



Standing Orders

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Note: The Standing Orders where the text is in Bold Type may not be suspended (see Standing Order 77)

SECTION 1: MEETINGS OF THE FULL COUNCIL

Meetings generally

1. Meetings of the Council shall be held as decided by Council on the published schedule of meetings.
2. Standing Orders 109 to 110 (Admission of the public and press to meetings) shall apply to meetings of the Council.
3. 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 in accordance with Standing Order 123.
4. Audio and visual recordings of a meeting of the Council, Committees and other Council bodies by the general public, or the media, is permitted in accordance with the protocol at the APPENDIX: protocol for recording and reporting of proceedings by the media and general public" to these standing orders.

The annual meeting

5. **The Annual Meeting shall, in a year of ordinary elections of councillors to the Council, be held on the Monday next following the fourth day after the ordinary day of elections.**
6. **In any other year shall be held on the second Monday in May.**

ORDER OF BUSINESS

7. **At the Annual Council Meeting the first business shall be to confirm the appointment of the Mayor and to elect the Deputy Mayor, the Leader and Deputy Leader of the Council. In the event that during the election year the Mayor Designate should not be re-elected to the Council the appointment of the Mayor shall be made at the first Council Meeting of the newly formed Council.**
8. Following the elections and appointments at Standing Order 5 above at the annual meeting of the Council, the order of business shall be as follows.
 - a. To receive apologies.
 - b. To receive any declarations of interest.

- c. To review delegation arrangements to Committees under Standing Orders 98 to 105 and to employees.
- d. To receive nominations to existing Committees and to make appointments in accordance with Standing Order 87 and receive nominations of Chairmen and Vice-Chairmen subject to their election at the first meeting of the Committee.
- e. To appoint any new Committees in accordance with Standing Order 87 and confirm any delegated matters.
- f. To review and adopt appropriate standing orders and financial regulations as recommended under Standing Order 103 & 125.
- g. To receive nominations and make appointments to working groups and external bodies and organisations.
- h. To approve and adopt the minutes as a correct record in accordance with the Standing Orders 49 to 53 (Minutes).**
- i. To deal with business expressly required by the statute to be dealt with before any other business.**
- j. To receive Committee minutes including delegated decisions made under Standing Orders 98 to 105. Questions to the Chairman may be raised and answered. No debate permitted.

To consider recommendations of Committee(s) to Council in accordance with Standing Orders 98 to 105.

- k. To receive the Mayor's report.
- l. To dispose of business, if any, remaining from the last meeting.
- m. To receive and agree the schedules of financial payments.
- n. To receive such communications as the Leader of the Council may wish to bring before the Council and to consider the recommendation of the Leader on how such communications should be dealt with.
- o. To consider motions in the order in which they have been notified.
- p. To consider any other matters specified in the summons.
- q. To receive correspondence for information.
- r. To question the Leader of the Council in accordance with Standing Order 45.
- s. To consider confidential and exempt matters.

Council meetings (other than the Annual Meeting)

ORDER OF BUSINESS

- 9. At every meeting other than the Annual Council Meeting the first business shall be to appoint a person to preside if the Town Mayor and the Deputy Mayor may be absent.**
10. After the first business has been completed at meetings other than the Annual Meeting, the order of business, unless the Council decides otherwise on the ground of urgency, shall be as follows:
 - a. To receive apologies.
 - b. To receive any declarations of interests.
 - c. To receive petitions
 - d. To approve and adopt the minutes as a correct record in accordance with Standing Order 49 to 53.**
 - e. To deal with business expressly required by the statute to be done before any other business.**
 - f. To receive Committee minutes including delegated decisions made under Standing Order 98 to 105. Questions to the Chairman may be raised and answered. No debate permitted.
 - g. To consider recommendations of Committee(s) to Council in accordance with Standing Orders 98 to 105.
 - h. To receive the Mayor's report.
 - i. To dispose of business, if any, remaining from the last meeting.
 - j. To receive and agree the schedules of financial payments.
 - k. To receive such communications as the Leader of the Council may wish to bring before the Council and to consider the recommendation of the Leader on how such communications should be dealt with.
 - l. To consider motions in the order in which they have been notified.
 - m. To consider any other matters specified in the summons.
 - n. To receive correspondence for information.
 - o. Questions to the Leader of the Council in accordance with Standing Orders 45 to 48.

- p. To consider confidential and exempt matters.

Extraordinary meetings of the council and committees and sub-committees

11. **The Chairman of the Council may convene an extraordinary meeting of the council at any time.**
12. **If the Chairman of the Council does not or refuses to 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.**
13. The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
14. If the chairman of a committee [or a sub-committee] does not or refuses to 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 a committee [or a sub-committee].

Chairman of meetings

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

Quorum of the council

16. **One-third of the total membership shall constitute a quorum at meetings of the Council, but a motion to suspend Standing Orders shall not be proposed without notice unless at least two-thirds of the members are present.**
17. If a quorum is not present or if during a meeting the number of councillors present falls below the required quorum, the meeting shall be adjourned and business not considered shall be transacted at the next meeting or on such other day as the Chairman and Leader may agree.

Public participation and petitions

PUBLIC PARTICIPATION

18. Public participation will normally be held immediately before the start of the meeting for a period of no longer than 20 minutes unless the Chairman agrees otherwise.
19. Subject to 20 below, members of the public shall be allowed to address the Council on a matter before the Council, except at the Annual Council Meeting on the following conditions:
 - a. That they make their intention known to the Leader of the Council or the Town Clerk prior to the beginning of the meeting.
 - b. That where a number of people wish to make similar representations they are prepared to select one person from amongst their number to speak for them all.
 - c. That where different people wish to speak on each side of a debate then each side may appoint one member to represent their views.
 - d. That no member of the public may speak for more than five minutes.
 - e. A record of a public participation session at a meeting shall be included in the minutes of that meeting.
20. The procedure for dealing with such a request shall be as follows:
 - a. The Leader of the Council and/ or the Town Clerk shall inform the Chairman prior to the meeting that he or she has received such a request and whether or not he or she wishes to accept it.
 - b. If the Leader accepts the request, the Chairman shall at the start of the meeting propose the adjournment of the meeting for such time as is needed to hear members of the public, but for no more than 20 minutes.
 - c. If the Leader does not accept the request, the Chairman as the first item of business shall call the Leader to propose that the request be rejected and the Council shall decide, according to Standing Order 56-67, whether or not to agree the motion.
 - d. If the motion under 20c above is rejected the Chairman shall proceed according to 20b above as if the Leader had accepted the request otherwise he or she shall proceed with the business on the agenda.

- e. After an adjournment accepted under 20b, the Chairman may propose the order of business be altered to take the matter on which the public has made representations immediately after the minutes of the meeting have been approved, or in such other place as seems appropriate.

PETITIONS

- 21. The procedure for dealing with a petition shall be as follows.
- 22. Any person (who is not a member of the Council) may present a petition at a Council meeting provided that:
 - a. the subject matter is relevant to a function of the Council;
 - b. the petition has been signed by a minimum number of 20 persons;
 - c. notice to present a petition is given to the Town Clerk by noon on the day prior to the meeting of the Council;
 - d. the petition is delivered to the Town Clerk on the last working day prior to the meeting.
- 23. When petitions are presented:
 - a. the presenter shall have the right to address Council for not more than five minutes in support of the petition;
 - b. if the petition is directly relevant to an item in the agenda members shall have regard to it when discussing that item;
 - c. if the petition is not relevant to any item in the agenda, it shall be referred to the relevant committee or a future Council meeting and notice of its consideration shall be given in accordance with standing order 112a-c.
- 24. Any question as to the relevance of any petition shall be determined by the Chairman without debate other than by challenge as per Standing Orders.
- 25. In cases when the petition is referred to a committee of the council the Town Clerk shall inform the petitioner, within 10 working days of the committee's consideration, what action will be, or has been taken, in respect of the petition.

DISRUPTION BY A MEMBER OF THE PUBLIC

- 26. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he/she be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

Election of mayor designate

- 27. At the monthly Council Meeting prior to the Annual Council Meeting the Mayor designate shall be appointed for the forthcoming year.

Voting

28. Members shall vote by show of hands.
29. **If a member so requires before the vote is taken, the Town Clerk shall record the names of the members who voted on any question so as to show whether or not they voted for or against it. Such record shall also show members present but abstaining from voting.**
30. Any member may request immediately after a vote has been taken that the minutes record the way he or she cast his or her vote.
31. **Subject to 32 and 33 below the Mayor may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he/she gave an original vote.**
32. **If the person presiding at the annual meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Mayor and Deputy Mayor until the end of their term of office he/she may not give an original vote in an election for Mayor.**
33. **The person presiding must give a casting vote whenever there is an equality of votes in an election for Mayor.**

Office holders of the council

34. The office holders of the Council shall be.
 - a. The Mayor, who shall act as Chairman meetings of the Council and carry out civic duties as required.
 - b. The Deputy Mayor, who shall deputise for the Mayor in the Mayor's absence.
 - c. The Leader of the Council.
 - d. The Deputy Leader of the Council, who shall deputise for the Leader in the Leader's absence.

Motions

SUBJECT MATTER OF MOTIONS

35. Every motion shall be relevant to some matter in relation to which the Council has some power or duty or which affects its area.

MOTION PROPOSED WHEN NOTICE IS GIVEN

36. Except as provided by Standing Order 42 , no motion may be proposed unless the proposer has given notice in writing delivered to the Town Clerk at the Council Offices at least five working days before the next meeting of the Council excluding the day of submission and the day of the meeting.
37. The Town Clerk shall date every notice of motion when received, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
38. The Town Clerk shall insert in the summons for every meeting all notices of motion properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he or she intends to propose it at some later meeting or that he or she withdraws it.
39. A motion when notice is given shall be proposed as written and seconded before it is debated.
40. If a motion specified in the summons is not proposed, either by the member giving it or by some other member on his or her behalf, it shall, unless postponed by the Council, be treated as withdrawn and shall not be proposed without fresh notice.
41. If the subject matter of a motion comes within the competence of a Committee of the Council, it shall, upon being proposed and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may decide for report; provided that the Mayor, if he or she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was proposed.

MOTIONS WHICH MAY BE PROPOSED WITHOUT NOTICE

42. Motions dealing with the following matters may be proposed without notice:
 - a. To appoint a Chairman of the meeting.
 - b. Relating to the accuracy of 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 member thereof occasioned by an item included in the summons to the meeting.

- 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 extend the time limit for speeches.
- n. To exclude the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960.
- o. That a member named under Standing Order 73 to 75, Disorderly Conduct, be not further heard.
- p. To give the consent of the Council where such consent is required by these Standing Orders.
- q. That the Council debates immediately a motion brought before it under Standing Orders 36 to 41.
- r. To suspend Standing Orders in accordance with Standing Order 77 to allow an open discussion outside the normal rules of debate.

CLOSURE MOTIONS

- 43. A member, who shall not have taken part in the debate, may propose without comment at the conclusion of a speech of another member "That the Council proceed to the next business", "That the question be now put", "That the debate be now adjourned", or "That the Council do now adjourn", on the seconding of which the Chairman shall proceed as follows:
 - a. On a motion to proceed to the next business; unless in the Chairman's opinion the matter before the meeting has been insufficiently discussed, he or she shall first give the proposer of the original motion the right to reply, and then put to the vote the motion to proceed to the next business.
 - b. On a motion that the question be now put; unless in the Chairman's opinion the matter before the meeting has been insufficiently discussed, he or she shall first put to the vote the motion that the question be now put, and if it is passed then give the proposer of the original motion his or her right of reply under Standing Order 66 before putting his or her motion to the vote.
 - c. On a motion to adjourn the debate or the meeting; if in the Chairman's opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion he or she shall put the adjournment motion to the vote without giving the proposer of the original motion his or her right of reply on that occasion.

MOTIONS ON EXPENDITURE

44. If any motion proposed under Standing Orders 36 to 41, would, in the opinion of the Chairman, if carried substantially increase the expenditure upon any service which is under the management of, or reduce the revenue at the disposal of any Committee, or would involve capital expenditure, it shall, when proposed and seconded stand adjourned without discussion until such time as any Committee affected by it and the Finance and General Purposes Committee has reported on the matter.

Questions

45. A member may ask the Leader of the Council any questions concerning the business of the Council. Any such questions shall be put when the item "Questions" on the agenda is reached.
46. A member may ask the Chairman of a Committee any question upon the minutes or report of the Committee then before the Council if the question is put before the Council's consideration of those procedures is finished.
47. Every question shall be put and answered without discussion, and no debate shall be allowed thereon.
48. Where the reply cannot conveniently be given orally under Standing Order 45, it shall be deemed a sufficient reply if given in writing and circulated to members with the minutes of the meeting at which the question was asked.

Minutes

49. The Chairman shall propose that the minutes of the Council be approved as a correct record and seek a seconder.
50. The Chairman shall go through the minutes to allow members to raise any points of accuracy.
51. No motion or discussion shall take place upon the minutes except upon their accuracy.
52. The Chairman shall sign the minutes.
53. The Chairman shall then page through the minutes for questions to the Leader as to the progress of any item.

Proposers and seconders

54. All actions which are to be decided by Council shall be proposed and seconded. The names of both proposer and seconder shall be recorded.
55. Where a motion fails for lack of a proposer or a seconder no record shall be made.

Rules of debate

MOTIONS AND AMENDMENTS

56. A motion or amendment shall be proposed and seconded before it is debated. If the Chairman so requires it shall be put into writing.

SECONDER'S SPEECH

57. A member when seconding a motion or amendment may, if he or she then declares his or her intention to do so, reserve his or her speech until a later period of debate.

ONLY ONE MEMBER TO STAND AT A TIME

58. A member when speaking shall stand and address the Chairman. If two or more members rise, the Chairman shall call on one to speak; the other or others shall then sit. While the member is speaking the other member shall remain seated, unless rising to a point of order or in a personal explanation.

CONTENT AND LENGTH OF SPEECHES

59. A member shall direct his or her speech to the question under discussion or to a personal explanation or to a point of order. No speech shall exceed five minutes except by consent of the Council.

WHEN A MEMBER MAY SPEAK AGAIN

60. A member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:
- a. To speak once on an amendment proposed by another member.
 - b. If the motion has been amended since he or she last spoke, to propose a further amendment.
 - c. Subject to standing order 66, a councillor may not speak further in respect of any one motion except to speak once on an amendment proposed by another councillor or to make a point of order or to give a personal explanation.
 - d. In exercise of a right of reply given by Standing Orders 66 or 67.
 - e. On a point of order.
 - f. By way of personal explanation.

AMENDMENTS TO MOTIONS

61. An amendment shall be relevant to the motion and shall be:

- a. To refer a subject of debate to a Committee for consideration or reconsideration.
- b. To leave out words.
- c. To leave out words and insert or add others.
- d. To insert or add words.

But such omission, insertion or addition of words shall not have the effect of introducing a substantially new proposal into, or of negating the motion before the Council.

62. Only one amendment may be proposed and discussed at a time and no further amendment shall be proposed until the amendment under discussion has been disposed of. Providing that the Chairman may permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the Council's business.
63. If an amendment be lost, other amendments may be proposed on the original motion. If an amendment be carried, the motion, as amended, shall take the place of the original motion and shall become the motion upon which any further amendment may be proposed.

ALTERATION OF MOTION

64. The proposer of a motion may, with the consent of his or her seconder, and of the Council signified without discussion:
 - a. Alter a motion of which he or she has given notice.

or

 - b. Alter a motion, which he or she has proposed.

if (in either case) the alteration is one which could be made as an amendment thereto.

WITHDRAWAL OF MOTION

65. A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

RIGHT TO REPLY

66. The proposer of a motion shall have a right to reply immediately before the motion is put to the vote. If an amendment is proposed, the proposer of the original motion shall also have a right to reply at the close of the debate on the

amendment, and shall not otherwise speak on the amendment. The proposer of the amendment shall not have a right of reply to the debate on his or her amendment. A member exercising a right of reply shall not introduce new matter.

MOTIONS WHICH MAY BE PROPOSED DURING DEBATE

67. When a motion is under debate no other motion shall be proposed except the following:
- a. To amend the motion.
 - b. To adjourn the meeting.
 - c. To adjourn the debate.
 - d. To remit a matter to a Committee.
 - e. To proceed to the next business.
 - f. That the question be now put.
 - g. That a member be not further heard.
 - h. By a member under Standing Order 73 to 75, Disorderly Conduct.
 - i. A motion under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 – to exclude the public.
 - j. That the subject of debate be referred back to a Committee.

POINT OF ORDER

68. A member may rise on a point of order or in personal explanation, and shall be entitled to be heard forthwith.
69. A point of order shall relate only to the alleged breach of a Standing Order or statutory provision and the member shall identify the Standing Order or statutory provision and the way in which he or she considers it has been broken.
70. A personal explanation shall be confined to some material part of a former speech by him or her, which may appear to have been misunderstood in the present debate.
71. The ruling of the Chairman on a point of order and on the admissibility of a personal explanation shall not be open to discussion.

RESPECT FOR THE CHAIRMAN

72. Whenever the Chairman rises during a debate a member then standing shall resume his or her seat and the Council shall be silent.

DISORDERLY CONDUCT

73. **All councillors shall observe the code of conduct adopted by the Council, a copy of which is annexed to these Standing Orders.**
74. No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
75. If, in the opinion of the Chairman, a member has broken the provisions of paragraph 74, the Chairman shall express that opinion to the Council and seek their agreement to adjourn the meeting. Any member may propose that the member named be no longer heard, and the motion, if seconded, shall be put forthwith and without discussion.
76. If the resolution made under Standing Order 75 above is ignored the Chairman of the meeting may take further reasonable steps. A person may be excluded from a meeting if the meeting passes a resolution to exclude the person disrupting the meeting. If the person refuses to leave the Chairman may suspend or adjourn the meeting.

Variation, revocation and suspension of standing orders

77. Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
78. A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.
79. A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Council.

Rescission of previous resolution

80. A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least five members of the Council, or by a resolution proposed in pursuance of the report or recommendation of a Committee.

81. When a special resolution or any other resolution proposed under the provisions of the preceding paragraph 80 has been disposed of, no similar resolution may be proposed within a further six months.

Voting on appointments

82. 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 are given in favour of one person. Any tie may be settled by the Chairman's casting vote.

Discussions and resolutions affecting employees of the council

83. If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council or the Committee has decided whether or not the press and public shall be excluded pursuant to standing order 109.

SECTION 2: COMMITTEES AND SUB-COMMITTEES

84. The agenda for Committee meetings shall be sent to all Council members, such members of the press who request notification of meetings, and advertised on public notice boards or otherwise in such a way as to draw it to the attention of the public, in accordance with Standing Order 112 although failure to comply with this Standing Order shall not invalidate the proceedings of the Committee.

Standing orders of Council that apply to committees and sub-committees

85. Where a Standing Order relating to the function of Council applies to a committee or sub-committee the following definitions exist:
- a. references to the Council mean the Committee or sub-committee;
 - b. references to the Leader of the Council or the Mayor shall mean the person chairing the Committee.
86. The following Standing Orders shall apply to committees and sub-committees.
- a. Standing Order 3 (Code of conduct).
 - b. Standing Order 9 (Chairman of meetings).
 - c. Standing Orders 13 and 14 (Extraordinary meetings of the council and committees and sub-committees)
 - d. Standing Orders 18 to 20 (Public participation)

- e. Standing Orders 42 to 44 (Motions which may be proposed without notice, closure motions and motions on expenditure)
- f. Standing Orders 49 to 53 (Minutes).
- g. Standing Orders 56 to 76 (Rules of debate) with the exception of Standing Order 58 (Only one member to stand at a time) Standing Order 60 (When a member may speak again).
- h. Standing Orders 109 to 110 (Admission of the public and press to meetings).

Membership of Committees

87. The Council may, at its annual meeting, appoint members to standing Committees and may at any other time appoint such other Committees as may be necessary, and:
- a. shall determine their terms of reference.
 - b. may permit Committees to determine the dates of their meetings
 - c. shall appoint and determine the term of office of councillor or non-councillor members of such a Committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting.
 - d. may appoint substitute councillors to a Committee whose role is to replace ordinary councillors at a meeting of a Committee if ordinary councillors of the Committee have confirmed to the Proper Officer by noon on the day of the meeting that they are unable to attend.
 - e. an ordinary member of a Committee who has been replaced at a meeting by a substitute member (in accordance with Standing Order 87(d) above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.
 - f. may in accordance with standing orders, dissolve a Committee at any time.
 - g. Shall, as far as practicable and without reference to Standing Order 91 appoint members to Standing Committees in proportion to the number of Councillors in each group to which they affiliate in relation to the total number of seats on standing Committees. Single members shall be similarly appointed.

Quorum of committees

88. Except where ordered by the Council in the case of a Committee or by the appropriate Committee in the case of the Sub-Committee, the quorum of a Committee or Sub-Committee shall be one-half of its voting members.
89. Examples of a half of the members of a Committee are: a half of seven is four, and a half of five is three.

90. If a quorum is not present or if during a meeting the number of councillors present falls below the required quorum, Standing Order 17 shall apply.

Ex officio members of committees

91. The Leader of the Council or deputy shall be an ex officio member with voting rights on all Standing Committees.

Election of committee chairman

92. Every Committee shall at its first meeting before proceeding to any other business elect a Chairman, and may elect a Vice-Chairman, who shall hold office until the next Annual Meeting of the Council.

Voting in committees

93. Members of Committees and Sub-Committees shall vote by show of hands.

- 94. In case of an equality of votes the Chairman of a Committee or of a Sub-Committee shall have a second or casting vote.**

Presence of non-members of committees at committee meetings

95. A member who has proposed a motion, which has been referred to any Committee, of which he or she is not a member, may attend to explain his or her motion to the Committee but shall not vote thereon.

96. Any Council member shall be entitled to be present as a spectator at the meeting of any Committee or Sub-Committee of which he or she is not a member even if members of the public have been excluded by means of a resolution under Standing Order 109.

97. A Councillor may address a Committee.

Scheme of delegation to committees

ENVIRONMENT COMMITTEE

98. The following matters are delegated to the Environment Committee:

- a. Administration of the Town Council Environment budget.
- b. The organisation of the management of the Council's Parks, Allotments, Cemeteries, Millennium Wood and any other open and green spaces under the jurisdiction of the Council.
- c. General environmental issues in and affecting the Town such as litter, grass verges, pavements, roads, recycling and footpaths and other similar matters.
- d. The Town's Christmas tree, lights and decorations.

99. The following matters are to be recommended to Council:

- a. Any policy issues connected with the environment of the town for which the Council has responsibility.

PLANNING AND DEVELOPMENT COMMITTEE

100. The following matters are delegated to the Planning and Development Committee:

- a. To consider and respond to planning applications.
- b. Minor issues affecting traffic, highways and transport.
- c. Minor issues arising from planning consents.
- d. To consider and respond to licensing consultations.

101. The following matters are to be recommended to Council:

- a. Issues affecting the development of the Town.
- b. Naming of streets.
- c. Major issues affecting traffic, highways and transport.
- d. Any policy issues connected with planning and development for which the Council has responsibility.

FINANCE AND GENERAL PURPOSES COMMITTEE

102. The following matters are delegated to the Finance and General Purposes Committee:

- a. Administration of the Town Council Finance and General Purposes and Arts and Grants Budgets.
- b. The financial administration of the Council, including preparation of estimates, management and use of capital assets, and the expenditure and receipt of monies throughout the year.
- c. Any other issues, excluding policy, not listed under the scheme of delegation of any other Committee.

103. The following matters are to be recommended to Council:

- a. The Standing Orders of the Council.

- b. Any matter of policy where the Council decides that wider consideration than one Committee alone can give to the subject is needed, or where views need to be co-ordinated across different Committees.
- c. Other policy areas, including community transport services, development of Council owned land, community activities and promotion of the Town.
- d. Setting of the precept upon the rating authority.
- e. Any other policy issues for which the Council has responsibility that are not listed under the scheme of delegation of any other Committee.

PERSONNEL AND ADMINISTRATION COMMITTEE

104. The following matters are delegated to the Personnel and Administration Committee:

- a. Administrative matters.
- b. The terms and conditions of employment of the Council's staff, excluding the Town Clerk/RFO/Proper Officer (see below).
- c. Any other matters affecting the Council staff and the personnel policies of the Council.

105. The following matters are to be recommended to Council:

- a. The terms and conditions of employment of the Town Clerk/RFO/Proper Officer.
- b. Any policy issues connected with the Council staff.

Special meetings of committees

106. The Chairman of a Committee 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 a quarter of the members of the Committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at the meeting.

107. Examples of a quarter of the members of a Committee are: a quarter of seven is two, and a quarter of five is two.

Co-option to committees

108. The Chairman of a Committee or Sub-Committee with the agreement of its members, may invite any person, whose special knowledge might aid the Committee in making its decisions to attend its meetings and to take part in its discussion, but that person shall not have voting rights.

SECTION 3: ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

- 109. 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.**
- 110. In accordance with standing order 109 above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

SECTION 4: PROPER OFFICER

- 111. The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.**
- 112. The Council's Proper Officer shall do the following:**
- a. Sign and serve on councillors a summons by email confirming the time, date, venue and the agenda of the Council, committee or sub-committee meeting at least three working days before the meeting. Such email will contain the electronic signature of the Proper officer (Local Government Communications (England) order 2015)**

and

 - b. Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of the Council or committee meeting unless the councillor has requested delivery of the summons only in accordance with Standing Order 112a.**
 - c. Give public notice of the time, date, venue and agenda at least three clear days before a meeting of the Council or a meeting of a Committee or a sub-Committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - d. Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order 112a above.**
 - e. Make available for inspection the minutes of meetings.**

- f. **Receive copies of byelaws made by other local authorities.**
- g. **Receive and retain declarations of acceptance of office from councillors.**
- h. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- i. Keep proper records required before and after meetings.
- j. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- k. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- l. Retain custody of the seal of the Council which shall not be used without a resolution to that effect.
- m. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

SECTION 5: DELEGATION OF URGENT AND ROUTINE MATTERS

113. There shall be delegated to the Town Clerk the authority to act in respect of any function of the Council on a matter, which in his or her opinion does not admit of delay. This delegated authority shall only be exercised in consultation with the Leader or Deputy Leader or Chairman of the Finance and General Purposes Committee.
114. There shall be delegated to the Town Clerk and Technical Manager the authority to act in respect of any function of a Committee or Sub-Committee, which in his or her opinion either does not admit of delay or is routine. This delegated authority shall only be exercised in consultation with the Chairman or Vice-Chairman of the Committee or Sub-Committee within whose terms of reference the particular function lies.
115. Each exercise of delegated authority under this Standing Order shall be reported for information to the next meeting of the Committee or Sub-Committee within whose terms of reference the particular function lies or to Council.
116. The Town Clerk shall notify the Leaders of other groups and non-group members of any action taken under this Standing Order.
117. The delegations in the standing orders in *SECTION 5: DELEGATION OF URGENT AND ROUTINE MATTERS* are in addition to and without prejudice to

the powers of the Council or its Committees to arrange for the discharge of any of its functions by a Sub-Committee or an officer.

SECTION 6: CONFIDENTIAL BUSINESS

118. Councillors shall not disclose information given in confidence or which they believe, or ought to be aware, is of a confidential nature.
119. A councillor in breach of the provisions of standing order 118 above may be removed from a Committee or a sub-Committee by a resolution of the Council.

SECTION 7: GENERAL POWER OF COMPETENCE

- 120. Before exercising the General Power of Competence (GPC), a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.**
- 121. The Council's period of eligibility begins on the date that the resolution under Standing Order 120 was made and expires on the day of the annual meeting of the Council that takes place in a year of ordinary elections.**
- 122. After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the General Power of Competence which was not completed before the expiry of the Council's preceding period of eligibility referred to in Standing Order 121.**

SECTION 8: CODE OF CONDUCT

- 123. All councillors shall observe the code of conduct adopted by the Council.**

SECTION 9: EXPENDITURE AND FINANCIAL REGULATIONS

124. Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- 125. The Council's financial regulations shall be reviewed once a year.**
- 126. The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a Committee, sub-Committee or to an employee.**

SECTION 10: SEALING OF DOCUMENTS

127. A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

128. In accordance with a resolution made under the preceding standing order, 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 members of the Council who shall sign the deed as witnesses.

SECTION 11: STANDING ORDERS TO BE GIVEN TO MEMBERS

129. A copy of these Standing Orders shall be given to each member by the Town Clerk upon delivery to him/her of the member's Declaration of Acceptance of Office and written undertaking to observe the Code of Conduct adopted by the Council.

SECTION 12: PAYMENTS OF ACCOUNTS

130. All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.

131. The Responsible Financial Officer shall supply to each councillor as soon as practicable a statement summarising the Council's receipts and payments. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31st March shall be presented to each councillor before the end of the following month of June. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30th June.

SECTION 13: PROPOSED CONTRACTS

132. Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £24,999 shall be procured on the basis of a formal tender as summarised in financial regulations.

Canvassing of and recommendations by members

133. Canvassing of members or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Town Clerk shall make known this sub-paragraph of this Standing Order to every candidate.

134. 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
135. Standing Orders 133 to 134 shall apply to tenders as if the person making the tender were a candidate for an appointment.

SECTION 14: INSPECTION OF DOCUMENTS

136. A member may for the purpose of his or her duty as such (but not otherwise) inspect any document in possession of the Council or Committee, and if any copies are available shall, on request, be supplied for the like purpose with a copy.

SECTION 15: UNAUTHORISED ACTIVITIES

137. Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a Committee or a sub-Committee:
- a. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - b. issue orders, instructions or directions.

Review summary

- Amended by Council 10th November 2014, minute 281 refers.
- Amended by Council 6th March 2017
- Amended by Council 5th March 2018, minute 426 refers

To be reviewed at least every 2 years.

Editing

Last saved by: Kathy Fiander
Save date: 03/04/2018 17:03
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APPENDIX: protocol for recording and reporting of proceedings by the media and general public

Purpose of protocol

1. The purpose of this protocol is to provide guidance for members of the press, or public, on the taking of photographs and/ or the audio / visual recording of any council meeting which is held in public.

Prior to the meeting – requirements of the public

2. Members of the public wishing to record the meeting should contact the Town Clerk before the meeting so that the necessary facilities are in place.
3. Members of the public or the media should make the clerk to the meeting aware of the intention to audio or video-record the meeting. Contact details are published on the agenda for the meeting.
4. The request should include the following information:
 - a) which meeting the request refers to;
 - b) the name, organisation (if applicable) and contact details of the person making the request;
 - c) what equipment is intended for use (to determine what facilities might be required);
 - d) what the photographs, or audio / visual recording will be used for and / or where the information is to be published (this is helpful for the Chairman to be able to inform the public).
5. Any equipment required for recording purposes should be set up before the meeting starts to avoid disturbance.

Use of social media

6. There are no restrictions on anyone at a council meeting using Twitter, blogs, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

Limitations

7. Although there is a statutory right to photograph and record council meetings the proceedings of that meeting must not be disrupted by the use of media tools and must not inhibit community involvement in the proceedings.

Prior to the meeting – officers' actions

8. Notices will be displayed in the room advising the public that meetings can be recorded legally.

During the meeting – the Chairman

9. The Chairman of the meeting will advise the public that the meeting is being recorded by way of photography and /or audio or visual recording.
10. The Council may, on occasion, audio record meetings for minuting purposes only. The relevant Chairman will make an announcement to this effect.
11. A request to record a meeting shall only be refused if the Chairman of the meeting believes recording would disrupt the meeting.
12. If the use of social media, audio or video-recording is disruptive the Chairman may be ask the person to leave the meeting. If the person refuses to leave then the Chairman may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

During the meeting – requirements of the public

13. Any member of the public who does not wish to be photographed, filmed or recorded should inform the Clerk in attendance at the meeting or the Chairman of the meeting when notice is given that a request to photograph / record has been received.
14. Any member of the public, or of the media, wishing to photograph or record a meeting is asked to comply with the following:
 - a) any photography or audio / visual recording takes place from a fixed position in the meeting room approved by the Chairman so as to reduce disruption to the proceedings;
 - b) use of flash photography or additional lighting is for a limited period only during the meeting at a point in the proceedings agreed in advance with the Chairman;
 - c) if the Chairman feels that any photography, audio or visual recording is disrupting the meeting in any way, or any pre-meeting agreement has been breached, then the operator of the equipment will stop;
 - d) if, during the meeting, a motion is passed to exclude the press and public, because confidential or exempt information is likely to be disclosed, then all rights to record the meeting are removed and the operator of the equipment will be required to stop recording and /or photography;
 - e) if a meeting is adjourned by the Chairman then the operator of the equipment should stop any recording or photography at the point at which the meeting is adjourned;
 - f) any request made by the Chairman regarding respecting the public's right to privacy is complied with;

- g) people seated in the public seating area should not be photographed, filmed or recorded without the consent of the individuals concerned. Public notices will confirm that recording may take place and it is for the public to inform the council, or the person recording, if they object.
- h) use must not be made of an image or recording if consent is refused by a member of the public featured in that recording or image;
- i) photographs, audio, and visual recordings should not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being recorded in a way that may ridicule or show lack of respect.

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