

OPEN SESSION: There were a number of members of public present, interested in agenda items and to receive Grant Aid awards.

## **MINUTES OF THE MEETING OF RINGWOOD TOWN COUNCIL**

Held on Wednesday 26<sup>th</sup> September 2018 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Tony Ring, Town Mayor  
Cllr Philip Day, Deputy Mayor  
Cllr Andrew Briers  
Cllr Jeremy Heron  
Cllr Gloria O'Reilly  
Cllr Steve Rippon-Swaine  
Cllr Michael Thierry  
Cllr Christopher Treleaven

IN ATTENDANCE: Mr Chris Wilkins, Town Clerk  
Miss Nicola Vodden, Meeting Administrator  
Tom Weetman, Student Advisors  
Finn Rowden, Student Advisor

*The Town Mayor, Cllr Ring welcomed the members of the public present and the new Student Advisors to their first Full Council meeting.*

### **C/6188**

#### **APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence had been received from Cllrs Edge, Ford, Loose, Murphy, Ward and Wiseman.

### **C/6189**

#### **DECLARATIONS OF INTEREST**

None were declared.

### **C/6190**

#### **GRANT AID PRESENTATIONS**

The Town Mayor presented a Grant Aid award of £500 to representatives of Ringwood School towards the furnishing of a 'time-out' cabin.

The Town Mayor presented a Grant Aid award of £750 to representatives of Ringwood Carnival Committee towards the enhancement of the carnival procession.

### **C/6191**

#### **POLICE REPORT**

Sergeant Helen Mitchley from New Forest West Neighbourhood Policing Team reported on crime statistics for the last quarter and compared to the previous year. She was pleased to note and report a downward trend over the last 3 months.

The figures combined 7 beats, 4 of which cover Ringwood. She commented that it was very difficult to provide figures for the town but if there was a particular area of concern, she could obtain detailed information relating to a specific beat.



She highlighted that criminal damage was an area of concern, as there had been an increase in the number of reports, particularly targeting vehicles and property. There was no pattern to these incidents but they have been attributed to a small number of people. There had been an increase in reported incidents of offences against the person, although a number of these had arisen from the same incident. The neighbourhood team had made a successful arrest following a number of non-dwelling burglaries and she hoped that that would provide reassurance in that area of criminality.

In response to a comment, regarding police intervention and its ability to avert a potential incident, she confirmed that the neighbourhood team would assist and advise in a situation where required or requested.

In relation to issues at Carvers Recreation Ground, Sergeant Mitchley was pleased to report that there had been little trouble nor signs of vandalism and credited the ongoing liaison between the Manager of Carvers Clubhouse and the Neighbourhood team.

In response to a question from a Student Advisor, she provided details of staffing levels, highlighting the value of the PCSO role, in areas of neighbourhood policing and community engagement.

**C/6192**  
**MINUTES OF PREVIOUS MEETING**

**RESOLVED:** That the minutes of the Meeting held on 25<sup>th</sup> July 2018, having been circulated, be approved and signed as a correct record.

**C/6193**  
**STAFFING COMMITTEE**

Cllr Treleaven presented the minutes of the Staffing Committee meeting held on 22<sup>nd</sup> August 2018. He highlighted the recommendation made that the Recreation, Leisure and Open Spaces Committee has the opportunity to annually review the grounds team's work programme (*S/0010 refers*). The Town Clerk suggested that this be a standing agenda item for the November meeting and Members agreed.

**RESOLVED:** That the minutes of the Staffing Committee meeting held on 22<sup>nd</sup> August 2018 be received and the recommendation therein be approved.

**C/6194**  
**RECREATION, LEISURE AND OPEN SPACES COMMITTEE**

Cllr Briers presented the minutes of the Recreation, Leisure and Open Spaces Committee meeting held on 5<sup>th</sup> September 2018, which included one recommendation requiring approval (OS/5805 Speciality Fairs).

Cllr Briers introduced the item, outlining the background to the issuing of licences, to hold markets on the Gateway Square. In relation to the Committee's recommendation, he indicated that he did not agree that the two licences be renewed 'without restriction', as this was inconsistent with the principles expressed when the initial decision to grant licences was made, that they should not directly compete with the Wednesday Charter Market and other established markets.

The Town Clerk confirmed that he had received notification that the Artisan & Speciality Market would not continue beyond September. Cllr Day suggested that, in practice, Members



needed only to be concerned with the decision to renew one licence, for the Antiques and Decorative Arts Fair. It was proposed that the recommendation be amended and Members agreed.

Members wished to protect the Charter Market and for efforts to focus on assisting the Charter Market Holder in improving the Wednesday market, rather than inviting operators to hold additional markets on the Gateway Square. However, if any proposals were forthcoming, they would be considered on their own merits, with any terms and conditions, being decided at that stage.

**RESOLVED:** 1) That the minutes of the Recreation, Leisure and Open Spaces Committee meeting held on 5<sup>th</sup> September 2018 be received;  
2) That the Town Clerk be authorised to renew the licence for the Antiques and Decorative Arts Fair, currently operating from the Gateway Square, to the end of 2019, subject to a condition that it does not compete with the Charter Market, and that subsequent renewal be reviewed by the Recreation, Leisure and Open Spaces Committee in July 2019.

<b>ACTION</b> <b>C Wilkins</b>
--------------------------------

**C/6195**

**PLANNING, TOWN & ENVIRONMENT COMMITTEE**

Cllr Treleaven presented the minutes of the Planning, Town & Environment Committee meetings held on 3<sup>rd</sup> August 2018 and 7<sup>th</sup> September 2018, which included two recommendations requiring approval.

The Clerk was asked whether minute P/5527 was in order. He explained that the Committee were asked whether to recommend that Full Council consider the item and as the vote did not succeed, there was nothing to bring forward.

P/5534 NFDC Consultation on Supplementary Planning Documents

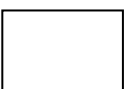
Cllr Treleaven summarised the Committee's draft responses to the three supplementary planning documents to the New Forest district Local Plan 2016-36 Part 1 Planning Strategy:- Strategic Sites Masterplanning (including number and types of dwellings, site layout, infrastructure, landscaping, sewage, drainage, flooding), Recreational Impact Mitigation Strategy and Developers Contributions. Members agreed the proposed responses, which included submissions made by a representative from 'A Better Ringwood' group, without amendment, and approved the documents for submission.

It was noted that the site designs were indicative only and set out the areas identified for development, but that a developer would submit their own layout plans. This document would be the start of a design guide for developers, providing details that the National Planning Policy Framework is not necessarily concerned with.

P/5535 Developers Contributions

Cllr Treleaven indicated the Committee's dismay that there was no update from Hampshire County Council (HCC) in relation to the Christchurch Road pedestrian crossings and requested support from the County Councillor to progress this scheme, for which developers contributions had been allocated.

In addition, there is little to alert members of the public to the existence of the new cycle path, which connects Wellworthy Way with New Street and Members requested improved signage on Christchurch Road and throughout the business park, in order to promote it more.



Cllr Thierry understood that there may be criteria to be met and which should be taken into consideration, but believed that, in respect of the Christchurch Road crossings, a case should be made for an exception to policy, to enable the scheme to proceed. He agreed to refer both matters to HCC and report back.

#### P/5538 Sign Painting at Fridays Cross

A recommendation was made to Policy and Finance Committee that financial regulations be suspended for the purpose of procuring the sign painting and considered at its meeting on 19<sup>th</sup> September (*F/5606 refers*). Although it had been agreed that Financial Regulations could be suspended and that the budget be increased, to facilitate progress with the project, it was hoped that neither would be necessary.

**RESOLVED:** 1) That the minutes of the Planning, Town & Environment Committee meetings held on 3<sup>rd</sup> August 2018 and 7<sup>th</sup> September 2018 be received;  
2) That the responses to NFDC's consultation on the three Supplementary Planning documents be submitted;  
3) That the County Councillor support the Town Council in progressing the Christchurch Road pedestrian crossing scheme and improved signage for the new cycle path through Forest Gate Business Park.

<b>ACTION C Wilkins</b>
-------------------------

#### **C/6196**

#### **POLICY & FINANCE COMMITTEE**

Cllr Heron presented the minutes of the Policy & Finance Committee meeting held on 19<sup>th</sup> September 2018, indicating that all items were resolved.

**RESOLVED:** That the minutes of the Policy & Finance Committee meeting held on 19<sup>th</sup> September 2018 be received.

#### **C/6197**

#### **APPROVAL OF STUDENT ADVISORS**

It was noted that this year's intake of Student Advisors were from both Year 12 and Year 13, which would provide some continuity.

**RESOLVED:** That Ringwood School's nominations for Student Advisors for 2018-19 be approved, as follows:-

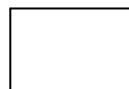
- i) Policy and Finance Committee:- Tom Weetman, Oliver Magor, Jonathan Skirton
- ii) Recreation, Leisure & Open Spaces Committee:- Imogen Lines-Clarke, Alana Morris
- iii) Planning, Town and Environment Committee:- Sophie Emery, Accalia Smith
- iv) Full Council:- Tom Weetman, Finn Rowden

#### **C/6198**

#### **NEIGHBOURHOOD PLANNING**

Cllr Treleaven indicated that he had asked for the matter to be included on the agenda following the Planning, Town and Environment Committee's view not to refer the matter to Full Council, as he felt that the other six Councillors, who were not Committee members, should have the opportunity to express a view (*Annex A*).

It was noted that apologies had been received from six Council Members, for this meeting, but as it was quorate, it was agreed that consideration of the matter should not be deferred for this



reason. As there was no item of business to proceed with, the Town Clerk invited Members for any proposals.

Cllr Day proposed a motion 'to proceed towards adopting a Neighbourhood Plan'. Cllr Treleaven seconded the motion. Their views were:-

- that the Town Plan 2008 does not have a legal standing and a Neighbourhood Plan (NP) would have weight. A NP would provide for greater influence when planning matters are determined and, in the absence of one, the Town Council's position would be weakened and representations may not be taken into consideration
- this was an opportunity to alter the profile of the town in a way the NFDC Local Plan would never address
- it would take time and expense and require involvement from Councillors and the community, but that the total cost would depend on the scope of the plan, as it could be limited, for example, to the Market Place or the Town Centre
- that £3,000 is currently allocated for work on NP and there are opportunities to apply for grants. It was suggested that there was a need for further explanation by a consultant and an assessment of the options available
- with a NP in place, the town would receive 25% of Community Infrastructure Levy (CIL) receipts, compared to 15% currently

A lengthy discussion followed with a diversity of opinions being expressed. In particular, there were concerns regarding :-

- the amount of influence a NP would have, as it could not be inconsistent with the Local Plan or the National Planning Policy Framework
- other town/parish councils had embarked on the process, but very few had been completed
- the cost and effort involved in preparing a NP
- any budget set for this purpose would be exceeded as there was a worry that costs would spiral out of control
- that a financial limit is set if this moves forward
- the need to engage consultants and the level of their fees
- that the amount of officer time expected to be devoted to a NP
- the cost of defending the NP should an application be referred to the Inspector
- the timeliness of this decision considering 2019 is an election year and the length of time it will take to get a plan in place

*It was agreed, by majority, to suspend Standing Orders to allow the meeting to continue past 9.00pm.*

Cllr Heron called for a recorded vote on the motion.

Cllrs in favour of proceeding with the proposal:- Briers, Day, Ring, Thierry, Treleavan

Cllrs against the proposal:- Heron, O'Reilly, Rippon-Swaine

Cllr Day put forward another motion that a suitably qualified consultant be invited to the next Full Council meeting to explain more fully the process a Neighbourhood Plan. This was agreed with costs being met from the allocated budget.

**RESOLVED:** 1) That the Council proceed towards adopting a Neighbourhood Plan  
2) That a suitably qualified consultant be invited to the next Full Council meeting to explain more fully the process a Neighbourhood Plan.

<b>ACTION C Wilkins / J Hurd</b>
----------------------------------



**C/6199  
STANDING ORDERS**

Members thanked the Town Clerk for the work undertaken to provide a revised version of Standing Orders (*Annex B*).

The Town Clerk indicated that amendments made were following updates provided by NALC or from the Working Party.

**RESOLVED:** That the revised draft Standing Orders be approved (*Annex B*)

<b>ACTION C Wilkins</b>
-------------------------

**C/6200  
REPRESENTATION ON RINGWOOD COMMUNITY FORUM**

Members were in agreement that the Town Council be represented at Ringwood Community Forum meetings and that the Town Mayor be appointed, with the Chairman of Policy and Finance to act as reserve.

**RESOLVED:** That the Town Mayor be appointed as the Town Council's representative on Ringwood Community Forum and Chairman of Policy and Finance Committee act as reserve.

<b>ACTION C Wilkins</b>
-------------------------

**C/6201  
COMMUNICATIONS TO BE RECEIVED**

The Town Mayor reported the following:

- Thank you to the Carnival Committee for their efforts in preparing for this year's event
- He visited the Arts Society Exhibition at Greyfriars which was very successful
- He had attended a meeting with Highways England in relation to the A31 Improvement Scheme, at which it was reported that in respect of delivery, it had aspirations of reducing the construction period significantly; the current programme allowed for 33 weeks
- He had offered support to the proposals put forward by 'A Better Ringwood' group in relation to NFDC's Consultation on the Supplementary Planning Documents.

**C/6202  
REPORTS FROM TOWN COUNCILLORS**

Cllr Day

- Attended a Ringwood Society meeting and the Arts Society Exhibition
- As Deputy Mayor attended the Bickerley Green annual fete
- Attended the Twinning Association event at the Meeting House which was well attended
- He also wished to congratulate the Carnival Committee for a great day

Cllr O'Reilly

- Attended the Western Escarpment Conservation Area Steering Group and was to report back on any abandoned or incorrect signage in the area

--

**C/6203**

**REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

County Councillor Thierry

- Reported that the highways work on Christchurch Road and Southampton Road had been completed and whilst there had been some disruption, this had not been significant. Potholes were continuing to be dealt with.
- Attendance at Full Council meeting. He indicated that meetings were now streamed live for anyone wishing to observe. He reported that HCC were putting pressure on NFDC to introduce wheelie bins.

District Councillor Rippon-Swaine

- Reported that he was involved with the Task and Finish Group who were concerned with delivery by the leisure department and housing branch. In respect of leisure, it is looking to save £500,000, whilst maintaining the service, by looking at alternative ways of delivery. Regarding housing, new regulations make NFDC liable to house homeless in the area, without any requirement to prove a domiciliary link.

District Councillor Heron

- Reported on the recent encampment in Ringwood short stay car park, indicating that officers were working to resolve matters ahead of the relevant timescales elapsing.
- The next Cabinet meeting is on 3<sup>rd</sup> October and matters to be discussed include the combined fire authority consultation
- Highlighted the Smarter working initiative which will see £1.25 million investment in ICT

**C/6204**

**FORTHCOMING MEETINGS**

Recreation, Leisure & Open Spaces	7.00pm	Wednesday 3 <sup>rd</sup> October 2018
Planning, Town & Environment	10.00am	Friday 5 <sup>th</sup> October 2018
Policy & Finance	7.00pm	Wednesday 17 <sup>th</sup> October 2018
Full Council	7.00pm	Wednesday 31 <sup>st</sup> October 2018

There being no further business, the Town Mayor closed the meeting at 9.29pm.

APPROVED

*31<sup>st</sup> October 2018*

TOWN MAYOR



**TOWN COUNCIL****26<sup>th</sup> September 2018****Neighbourhood Planning****1. Introduction and reason why decision required**

- 1.1 At its meeting on 3<sup>rd</sup> August the Planning, Town & Environment Committee rejected a proposed recommendation that this Council promote a Neighbourhood Plan for Ringwood (minute ref. no. P/5527). In the absence of any further or counter proposal, there is therefore no recommendation on the subject for councillors who are not members of that committee to consider.
- 1.2 Given the importance of Neighbourhood Planning, officers need guidance from the entire council membership on whether consideration should be given to it at this time or not.

**2. Background information, options, impact assessment and risks**

- 2.1 Officers anticipate that a proposal for preparatory steps will be made and seconded at the meeting. If that proposal is rejected, officers will regard that rejection as a decision that no such steps are to be taken without the requirement for any further resolution to that effect.
- 2.2 Whatever Council decides will stand unless and until reversed or altered by a later decision but no motion to that effect could be made for six months at least (other than in accordance with the special procedures set out in Standing Order 44).
- 2.3 As always, any member who considers that discussion on this subject is unnecessary or inappropriate is free to propose that Council proceed to the next item of business.

**3. Issue for decision**

*Whether to approve the actions regarding Neighbourhood Planning that are proposed at the meeting or definitively preclude any such actions at this time.*

For further information, contact:

Chris Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

Jo Hurd, Deputy Town Clerk  
Direct Dial: 01425 484721  
Email: [jo.hurd@ringwood.gov.uk](mailto:jo.hurd@ringwood.gov.uk)



**TOWN COUNCIL****26<sup>th</sup> September 2018****Standing Orders****1. Introduction and reason why decision required**

- 1.1 At its meeting on 27<sup>th</sup> June the Council deferred consideration of revised draft Standing Orders and formed a working party to consider them in the meanwhile (see minute ref. C/6170).
- 1.2 NALC has recommended two minor changes and the working party has suggested others. The resulting revised draft is circulated with this note.

**2. Background information, options, impact assessment and risks**

- 2.1 The revised draft shows as “tracked changes” in red the alterations proposed from the previous draft produced for the meeting on 27<sup>th</sup> June. (The comments attached to that previous draft have been removed for the sake of clarity.)
- 2.2 Most changes are self-explanatory. However, the working party members wish to draw particular attention to draft S/O 5f. This will prevent any person from serving more than two terms of office as Chairman consecutively (unless the Council suspends this Standing Order specifically to permit this).
- 2.3 The working party members believe that re-writing the Council’s Scheme of Delegation may assist in clarifying further how the Council operates. Officers are working on this and members will be asked to consider the revised document at a meeting soon.

**3. Issue for decision and any recommendation*****Whether to approve the revised draft Standing Orders.******[RECOMMENDATION: Officers and the working party members recommend approval of the draft.]***

For further information, contact:

Chris Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

Jo Hurd, Deputy Town Clerk  
Direct Dial: 01425 484721  
Email: [jo.hurd@ringwood.gov.uk](mailto:jo.hurd@ringwood.gov.uk)





Ringwood Town Council

**STANDING ORDERS**



# Ringwood Town Council

## STANDING ORDERS

### Contents

1. Rules of debate at meetings .....	1
2. Disorderly conduct at meetings .....	3
3. Meetings generally.....	3
4. Committees and sub-committees.....	6
5. Ordinary council meetings.....	7
6. Extraordinary meetings of the council and committees and sub-committees.	<del>9</del> 8
7. Previous resolutions .....	9
8. Voting on appointments.....	<del>10</del> 9
9. Motions for a meeting that require written notice to be given to the Proper Officer.....	<del>10</del> 9
10. Motions at a meeting that do not require written notice .....	<del>11</del> 0
11. Management of information .....	11
12. Draft minutes .....	<del>12</del> 11
13. Code of conduct and dispensations .....	<del>13</del> 12
14. Code of conduct complaints.....	<del>14</del> 13
15. Proper Officer .....	<del>15</del> 14
16. Responsible Financial Officer .....	<del>16</del> 15
17. Accounts and accounting statements .....	<del>16</del> 15
18. Financial controls and procurement .....	<del>17</del> 16
19. Handling staff matters.....	<del>18</del> 17
20. Responsibilities to provide information .....	<del>19</del> 18
21. Responsibilities under data protection legislation.....	<del>20</del> 19
22. Relations with the press/media.....	<del>20</del> 19
23. Execution and sealing of legal deeds .....	<del>20</del> 19
24. Communicating with District and County or Unitary councillors.....	<del>21</del> 20
25. Restrictions on councillor activities.....	<del>21</del> 20
26. Standing orders generally .....	<del>21</del> 20

# B

## Ringwood Town Council

### STANDING ORDERS

#### 1. Rules of debate at meetings

Explanatory note: Rules of debate apply to all business conducted at any type of meeting except to the extent that the chairman allows them to be relaxed. Such business may include routine formalities (e.g approving the minutes of a previous meeting), receiving reports from officers (which may require a decision from councillors and include one or more suggestions or recommendations as to how the item be disposed of), receiving information from councillors or others (about which no decision can be made) and motions proposed by members. The procedures by which agendas for meetings are compiled and councillors can secure the inclusion of motions are contained in standing orders 5, 9 and 15.

- a Motions~~Items~~ on the agenda shall be considered in the order that they appear in the agenda unless the order is changed at the discretion of the chairman of the meeting.
- b A proposal or motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a proposal or motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a proposal or motion. It shall not negate the proposal or motion.
- f If an amendment to the original proposal or motion is carried, the original proposal or motion becomes the substantive proposal or motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early-verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his or her own proposal or motion if agreed by the meeting. If a proposal or motion has already been seconded, the amendment

shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive [proposal or](#) motion, the amendments shall be moved in the order directed by the chairman of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.

k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive [proposal or](#) motion.

~~m The mover of an amendment has no right of reply at the end of debate on it.~~

~~m~~ Where a series of amendments to an original [proposal or](#) motion are carried, the mover of the original [proposal or](#) motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive [proposal or](#) motion immediately before it is put to the vote.

~~en~~ Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a [proposal or](#) motion except:

- i. to speak on an amendment moved by another councillor;
- ii. to move or speak on another amendment if the [proposal or](#) motion has been amended since he last spoke;
- iii. to make a point of order;
- iv. to give a personal explanation; or
- v. to exercise a right of reply.

~~eo~~ During the debate on a [proposal or](#) motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he [or she](#) considers has been breached or specify the other irregularity in the proceedings of the meeting he [or she](#) is concerned by.

~~ep~~ A point of order shall be decided by the chairman of the meeting and his [or her](#) decision shall be final.

~~eq~~ When a [proposal or](#) motion is under debate, no other [proposal or](#) motion shall be moved except:

- i. to amend the [proposal or](#) motion;
- ii. to proceed to the next business;
- iii. to adjourn the debate;
- iv. to put the [proposal or](#) motion to a vote;
- v. to ask a person to be no longer heard or to leave the meeting;

# B

- vi. to refer a [proposal or](#) motion to a committee or sub-committee for consideration;
- vii. to exclude the public and press;
- viii. to adjourn the meeting; or
- ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive [proposal or](#) motion is put to the vote, the chairman of the meeting shall be satisfied that the [motion matter](#) has been sufficiently debated and that the mover of the [proposal or](#) motion under debate has exercised or waived his [or her](#) right of reply.

t Excluding motions moved under standing order 1([rq](#)), the contributions or speeches by a councillor shall relate only to the [proposal or](#) motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

## 2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. Meetings generally

- < Full Council meetings
- < Committee meetings
- < Sub-committee meetings
- < a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- < b **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.
- < c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
  - < < d **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.**
  - e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
  - f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
  - g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
  - h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
  - | i A person shall raise his or her hand when requesting to speak **and may sit or stand when speaking.**
  - | j A person who speaks at a meeting shall direct his or her comments to the chairman of the meeting.
  - k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
  - < < l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

# B

- < < m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- < < n **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.**
- < o **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).**
- < p **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.**
- < < < q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
- < < < r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**  
*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands or by ballot. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.

- < < < u **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.**
  
- < v **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.**  
*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*
  
- < < < w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
  
- | x A meeting shall not exceed a period of two hours [except for meetings of the Planning, Town & Environment Committee which shall not exceed three hours.](#)

## 4. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
  
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
  
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
  
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of

# B

office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;

- vi. ~~shall may~~, after it has appointed the members of a ~~standing~~ committee, appoint the chairman ~~and vice-chairman~~ of the standing committee;
- vii. ~~shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;~~
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## 5. Ordinary council meetings

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.
- ef No person shall be eligible for election as Chairman of the Council if that person has served two consecutive terms as Chairman of the Council immediately prior to such election.
- fg The Chairman of the Council, unless he or she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his or her successor is elected at the next annual meeting of the Council.
- gh The Vice-Chairman of the Council, if there is one, unless he or she resigns or

**Formatted:** List Paragraph, Line spacing: single, No bullets or numbering, Widow/Orphan control, Hyphenate, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Font Alignment: Auto, Tab stops: Not at 2 cm

becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.

hi In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he or she 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.

ij In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he or she shall preside at the annual meeting until a new Chairman of the Council has been elected. He or she 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.

jk 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 of the annual meeting shall include:

- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his or her acceptance of office form unless the council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its

# B

obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence; and
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

[PROVIDED THAT the council may resolve for all or any of items vi. ix. x and xiii to xxi inclusive to be done at a later date or to be referred to a committee.](#)

Formatted: Font: 11 pt, Not Bold

Formatted: Indent: Left: 1 cm

Formatted: Font: Not Bold

## 6. Extraordinary meetings of the council and committees and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within **seven** days of having been requested by to do so by **two** members of the committee or the sub-committee, any **two** members of the committee or the sub-committee may convene an extraordinary meeting of the committee or the sub-committee.

## 7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least **four** councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved within a further six months.

## 8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## 9. Motions for a meeting that require written notice to be given to the Proper Officer

[Explanatory Note: Although the Proper Officer is responsible for preparing meeting agendas a mechanism is needed to enable councillors to bring forward matters for consideration at meetings without requiring the co-operation of the Proper Officer \(subject to safeguards\). This standing order provides that mechanism. The Proper Officer could be asked to help in composing the written notice required but this is not obligatory. Otherwise, the role of the Proper Officer is limited to ensuring formal compliance only with the requirements stated.](#)

Formatted: Font: 11 pt

- a 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.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least **ten** clear days before the meeting. Clear days do not include the day of the notice ~~or~~ the day of the meeting, Saturdays, Sundays or public holidays.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, at least **seven** clear days (excluding Saturdays, Sundays and public holidays) before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion

Formatted: Font: 11 pt

# B

shall be included in the agenda or rejected.

- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded, ~~and~~-numbered [and included in an agenda](#) in the order that they are received. [No more than three motions shall be included in the agenda for any one meeting and any additional motions received shall be included in the agendas for subsequent meetings.](#)
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## 10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close a meeting.

## 11. Management of information

*See also standing order 20.*

- 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.

## 12. Draft minutes

- < Full Council meetings
- < Committee meetings
- < Sub-committee meetings

- a If the draft minutes of a preceding meeting have been served on councillors with **or before** the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he or she shall sign the minutes and include a paragraph in the following terms or to the same effect:  
"The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- < e **If the Council's gross annual income or expenditure (whichever is higher)**

<  
< **does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 13. Code of conduct and dispensations

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights ([if any such should ever be appointed to a working party](#)) shall observe the code of conduct adopted by the council.
- b Unless he **or she** has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he **or she** has a disclosable pecuniary interest [if so required by the council's code of conduct](#). He **or she** may return to the meeting after it has considered the matter in which he **or she** had the interest.
- c Unless he **or she** has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he **or she** has another interest if so required by the council's code of conduct. He **or she** may return to the meeting after it has considered the matter in which he **or she** had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

- iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **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.**

## 14. Code of conduct complaints

Explanatory note: Any complaint that a councillor has breached the council's code of conduct must be referred to the monitoring officer at the District (or Unitary) Council who is then responsible for considering the complaint, investigating it as necessary and notifying this council if such a breach has occurred.

Formatted: Font: 11 pt

- ~~a~~ Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the council.
- ~~ba~~ Where the Proper Officer has made a complaint that a councillor has breached the council's code of conduct, notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(~~dc~~).
- ~~eb~~ The Council, any individual councillor and any employee of the council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- ~~dc~~ **Upon notification by the District or Unitary Council that a councillor or non-**

# B

councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him [or her](#). Such action excludes disqualification or suspension from office.

## 15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee**
    - ¿ **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - ¿ **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least **six** days before the meeting confirming his [or her](#) withdrawal of it;
  - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his [or her](#) office;**
  - iv. **facilitate inspection of the minute book by local government electors;**
  - v. **receive and retain copies of byelaws made by other local authorities;**
  - vi. hold acceptance of office forms from councillors;
  - vii. hold a copy of every councillor's register of interests;
  - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
  - ix. liaise, as appropriate, with the Council's Data Protection Officer ([if there is one](#));
  - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
  - xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for a meeting of a committee.*

Formatted: Font: Not Bold

- xii. arrange for legal deeds to be executed;  
*See also standing order 23;*
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority ~~in a book for such purpose~~;
- xv. refer a planning application, [tree works application or licensing application](#) received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) of the Planning, Town and Environment Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of that committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (~~if there is one~~) which shall not be used without a resolution to that effect.  
*See also standing order 23.*

## 16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide.
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible

# B

Financial Officer shall provide:

- i. each councillor with a statement summarising the council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 42 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

## 18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity [unless it proposes to use an existing list of suppliers \(framework agreement\)](#).**
- d Subject to additional requirements in the financial regulations of the Council, the tender

process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender ~~may shall~~ be advertised in a local newspaper and in any other manner that is appropriate ~~as the Proper Officer shall decide~~;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £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.**
- g **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £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.**

## 19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or the Staffing Committee is subject to standing order 11.

# B

b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of the Staffing Committee or, if he is not available, the vice-chairman of Staffing Committee of absence occasioned by illness or other reason

i. Of the Town Clerk, the Deputy Town Clerk or the Finance Manager if it lasts more than three working days on which he or she would ordinarily be working, or

ii. Of any other employee if it lasts more than two weeks

and that person shall report such absence to the Staffing Committee at its next meeting.

~~b The chairman of the Staffing Committee or in his absence, the vice chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing Committee.~~

eb Subject to the council's policy regarding the handling of grievance matters, the council's most senior member of staff (or other members of staff) shall contact the chairman of the Staffing Committee or in his absence, the vice-chairman of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.

ec Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chairman or vice-chairman of the Staffing Committee, this shall be communicated to another member of the Staffing Panel, which shall be reported back and progressed by resolution of the Staffing Committee.

ed Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

fe In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## 20. Responsibilities to provide information

*See also standing order 21.*

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 Local Government (Transparency Requirements) (England) Regulations 2015.

## 21. Responsibilities under data protection legislation

*See also standing order 11.*

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

## 22. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## 23. Execution and sealing of legal deeds

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 23(a), the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

# B

## 24. Communicating with District and County or Unitary councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Councils representing the area of the Council.
- b If the Council or the Town Clerk so decides, a copy of each letter sent to the District or County Council shall be sent to the ward councillor(s) representing the area of the council.

## 25. Restrictions on councillor activities

- a Unless duly authorised no councillor shall:
  - i inspect any land and/or premises which the council has a right or duty to inspect [\(except for land or premises to which the general public has access\)](#); or
  - ii issue orders, instructions or directions.

## 26. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least **two** councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.