

**BLACKWATER & HAWLEY**  
**TOWN COUNCIL**  
**STANDING ORDERS**

FOR THE REGULATION OF PROCEEDINGS  
AND BUSINESS OF THE COUNCIL  
AND ITS COMMITTEES

**BLACKWATER & HAWLEY TOWN COUNCIL****STANDING ORDERS**

**NOTES:** Standing Orders, which are based on statutory provisions, are underlined. Throughout the document, “he” is to be read as “she”, “his” as “hers” and “himself” as “herself” as appropriate.

**MEETINGS**

- 1 Meetings of the Council shall normally be held in the Hawley Memorial Conference and Meeting Room, adjacent to the Memorial Hall, Hawley, but they may occasionally be held elsewhere by consent of the Council or, in emergency, with the authority of the Chair. Meetings shall commence after 7.00 o'clock in the evening, provided always that they may commence at an earlier hour by consent of the Council or, in emergency, with the authority of the Chair. Meetings shall normally be terminated at or before 10.00 o'clock in the evening.
- 2 The Statutory Annual Meeting
  - a) In an election year shall be held on the fourth day after the date of the election or within fourteen days thereafter (normally this will be a date in May) and
  - b) In a year which is not an election year shall be held in May (on a date to be fixed by the Council)
- 3
  - a) An Extraordinary Meeting of the Council may be called at any time by the Chair of the Council.
  - b) If the Chair refuses to call an Extraordinary Meeting of the Council after a requisition for that purpose (signed by three Members of the Council) has been presented to him/her or if, without so refusing, the Chair does not call such a Meeting within seven days of such a requisition being presented to him, any three Members of the Council may convene forthwith an Extraordinary Meeting of the Council.
- 4 The Executive Officer or the Administration Officer shall be present at all Meetings of the Council and its Standing Committees.
- 5 The person presiding at a Meeting may exercise all the powers and duties of the Chair in relation to the conduct of the Meeting.

- 6 Three clear days at least before a Meeting of the Council:- (excluding weekends, Public or Bank holidays or the day the notice was put up or the day of the meeting)
- a) Written notice of the time and place of the intended Meeting shall be published at the Council Offices and, where the Meeting is called by three Members of the Council pursuant to Standing Order No 3, the notice shall be signed by these Members. All notices of Meetings shall specify the business to be transacted thereat;
- b) Summonses to attend Meetings shall be signed by the Executive Officer of the Council and shall, subject to Standing Order No 7 below, be left at, or sent by first-class post to, the usual place of residence of every Member of the Council.
- 7 If a Member of the Council gives notice in writing to the Executive Officer of the Council that he or she desires summonses to attend Meetings of the Council to be sent to him or her at some other address (to be specified in the notice), any summons addressed to him or her and left at, or sent by post to, that address shall be deemed to be sufficiently served.
- 8 Lack of service of a summons on any Member of the Council shall not affect the validity of a Meeting of the Council.

#### **CHAIR**

- 9 The first business to be transacted at the Annual Meeting of the Council shall be the election of Chair of the Council for the ensuing municipal year from among the Councillors present at the Meeting.
- 10 In the case of an equality of votes the person presiding at the Meeting shall give a casting vote in addition to any other vote he may have, unless the person presiding would have ceased to become a Member but for the statutory provisions which preserve Membership until the end of the term of office.
- 11 The Chair shall, unless he resigns or becomes disqualified, continue in office until his successor becomes entitled to act as Chair.
- 12 The Council may pay the Chair for the purpose of enabling him to meet the expenses of his office, such allowance as the Council think reasonable.

#### **VICE CHAIR**

- 13 The Council may at the Annual Meeting elect a Member of the Council to be Vice-Chair of the Council.
- 14 The Vice-Chair shall, unless he resigns or becomes disqualified, hold office until immediately after the Election of a Chair at the next Annual Meeting of the Council and during that time shall continue to be a Member of the Council.
- 15 Anything authorised or required to be done by, to or before the Chair, may be done by, to or before the Vice-Chair in the case of the Chair not being available.
- 16 The Council may pay the Vice-Chair for the purpose of enabling him to meet the expenses

of his office, whilst carrying out duties of Chair, such allowance as the Council thinks reasonable.

### **CHAIR OF MEETING**

- 17 At a Council Meeting, the Chair, if present, shall preside.
- 18 If the Chair is absent from a Council Meeting, then the Vice-Chair, if present, shall preside.
- 19 If both the Chair and the Vice Chair are absent from the Council Meeting, the Council shall elect another Member from those present to preside.
- 20 Any power or duty of the Chair, in relation to the conduct of a Meeting, may be exercised by the Member of the Council presiding at the Meeting.

### **QUORUM**

- 21 No business shall be conducted at a Council Meeting, however convened, unless there is a quorum of one third of the qualified Members or a minimum of three, whichever is the greater. If a quorum is not present when the Council meets or if during a Meeting the number of Councillors present falls below the quorum, business not transacted at that Meeting shall be transacted at the next Meeting or on such other day as the Chair may determine.

### **ORDER OF BUSINESS**

- 22 At each Annual Meeting the first business shall be:-
- 1) To elect a Chair;
  - 2) To receive the Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received;
  - 3) To elect a Vice-Chair;
  - 4) To appoint Committees and Chairs of the Committees.
  - 5) To make such other appointments as may become necessary at that time;
  - 6) To inspect any deeds and trust instruments in the custody of the Council;  
And thereafter follow the order set out in Standing Order No 23.
- 23 At every Meeting other than the Annual Meeting the first business shall be to appoint a Chair if the Chair and Vice-Chair be absent and to receive such declarations of acceptance of office (if any) as are required by law to be made, or if not then received to decide when they shall be received.
- 24 After the first business has been completed, the order of business, unless the Council

otherwise decides on the ground of urgency, shall be as follows:-

- 1) Apologies;
- 2) Declaration of Interests;
- 3) Report of the Chair of the Council;
- 4) Councillors' Questions on any matter of relevance to the parish – time limit fifteen minutes.
- 5) Democratic Fifteen-Minutes - This to be the period when the public is allowed to speak and ask questions on any matter of relevance to the parish, but with priority given to items on the agenda. The public may not speak or ask questions during the actual Meeting of the Town Council that is, the public are not permitted to intervene in Council discussion;
- 6) After consideration to approve the signature of the Minutes by the presiding Chair as a correct record;
- 7) Matters arising;
- 8) To receive and consider Reports and Minutes of Committees and Sub-Committees;
- 9) To receive Reports from Outside Bodies,
- 10) Executive Officer's Report.
- 11) To Consider Motions or Recommendations in the order in which they have been notified.

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

- a) May be proposed by the Chair or by any Member and, if proposed by the Chair, may be put to the vote without being seconded, and
- b) Shall be put to the vote without discussion.

#### **NOTICES OF MOTION**

26 Notice of every motion other than a motion which, under Standing Order No 30, may be moved without notice, shall be given in writing signed by the Member or Members of the Council giving the notice and delivered at least seven days before the next Meeting of the Council at the office of the Executive Officer by whom it shall be dated, numbered in the order in which it is received and entered in a book which shall be open for inspection by every Member of the Council.

NOTE: Seven days includes:-

- a) The day of the Meeting; and
- b) The day on which the notice (in writing) is delivered to the Executive

Officer.

- 27 The Executive Officer shall set out in the summons for every Meeting of the Council all motions of which notice has been duly given in the order in which they have been received.
- 28 If a motion thus set out in the summons be not moved either by a Member who gave notice thereof or by some other Member on his behalf, it shall, unless postponed by consent of the Council be treated as withdrawn and shall not be moved without further fresh notice.
- 29 If the subject of any motion of which notice has been duly given comes within the province of any Committee or Committees it shall, upon being moved and seconded, stand referred without discussion to such Committee or Committees or to such other Committee or Committees as the Council may determine for consideration and report, provided that the Chair may, if he considers it to be a matter of urgency, allow the motion to be dealt with at the Meeting at which it is brought forward.

#### **MOTIONS MOVED WITHOUT NOTICE**

- 30 The following motions and amendments may be moved without notice:-
- a) To appoint a Chair of the Meeting;
  - b) To correct the Minutes;
  - c) To approve the Minutes;
  - d) To alter the order of business;
  - e) To proceed to the next business;
  - f) To close or adjourn the debate;
  - g) To refer a matter to a Committee;
  - h) To appoint a Committee or any Members thereof;
  - i) To adopt a report;
  - j) To authorise the sealing of documents;
  - k) To amend a motion;
  - l) To give leave to withdraw a motion or an amendment;
  - m) To consider otherwise than in Confidential a question affecting an employee of the Council;
  - n) To exclude the press;
  - o) To exclude the public;

- p) To silence or eject from the Meeting a Member named for misconduct;
- q) To give the consent of the Council where such consent is required by these Standing Orders;
- r) To propose a vote of no confidence in the Chair;
- s) To suspend a Standing Order.

## MINUTES

- 31 Minutes of the proceedings of Meetings shall be drawn up and entered in a book or on consecutively numbered loose leaves and shall be signed and each loose leaf initialled at the next following Meeting by the Member presiding thereat. A copy of the Minutes of every Meeting shall, prior to the next ordinary Meeting of the Council, be sent to each Member. Minutes of meetings shall be sent to Members within 5 working days of the meeting and at least 3 clear days before the next meeting of that committee (as in SO 6 & 7) by first class post to the place of residence of the Members (as in SO 6 & 7).
- 32 The Chairman shall put the question that the Minutes of the Meeting held on the specified day be approved as a correct record.

## RULES OF DEBATE FOR MEETING

- 33 a) A resolution or amendment shall not be discussed unless it has been proposed and seconded.
- b) A Member, when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
- c) A Member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
- d) An amendment shall be either:-
- i) To leave out words;
  - ii) To leave out words and insert or add others;
  - iii) To insert or add words.
- e) An amendment shall not have the effect of negating the motion before the Council.
- f) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- g) A further amendment shall not be moved until the Council has disposed of each amendment previously moved.
- h) The mover of a resolution or of an amendment shall have a right of reply.

- i) A Member, other than the mover of a resolution, shall not, without leave of the Chair, speak more than once on any resolution except to move an amendment, or on a point of order, or in personal explanation, or to move the closure.
  - j) A Member may make a point of order or a personal explanation. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood. A Member so doing for these purposes shall be heard forthwith.
  - k) A motion or amendment may be withdrawn by the proposer with the consent of the seconder, which shall be signified without discussion, and no Member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
  - l) When a resolution is under debate no other resolution shall be moved except the following:-
    - i) To amend the resolution;
    - ii) To proceed to the next business;
    - iii) To adjourn the debate;
    - iv) That the question be now put;
    - v) That a Member named be not further heard;
    - vi) That a Member named does leave the Meeting;
    - vii) That the resolution be referred to a Committee;
    - viii) To exclude the public or the press or both;
    - ix) To adjourn the Meeting.
- 34 a) The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.
- b) Members shall address the Chair.
- c) If two or more Members wish to speak, the Chair shall call upon one of them to speak and the other(s) shall remain silent.
- d) Whenever the Chair speaks during a debate all other Members shall remain silent.
- 35 The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A Member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.
- 36 A Member may, with the consent of his seconder, move amendments to his own resolution.

## **CLOSURE**

- 37 At the end of any speech a Member may, without comment, move that the question be now



put, that the debate be now adjourned or that the Council do now adjourn. If such motion is seconded and if the Chair is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), he shall forthwith put the motion. If the motion that the question be now put is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

### **CONFIDENTIALITY OF WRITTEN REPORTS**

- 38 Where, in the opinion of the Executive Officer, or the Council, or any Committee of the Council, the subject matter of a Report is of such a nature that its publication should be restricted to Members of the Council only, such Report shall be endorsed "PRIVATE AND CONFIDENTIAL TO MEMBERS OF COUNCIL ONLY." This endorsement may be removed by the Council or relevant Committee.

### **PROCEEDINGS OF MEETINGS TO BE CONFIDENTIAL**

- 39 All Agenda, Reports and other documents and all proceedings relating to any business discussed at any Meeting of the Council, or any Committee or Sub-Committee or Working Group of the Council from which the Public and/or the Press have been excluded under Standing Order No 30 (n) and (o) shall be treated as confidential unless and until they become public in the ordinary course of Council business.

No Member of the Council or of any Committee or Sub-Committee or Working Group shall disclose to any person not a Member of the Council any business declared to be confidential by the Council, the Committee or the Sub-Committee as the case may be.

Any Member in breach of the provisions of this Standing Order shall be removed from any Committee or Sub-Committee or Working Group of the Council by the Council.

Any motion to exclude the Public and/or the Press shall state the nature of the business to be transacted.

### **MOTIONS AFFECTING PERSONS EMPLOYED BY THE COUNCIL**

- 40 If any question arises at a Meeting as to the appointment, promotion, dismissal, salary, superannuation, conditions of service, personal circumstances or conduct of any person employed by the Council, such question shall not be the subject of discussion until the Meeting has decided under Standing Order No 30 (n) and (o) whether the Public and/or the Press should be excluded.

### **DISORDERLY CONDUCT AND GENERAL DISTURBANCE**

- 41 a) No Member shall misconduct himself at a Meeting by persistently disregarding the ruling of the Chair, by wilfully obstruction business, or by behaving irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.

- b) If, in the opinion of the Chair, a Member has so himself/herself, mis-conducted himself, the Chair shall express the opinion to the Council and thereafter any Member may move that the Member named be no longer heard or that the Member named shall leave the Meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c) If either of the motions mentioned in paragraph (b) is disobeyed, the Chair may suspend the Meeting or take such further steps as may reasonably be necessary to enforce them.

### **RESCISSION OF PREVIOUS RESOLUTION**

- 42 a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special resolution, the written notice whereof bears the names of at least four Members of the Council, providing that the Executive Officer can again raise a matter because of changed circumstances or if new information becomes available.
- b) When a special resolution has been disposed of, no similar resolution may be moved within a further six months, unless the Executive Officer raises the matter through receipt of significant new information or changed circumstances.
- c) This Standing Order shall not apply to resolutions moved in pursuance of the report or recommendations of a Committee.

### **GENERAL VOTING**

- 43 Members shall vote by a show of hands. This Standing Order shall also apply to voting in Committees and Sub-Committees.
- 44 If a Member so requires, the Executive Officer shall record the names of the Members who voted on any question so as to show whether they voted for or against it; there shall also be recorded the name of any Member present who abstained from voting. This Standing Order shall also apply to voting in Committees or Sub-Committees.
- 45 a) Subject to (b) and (c) below the Chair may give an original vote on any matter put to the vote.
- b) Subject to (c) below the Chair may not give an original vote in the election of the Chair on any occasion when he will himself immediately after such election retire from the Council.
- c) In any case of an equality of votes, the Chair may give a casting vote, except as stated in Standing Order No 10 above.
- d) This Standing Order shall also apply to voting in Committees and Sub-Committees.

### **VOTING ON APPOINTMENTS**

- 46 Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person. Where more than one place is available, as in the election of Committees, the single transferable vote system shall be used.

### **FILLING A VACANCY FOR A COUNCILLOR BY CO-OPTION**

- 47 To co-opt a Councillor to fill a Casual or an Election vacancy:
- a) Casual Vacancy – arising where a councillor fails to make and deliver a Declaration of Acceptance of Office, becomes disqualified, resigns or dies. The vacancy is dealt with by holding a by-election or by co-option. Where no claim for an election is made by parishioners, the vacancy may be filled by co-option as below.
  - b) Vacancy at an Election – where the number of candidates nominated for election are too few to warrant an election or to fill all the vacant seats. The vacancy is dealt with by co-option provided sufficient councillors have been elected to form a quorum. Vacancies must be filled within 35 days (not counting public or bank holidays, or weekends) from the date of the election.

To co-opt a councillor, a Council Meeting agenda will include an item “to fill a casual vacancy on the Council”. Only Councillors present at the Council Meeting may nominate, second or vote upon a person to fill the vacancy. Councillors at the meeting should be informed of names & addresses of those wishing to be considered. Councillors must decide if they want to nominate any of these persons or any other person known to them. Candidates must be nominated and seconded. Voting is by single transferable vote where the number of candidates exceeds the number of vacancies. Councillors do not have to nominate any of the persons named. Each Councillor has one vote per seat.

Councillors may request named persons to attend a Council Meeting before voting, in order to allow candidates to make a brief presentation to the Council and for Councillors to consider such presentations. Named persons shall not canvass Members nor shall Members solicit persons to be named, in accordance with Standing Order No 65.

### **RECORD OF ATTENDANCES**

- 48 Every Member of the Council attending a Meeting shall have his attendance recorded by the Executive Officer of the Meeting. Any apology for absence tendered by a Member shall be recorded in the Minutes of the Meeting. A six month absence may result in a Councillor being required to stand down.

### **COMMITTEE REPORTS AND RECOMMENDATIONS**

- 49 The report or proceedings of a Committee shall be presented to the Council by the Chair or a Member of the Committee with a motion that the report or proceedings be adopted. This motion shall be seconded by another Member of the Committee without loss of his right to speak.
- 50 Following the moving and seconding of a motion under Standing Order No 49, the

proposer may, if he so wishes, draw particular attention to or give additional information in respect of any minute.

- 51 During consideration of the report or proceedings the numbered minutes shall be put to the Council by the Chair or Member of the Committee one at a time for questions, comment or debate. When all such minutes have been disposed of, the Chair of the Committee shall thereupon move "that the report or proceedings of the Committee, as amended, be adopted", as the case may be, and the motion shall be put and determined without discussion.

### **COMMITTEES AND SUB-COMMITTEES**

- 52 The Council shall at its Annual Meeting appoint any Committees other than Standing Committees that are necessary, but subject to any statutory provision in that behalf:-

- a) Shall not appoint any Member of a Committee so as to hold office later than the next Annual Meeting; and
- b) May at any time dissolve or alter the membership of a Committee.

- 53 The Standing Committees of the Council and the numbers of Members to serve thereon shall be as follows:-

Finance Committee	-	All Councillors
Planning & Payments Committee	-	All Councillors
Trustees	-	All Councillors.
Establishment Committee	-	All Councillors

- 54 The Chair and the Vice-Chair of the Council shall not be eligible for election as Chair of any Standing Committee unless agreed otherwise by the full Council.

- 55 The Chair of a Committee or the Chair of the Council may summon a special meeting of that Committee at any time. A special Meeting shall also be summoned on the requisition in writing of not less than one quarter of the Members of the Committee. The summons shall set out the business to be considered at the special Meeting and no other business shall be transacted at that Meeting.

### **SUB-COMMITTEES**

- 56
- a) The Council may appoint Sub-Committees.
  - b) The Executive Officer shall inform the Members of each Sub-Committee of the terms of reference of the Sub-Committee.
  - c) A Sub-Committee may make recommendations and give notice thereof to the Council.

**DELEGATION OF POWERS TO COMMITTEES AND OFFICERS**

- 57 The Council, at its discretion, may delegate to any Committee of the Council or any Officer of the Council, such of its powers as it thinks fit.
- 58 Every Committee may appoint Sub-Committees for purposes to be specified by the Committee.
- 59 The Standing Orders on rules of debate (except those parts relating to speaking more than once) and the Standing Orders on interests of Members in contracts and other matters shall apply to Committee and Sub-Committee Meetings insofar as they are appropriate.

**QUORUM OF COMMITTEES AND SUB-COMMITTEES**

- 60 No business shall be conducted at a Committee Meeting, however convened, unless there is a quorum of one third or a minimum of three qualified Members present whichever is the greater.

**INTERESTS**

- 61 If any Member or Officer has any pecuniary interest, direct or indirect, within the meaning of sections 94-95 of the Local Government Act, 1972, in any contract, proposed contract, or other matter, he shall, while it is under consideration by the Council or Committee, withdraw from the Meeting unless:-
- a) The disability imposed upon him by those sections has been removed by the District Council; or
  - b) The contract, proposed contract or other matter, is under consideration as part of the report of a Committee and is not itself the subject of debate.

A Member may remain and speak at the Meeting if he has a non-pecuniary interest which is not clear and substantial, but will not be allowed to vote on any proposal that may be put forward.

- 62 The Executive Officer shall record in a book to be kept for the purpose, particulars of any notice given by any Member or Officer of the Council or a pecuniary interest in a contract, and the book shall be open during reasonable hours of the day for the inspection of any Member.
- 63 If a candidate for any appointment under the Council is to his knowledge related to any member, of, or the holder of any office under, the Council, he and the person to whom he is related shall disclose the relationship in writing to the Executive Officer. A candidate who fails to do so shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Executive Officer shall report to the Council or to the appropriate Committee any such disclosure. Where a relationship to a Member is disclosed the Standing Orders on interests of Members in contracts and other matters shall apply.

The Executive Officer shall make known the purpose of this Standing Order to every

candidate.

- 64 An Officer of the Council shall not, under cover of his office or employment, accept any fee or reward whatsoever other than his proper remuneration.

#### **CANVASSING OF AND RECOMMENDATIONS BY MEMBERS**

- 65 a) Canvassing of Members or of any Committee or Sub-Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Executive Officer shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
- b) A Member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, a Member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- 66 Standing Order Nos. 64 and 65 shall apply to tenders as if the person making the tender were a candidate for an appointment.

#### **APPOINTMENT OF STAFF AND FILLING OF VACANCIES**

- 67 The Council shall appoint such Officers as they think necessary for the proper discharge of such of their or another Authority's functions as fall to be discharged by them.
- 68 a) An Officer appointed by the Council in accordance with standing Order No 67 shall hold office on such reasonable terms and conditions, including conditions as to remuneration, as the Council determines having taken into account nationally agreed scales.
- b) All decisions relating to salaries of staff should be discussed by the Establishment Committee who should put forward recommendations to the full Council.

**INSPECTION OF DOCUMENTS**

- 69 A Member for the purpose of his duty as such (but not otherwise), may inspect any document in possession of the Council or a Committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- 70 All Minutes kept by the Council and by any Committee shall be open for the inspection of any Member of the Council and any local government elector for the Parish.
- 71 The accounts of the Council shall be open to inspection by any Member of the Council and the Member may make a copy of or extract from the accounts.

**UNAUTHORISED ACTIVITIES**

- 72 No Member of the Council or of any Committee or Sub-Committee, unless authorised to do so by the Council or the relevant Committee or Sub-Committee, shall in the name of or on behalf of the Council:-
- Inspect any lands or premises (which the Council has a right or duty to inspect; or issue orders)
- 73 When in discussion with a third party, Councillors unless authorised by the Council, shall not behave in such a way as to infer or claim they are acting on behalf of the Council. They shall ensure that the third party is clear that they are acting as an individual in such circumstances.
- 74 In cases of emergency the Chair or Vice-Chair of Council and the Chair or Vice-Chair of the relevant Committee and another Councillor, in consultation with the Executive Officer to the Council if available, shall be empowered to take such action as they may deem necessary to protect the interests of the Council, provided that such action is reported to the Council at the earliest opportunity.

**ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS**

- 75 a) The public and press shall be admitted to all Meetings of the Council and its Committees and Sub-Committees which may, however, temporarily exclude the public or the press or both by means of the following resolution, viz:
- That pursuant to the provisions of section 1(a) of the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972 (because publicity would be prejudicial to the public interest by reason of the business being transacted) the press and public be excluded from the Meeting.
- b) All such matters as are discussed under Standing Order No 75 (a) above shall remain confidential to the Council and its Members until such time as the full Council decides that the matters so discussed are no longer confidential.
- 76 The Executive Officer shall afford to the press reasonable facilities for making their reports of any proceedings at which they are entitled to be present.

**LIAISON WITH COUNTY AND DISTRICT COUNCILS**

- 77 A notice of all Council Meetings shall be sent to the County Councillor(s) for the division(s) and to the District Councillor(s) for the ward(s) that fall partly or wholly within the parish.

**SEALING OF DOCUMENTS**

- 78 a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by resolution to the Council.
- b) Documents required by Law to be issued under seal shall be sealed by two Members of the Council, one of whom shall be the Chair or Vice-Chair of the Council in the presence of the Executive Officer, who shall also sign the document.

**EXPENDITURE**

- 79 Any motion which, if carried, would, in the opinion of the Chair, substantially increase the expenditure upon any service which is under the management of, or reduce the revenue at the disposal of any Committee, or which would involve expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary Meeting of the Council, and any Committee affected by it shall consider whether it desires to report thereon.
- 80 Cheques for the payment of money shall be authorised by the Planning & Payments Sub-Committee and shall be signed by two Members and the Executive Officer, except that urgent payments can be made by cheques signed by two Members and the Executive Officer out of Committee, provided that the details are reported at the next Planning & Payments Sub-Committee meeting. The Administration Officer may act as a signatory only in the Executive Officers' absence and when authorised by Council.

**ESTIMATES**

- 81 The Council shall finalise its Precept by the end of January.

**ACCOUNTS AND FINANCIAL REGULATIONS**

- 82 a) Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Planning & Payments Sub-Committee.
- b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the Executive Officer. Unless it has been otherwise authorised by the Council, payment shall be authorised by the Planning & Payments Sub-Committee, or by the Chair or Vice-Chair of the Council.
- c) All payments authorised under sub-paragraph (b) of this Standing Order or made without authority of the Planning & Payments Sub-Committee shall be separately included in the next schedule of payments laid before the Planning & Payments Sub-Committee.
- d) All orders for the supply of goods or services shall be authorised by the Executive



Officer.

The Executive Officer shall, at the earliest opportunity, supply to any Member of the Council on request, a certified copy of the current audited Financial Accounts.

- 83 The Council has adopted a separate schedule of Financial Regulations that shall govern the conduct of the financial transactions of the Council.

### **PROPER OFFICER**

- 84 Where a statute, regulation or order confers functions or duties on the Proper Officer of the Council in the following cases, he shall be the Executive Officer:-

- a) To receive declarations of acceptance of office;
- b) To receive and record notices disclosing pecuniary interests;
- c) To receive and retain plans and documents;
- d) To sign notices and other documents on behalf of the Council;
- e) To receive copies of by-laws made by the District Council;
- f) To certify copies of by-laws made by the Council;
- g) To sign summonses to attend Meetings of the Council;
- h) To carry out functions relating to staff discipline.

In any other case the Proper Officer shall be the person nominated by the Council, and in default of nomination, the Executive Officer.

### **VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS**

- 85 Any part of the Standing Orders except those underlined (which are based on statutory provision) may be suspended by resolution in relation to any specific item of business. A motion permanently to vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary Meeting of the Council.

### **STANDING ORDERS TO BE GIVEN TO MEMBERS**

- 86 A printed copy of these Standing Orders shall be given to each Member by the Executive Officer upon delivery to him of the Member's declaration of acceptance of office.

### **INTERPRETATION OF STANDING ORDERS**

- 87 The ruling of the Chair as to the construction or application of any of these Standing Orders, or as to any proceedings of the Council, shall not be challenged at any Meeting of the Council.

### **REVIEW OF STANDING ORDERS**

- 88 These Standing Orders shall, subject to the provision of Standing Order No 85, be reviewed next in December 2021 and thereafter every four years.