by statute (in **bold** type), may be suspended or resolution in relation to any specific item of business.
- 109.** A motion permanently to add, vary or revoke one or more Standing Order(s) shall, be proposed by a special written motion to the Proper Officer. When it has been proposed, seconded and considered, stand adjourned to the next meeting of the Council.
- 110.** A decision of the Chairperson of a meeting as to the application of standing orders shall be final.

#### EXECUTION OF LEGAL DEEDS

- 111.** A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- 112.** **Subject to standing order 111 above, any two councillors may sign on behalf of the Council any deed required by law and the proper officer shall witness their signatures.**

#### RESTRICTIONS ON COUNCILLOR ACTIVITIES

- 113.** unless authorised by a resolution, no Councillor shall:
- i) inspect any land and/or premises which the Council has a right or duty to inspect
  - ii) issue orders, instructions or directions.

#### STANDING ORDERS TO BE GIVEN TO COUNCILLORS

- 114.** 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 observe the Code of Conduct adopted by the Council.

Approval of Standing Orders  
First Adopted 27.02.2003  
Revised 06.05.2009  
Revised 10.04.2014  
Revised 23.10.2014