Odiham
Parish Council

Standing Orders

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1. Meetings

Mandatory for full Council meetings ●

Mandatory for committee meetings ■

Mandatory for sub-committee meetings ▲

Note
a) Different symbol shapes are used to facilitate printing on black and white printers.
b) Mandatory items are in bold.
c) *Changes to model Standing Orders relevant only to Odiham Parish Council are in italics*

● 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' public notice for a meeting does not include the day on which the 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 day's 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 or another topic at the discretion of the Chairman.

f The period of time designated for public participation at a meeting in accordance with Standing Order 1 (e) shall not exceed *10 minutes* unless directed by the Chairman of the meeting.

g Subject to Standing Order 1 (f) above, a member of the public shall not speak for more than *3 minutes unless directed by the Chairman.*

h In accordance with Standing Order 1(e) above, 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 record of a public participation session at a meeting shall be included in the minutes of that meeting.

j A person shall raise his or her hand when requesting to speak and*, if required by the Chairman,* stand when speaking (except when a person has a disability or is likely to suffer discomfort).

k Any person speaking at a meeting shall address his comments to the Chairman.

l Only one person is permitted to speak at a time. If more than one person wishes to speak the Chairman of the meeting shall direct the order of speaking.

m **Subject to Standing Order 1 (n) 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 to 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.**

Persons reporting at a meeting are kindly requested to give notice that they are doing so before they begin.

n **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

o **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.**

p **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, 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 **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 or her casting vote whether or not he or she gave an original vote.** (See also standing orders 2 (h) and (i) below.)

r **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors *or* Non-Councillors with voting rights present and voting.**

s **Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. 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 or her 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 present and 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.

viii. *actions to be taken and by whom.*

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 or her 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** *(4 Councillors for OPC)* **and in no case shall the quorum of a meeting be less than 3** *(committees).*

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 or a series of meetings on a single occasion shall not *normally* exceed a period of *2 hours.*

y *The Chairman of the meeting may allow experts in a specific field to address the meeting to offer advice or clarity on agenda items.*

z *Documents for all public meetings will be added to the website on the Friday prior to the meeting. Any member of the public requiring a paper copy of the pack must request this to the parish office as they will not be available at the meeting.*

a1 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 section 78 allows local councils to hold remote meetings. The regulations give automatic authority to hold remote meetings and amend standing orders as required. These regulations remain in force until 7th May 2021.
When required these Regulations or other amendments, revisions or extensions will apply and may temporarily change or suspend Standing Orders.

2. 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 a day in May as the Council may direct.**

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 directs.**

e **The first business conducted at the annual meeting of the Council shall be the**

election of the Chairman and Vice-Chairman of the Council.

f **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.**

g **The Vice-Chairman of the Council, unless he or she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**

h **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 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 must give a casting vote in the case of an equality of votes.**

i **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 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.**

j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the Council, the order of business shall include:

i. **In an election year, delivery by the Chairman 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 his or her acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. *Receive and note* the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees;

iii. Appointment of members to existing committees;

iv. Review of representation on or work with external bodies and arrangements for reporting back;

v. *If applicable*, 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;

k NOTE: A Councillor does not have to be present to be appointed as Chairman, to a Committee or as Chair of a Committee. They will need to be nominated and seconded by Councillors present at the meeting.

l The following need to be in the annual cycle of business

i. Review and adoption of appropriate Standing Orders and Financial Regulations;

ii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;

iii. Review of inventory of land and assets including buildings and office equipment;

iv. Review and confirmation of arrangements for insurance cover in respect of all

insurable risks;

v. Review of the Council's and/or employees' subscriptions to other bodies;

vi. Setting the dates, time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council.

vii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;

m The following need to be reviewed at least every two years or following a change in legislation or sector advice:

i. Review of the Council's complaints procedure included in the Statement of Commitment to the Parish of Odiham 2019-23;

ii. Review of the Council's policies, procedures and practices in respect of its obligations under the Freedom of Information and Data Protection legislation (see also Standing Order 11,20 and 21);

iii. (this is the same as viii). (abolished as Opennes of Local Council Bodies Regulations 2014 takes precedence). Review of the Council's Social Media and Electronic Communications Policy;

iv. Review of the Council's Data Protection Policy;

v. Review of the Council's Document Retention Policy;

vi. Review of the Council's employment policies and procedures;

vii. Review of the Council's Reserves Policy;

viii. Review of the Council's Press and Media Policy and Communication Guidelines;

3. Committees and sub-committees

a. **Unless the Council determines otherwise, a committee may appoint a sub-committee** *or working group* **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. *All committees and sub-committees of the Council act with the full power and authority of the Council in lawfully discharging functions that fall within their respective terms of reference, agreed budgets and current Council policies.*

e. The Council may appoint standing committees and other committees or working groups as may be necessary and:

i. shall approve their terms of reference;

ii. shall approve the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the full Council;

iii. shall permit a committee other than in respect of the ordinary meetings of a

committee to determine the number and times of its meetings;

iv. shall subject to standing order 3 (b) and (c) above, appoint and determine the terms of office of members of such a committee;

v. may subject to standing order 3 (b) and (c) above appoint and determine the terms of 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 after it has appointed the members of a standing committee, appoint the Chair of the standing committee;

vii. shall permit a committee other than a standing committee to appoint its owns Chair at the first meeting;

viii. shall determine the place, notice requirements and quorum for a meeting of a committee and sub-committee which shall be no less than 3;

ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance notice requirement, if any, required for the meeting of a sub-committee;

x. shall determine if the public may participate at a meeting of a committee or sub-committee that they are permitted to attend;

xi. may dissolve a committee or sub-committee.

4. Extraordinary meetings of the council, committee 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 7 days of having been requested in writing to do so by 2 Councillors, any 2 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 2 Councillors.**

c The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.

d If the Chair of a committee (or a sub-committee) does not call an extraordinary meeting *within 5 days* of having been requested by to do so by *2* members of the committee or sub-committee, any 2 members of the committee or sub-committee may convene an extraordinary meeting of a committee (or a sub-committee).

5. Rules of debate at meetings

a Motions on the agenda shall be considered in the order that they appear on the agenda

unless the order is changed at the discretion of the Chairman of the meeting.

b A 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 motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconded and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g A Councillor may move an amendment to his or her own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

h If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman of the meeting.

i Subject to Standing Order 5 (k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.

j 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.

k A Councillor may not move more than one amendment to an original or substantive motion.

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

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

n Unless permitted by the Chairman of the meeting, a Councillor may speak once in the debate on a motion except:

  i. to speak on an amendment moved by another Councillor;
  ii. to move or speak on another amendment if the motion has been amended since he or she last spoke;
  iii. to make a point of order;
  iv. to give a personal explanation;
  v. to exercise a right of reply.

o During the debate of a 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 considers has been breached or specify the irregularity in the proceedings of the meeting that they are concerned by.

p A point of order shall be decided by the Chairman and his or her decision shall be final.

q When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;
ii. to proceed to the next business;
iii. to adjourn the debate;
iv. to put the motion to a vote;
v. to ask a person to be no longer heard or to leave the meeting;
vi. to refer a motion to a committee or sub-committee for consideration;
vii. to exclude the public and press;
viii. to adjourn the meeting;
ix. to suspend particular Standing Order(s), except those which reflect mandatory statutory or legal requirements.

r Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his or her right of reply.

s Excluding motions moved under Standing Order 5 (r) above, the contribution or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed *3 minutes* without the consent of the Chairman of the meeting.

6. 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 the 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 excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made in accordance with Standing Order 6(b) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order to progress the meeting. This may include temporarily suspending or closing the meeting.

7. Previous resolutions

a A resolution shall not be reversed within 6 months except either by a special motion, which requires written notice by a least *2 Councillors* to be given to the Proper Officer in accordance with Standing Order 9 below, or by a motion moved in pursuance of the recommendation of a committee or sub-committee.

b When a motion moved pursuant to Standing Order 7 (a) above has been disposed of, no similar motion may be moved within a further 6 months.

8. Voting on appointments

Where more than 2 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 removed from 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 voting may be settled by the casting vote exercisable by the Chairman of the meeting.

9. Motions requiring prior notice to be given to the Proper Officer

a A motion shall relate to the responsibilities of the meeting for which it is tabled 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 notice to the Council's Proper Officer at least *5 clear days* before the next meeting. Clear days do not include the day of the notice or the day of the meeting.

c A motion can be proposed by any Councillor or Non-councillor with voting rights. If two or more Councillors have submitted a proper motion it must be included in the agenda.

d If the Proper Officer considers a motion received in accordance with Standing Order 9(b) above is not clear in meaning, they will contact the mover to discuss a re-submission so that the motion can be understood.

e If the wording or subject of a proposed motion is considered improper in that it falls outside the statutory functions, powers and obligations of the Council, the Proper Officer shall consult with the Chairman or Vice Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Chairman with advice from the Proper Officer, in consultation with the Chairman and/or Vice Chairman as to whether or not to include the motion in the agenda shall be final.

g Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions not requiring prior notice

The following motions may be moved at a meeting without prior 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 member to a committee, sub-committee or working group;
x. To extend the time limits for speaking;
xi. To exclude the press and public from a meeting in respect of confidential or other 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 the meeting.

11. Management of Information

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

a Draft minutes of a meeting would normally be circulated to Councillors normally within five working days of the meeting. If the draft minutes of a preceding meeting have been served on Councillors with 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 of the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be moved in accordance with Standing Order 10 (a) (i) above.

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 view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

e Subject to the publication of draft minutes in accordance with Standing Order 12(f) 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 1 (u).

a All Councillors and non-Councillors with voting rights 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. They may return to the meeting after it has considered the matter in which the Councillor 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. They may return to the meeting after it has considered the matter in which the Councillor had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** *and the Chairman of the Council or Committee* 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 or by a meeting of the Council, or committee or sub-committee for which the dispensation is required 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;

iv. an explanation as to why the dispensation is sought.

g **A dispensation may be granted in accordance with Standing Order 13 (e) if having**

regard to all relevant circumstances any of the following applies:

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; or**

ii. **granting the dispensation is in the interest of persons living in the Council's area; or**

iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

a Upon notification by the District 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 above, report this to the Council.

b Where the notification in Standing Order 14 (a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the 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 to what action, if any, to take in accordance with Standing Order 14 (d) below

c 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.

d **Upon notification by the District Council that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider any recommendations from the Monitoring Officer.**

15. Proper Officer

a The Proper Officer shall be either (i) the Clerk or (ii) other staff members(s) nominated by the Council to undertake the role of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall;

i. **At least 3 clear days before a meeting of the Council, a committee or a** sub-committee**,**

- **serve on Councillors by delivery of 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 the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**

See Standing Order 1(b) for the meaning of clear days for a meeting of the full Council and Standing Order 1 (c) for the meaning of clear days for a meeting of a committee.

ii Subject to Standing Order 9, include on the agenda all motions unless a Councillor has given prior notice at least *3 days* before the meeting confirming his withdrawal of it;

iii Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;

iv Facilitate inspection of the minutes 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 the 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, as the Council's Data Protection Officer;

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 requirement of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

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 electronically;

xv Refer a planning application received by the Council to all members of the planning committee within 2 working days of receipt;

xvi Manage access to information about the Council via the publication scheme.

16. Responsible Financial Officer

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 Practioners' 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 summarising:

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 a quarter being reported and which includes a comparison with the budget for the financial year and highlight any actual or potential overspends.

d As soon as possible after the financial year end 31 March, the Responsible 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 full Council the accounting statements for the year in the form of Section 1 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 accounting records and systems of internal control;

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 for payments;

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 not 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.**

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 shall be advertised in a local newspaper and in any other manner that is appropriate;

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 £189,330 for a public service or supply contract or in excess of £ £4,733,252 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 £ £378,660 for a supply, services or design contract; or in excess of £ £4,733,252 for a works contract; or £ £884,720 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 *The handling of staff matters relating to the Parish Clerk is delegated by Council to the Staffing Committee to bemanaged according to the terms of reference agreed by Council.*

b *The handling of staff matters for all other staff is delegated by the Council to the Parish Clerk in consultation with the Staffing Committee to be managed according to the terms of reference agreed by Council.*

c *The management of grievances or disciplinary matters shall be according to the current policies on these matters approved by Council.*

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** will publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. Responsibilities under Data Protection Legislation

a The Proper Officer acts as the Data Compliance Officer for the purposes of administering the Council's Data Protection Policy.

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 personal 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

All requests from the press or other media for an oral or written statement or comment

from the Council, its Councillors or staff shall be processed 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

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

b **In accordance with a resolution made under standing order 23 (a) any 2 Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer or legal practitioner shall witness their signatures. The Proper Officer may also sign, on behalf of the Council, where the Council has made a resolution to this effect.**

24. Communication with District Councillors

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Councillor(s) of the District and County Council representing the area of the Council.

b Unless the Council determines otherwise, a copy of each letter sent to the County or District Council shall be sent to the ward Councillor representing the area of the Council.

25. Restrictions on Councillor activities

Unless authorised by a resolution**,** no Councillor shall**:**

i. inspect any land and/or premises which the Council has a right or duty to inspect; 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 or legal requirements **(in bold)** may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to permanently add to or vary or 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.

c The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible.

d The Chairman's decision as to the application of Standing Orders at meetings shall be final.