

## STANDING ORDERS FOR PATCHWAY TOWN COUNCIL

Adopted by the Council on 8 May 2018.

### MEETINGS

1.
  - (a) Meetings of the Council shall normally be held at Callicroft House at 7.30 p.m. and terminate at 9.30 p.m. unless the Council otherwise decides at a previous meeting. 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) When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for a public thanksgiving or mourning shall not count.
  - (c) 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.
  - (d) Councils and other local government bodies are required to allow any member of the public to take photographs, film and audio-record the proceedings, and report on all public meetings. While no prior permission is required to carry out this activity, it is advisable that any person wishing to film or audio-record a public meeting let their local government staff know so that all necessary arrangements can be made for the public meeting.
  - (e) 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.
  - (f) The minutes of a meeting shall record the names of councillors present and absent.

The public and the press shall be admitted to all meetings of the Council and its committees which may, however, temporarily exclude the public or the press or both by means of the following resolution, viz.:

"That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw."

(Notes: The special reasons should be stated. If a person's advice or assistance is needed they may be invited (by name) to remain after the exclusion resolution is passed.)

2. The Statutory Annual Meeting
  - (a) In an election year shall be held on the Tuesday following the fourth day after the ordinary day of elections to the Council
  - (b) In a year which is not an election year shall be held on the 2<sup>nd</sup> Tuesday in May.
3. The three other statutory meetings shall be held on the second Tuesday in the months of September, December and March.
4. Seven additional meetings shall be held on the second Tuesday in the months of June, July, October, November, January, February and April.

5. The Finance Committee shall have delegated powers during the summer recess to deal with any urgent matters which cannot be decided by the Chairman.

### **DECLARATION OF INTEREST**

6. Declaration of Interest should be an item on each agenda. If a Member has a prejudicial interest in an item on the agenda he/she may i) make representations, ii) answer questions and iii) give evidence relating to the business being transacted but must, thereafter, leave the room for this item.

An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a councillor at a meeting, shall be recorded in the minutes.

### **APOLOGIES FOR ABSENCE**

7. Apologies for absence should be made to the Town Clerk with the reason for absence and not passed on through other Councillors. If prior to a meeting, a councillor has submitted reasons for their absence at the meeting which is then approved by a resolution, such a resolution shall be recorded in the minutes at which the approval given.

### **CHAIRMAN OF MEETING**

8. The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vic-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.

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

### **PROPER OFFICER**

9. 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.

- (a) The Council's Proper Officer shall do the following.
  - i. Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least three (3) clear days before the meeting.
  - ii. Give public notice of the time, date, venue and agenda at least three (3) 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).
- iii. Include in the agenda all motions in the order received unless a councillor has given written notice at least five days before the meeting confirming his withdrawal of it.
  - iv. Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office
  - v. Make available for inspection the minutes of meetings.
  - vi. Receive and retain copies of byelaws made by other local authorities.
  - vii. Receive and retain declarations of acceptance of office from councillors.
  - viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
  - ix. Keep proper records required before and after meetings;
  - x. 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.
  - xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
  - xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
  - xiii. Arrange for legal deeds [to be sealed using the Council's common seal] OR [to be signed by 2 councillors] and witnessed.
  - xiv. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
  - xv. Record every planning application notified to the Council and the Council's response to the local planning authority.
  - xvi. Refer a planning application received by the Council to the Council or appropriate committee
  - xvii. Retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.
  - xviii. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he/she shall be the Clerk:-

- (a) To receive declarations of acceptance of office.
- (b) To receive and record notices disclosing pecuniary interests.
- (c) To receive and retain plans and documents.
- (d) To sign notices or other documents on behalf of the Council.
- (e) To receive copies of byelaws made by a District Council.
- (f) To certify copies of byelaws made by the Council.
- (g) To sign summonses to attend meetings of the Council.

In any other case the proper officer shall be the person nominated by the Council and, in default of nomination, the Clerk.

## QUORUM

10. Five or one third of the members shall constitute a quorum.
11. If a quorum is not present when the Council meets or if during a meeting the number of Councillors present falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.
  - (j) No business may be transacted at a meeting unless at least one third of the whole number of members of the council are present.
  - (k) If a meeting is or becomes inquorate no business shall be transacted.

## VOTING

12. Members shall vote by a show of hands.
13. If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it.
14.
  - (a) Subject to (b) and (c) below the Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though he gave no original vote.
  - (b) In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he 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.
  - (c) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.
  - (d) All questions at a meeting shall be decided by a majority of the councillors present and voting thereon.

## ORDER OF BUSINESS

Following an election councillors should execute Declarations of Acceptance of Office in the presence of a proper officer previously authorised by the council to take such declaration, before the annual meeting commences.

In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

15. At each Annual Meeting the first business shall be
  - (a) To elect a Chairman.
  - (b) To receive the Chairman's Declaration of Acceptance of Office or, if not then

received, to decide when it shall be received.

- (c) To elect a Vice-Chairman.
- (d) To appoint statutory or standing committees.
- (e) To consider the payment of any subscriptions and grants falling to be paid annually.
- (f) Review of the terms of references for committees.
- (g) Receipt of nominations to existing committees.
- (h) Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
- (i) Review and adoption of appropriate standing orders and financial regulations.
- (j) Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- (k) Review of representation on or work with external bodies and arrangements for reporting back.
- (l) In a year of elections, if a Council's period of eligibility to exercise the power of wellbeing expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
- (m) Review of inventory of land and assets including buildings and office equipment.
- (n) Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- (o) Review of the Council's and/or employees' memberships of other bodies.
- (p) Establishing or reviewing the Council's complaints procedure.
- (q) Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- (r) Establishing or reviewing the Council's policy for dealing with the press/media.
- (s) Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

16. At every meeting other than the Annual Meeting, the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent and to receive such Declarations of Acceptance of Office as are required by law to be made, or if not then received, to decide when they shall be received.

17. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-

- (a) To read and consider the Minutes: provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- (b) After consideration, to approve the signature of the Minutes by the presiding Chairman as a correct record.
- (c) To deal with business expressly required by statute to be done.
- (d) To deal with any matters arising from consideration of the Minutes of the last meeting.
- (e) To receive and consider reports and minutes of committees and sub-

committees.

- (f) To receive and consider reports from officers of the Council.
- (g) To consider planning applications.
- (h) To consider motions or recommendations in the order in which they have been notified.
- (i) To consider correspondence received since the last meeting.
- (j) To authorise the signing of orders for payment.
- (k) Any other business specified in the summons.

18. A motion to vary the order of business on the ground of urgency

- (a) may be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
- (b) shall be put to the vote without discussion.

### **RESOLUTIONS MOVED WITHOUT NOTICE**

19. Resolutions dealing with the following matters may be moved without notice:-

- (a) To appoint a Chairman of the meeting.
- (b) To correct the Minutes.
- (c) To approve the Minutes.
- (d) To alter the order of business.
- (e) To refer a matter to a committee.
- (f) To appoint a committee or any members thereof.
- (g) To adopt a report.
- (h) To authorise the sealing of documents.
- (i) To consider otherwise than in committee a question affecting an employee of the Council.
- (j) To exclude the press and public.
- (k) To silence or eject from the meeting a member named for misconduct.
- (l) To invite a member having an interest in the subject matter under debate to remain.
- (m) To give the consent of the Council where such consent is required by these Standing Orders.
- (n) To suspend Standing Orders. (Excluding Mandatory standing orders)
- (o) A vote of no confidence in the Chair
- (p) The chairman of a committee may convene an extraordinary meeting of the committee at any time.
- (q) Advisory Committees: The council may appoint advisory committees comprised of a number of councillors and non-councillors.

### **QUESTIONS**

20. A member may ask the Chairman any question concerning the business of the Council.

21. A member with or without notice may ask the Chairman of a committee any question upon the proceedings of the committee then before the Council if the question is put before the Council's consideration of those proceedings is finished.

22. Every question shall be put and answered without discussion.
23. A person to whom a question has been put may decline to answer.

### **RULES OF DEBATE**

24.
  - (a) No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.
  - (b) Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
  - (c) Subject to standing order, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
  - (d) Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
  - (e) Subject to Standing Order 24(c) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
  - (f) Pursuant to standing order 24(c) above, the number of amendments to an original or substantive motion, which may be moved by a single councillor, is limited to one.
  - (g) If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
  - (h) The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding five (5) minutes. But may not introduce a new matter, after the right of reply has been exercised or waived, a vote shall be taken without further discussion
  - (i) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
  - (j) 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 meeting he is concerned by.
  - (k) A point of order shall be decided by the Chairman and his decision shall be final.
  - (l) With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
  - (m) The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.
25.
  - (a) A resolution or amendment shall not be discussed unless it has been proposed and seconded.

- (b) A member when seconding a resolution or amendment may, if he then declare his intention to do so, reserve his speech until a later period of the debate.
- (c) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
- (d) An amendment shall be either:-
  - (i) To leave out words.
  - (ii) To leave out words and insert or add others.
  - (iii) To insert or add words.
- (e) An amendment shall not have the effect of negating the motion before the Council.
- (f) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- (g) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- (h) The mover of a resolution or of an amendment shall have a right of reply.
- (i) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment of further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move the closure.
- (j) A member may rise to make a point of order or a personal explanation. A personal explanation shall be confined to some material part of a former speech by them which may have been misunderstood. A member rising for these purposes shall be heard forthwith.
- (k) A motion or amendment may be withdrawn by the proposer with the unanimous 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.
- (l) When a resolution is under debate no other resolution shall be moved except the following:-
  - (i) To amend the resolution.
  - (ii) To proceed to the next business.
  - (iii) To adjourn the debate.
  - (iv) That the question be now put.
  - (v) That the resolution be referred to a committee.
  - (vi) To exclude the public and press.
  - (vii) To adjourn the meeting.
  - (viii) To ask a person to be silent or leave the meeting
  - (ix) To suspend standing orders except those which are mandatory

- 26. (a) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- (b) Members shall address the Chairman.

### **DISORDERLY CONDUCT**

- 27. All councillors shall observe the code of conduct adopted by the Council.
  - (a) No member shall misconduct himself at a meeting by persistently disregarding the



ruling of the Chairman, by wilfully obstructing business, or by behaving irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.

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

### **RIGHT OF REPLY**

28. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

### **ALTERATION OF RESOLUTION**

29. A member may, with the consent of his seconder move amendments to his own resolution.

### **RESCISSION OF PREVIOUS RESOLUTION**

30. (a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special resolution, the written notice whereof bears the names of at least FIVE members of the Council.
- (b) When a special resolution has been disposed of, no similar resolution may be moved within a further six months.
- (c) This Order shall not apply to rescinding resolutions moved in pursuance of the report or recommendation of a committee.

### **VOTING ON APPOINTMENTS**

31. Where more than two persons have been nominated for any position to be filled by the Council the person receiving the highest number of votes shall be the person appointed. Any tie may be settled by the Chairman's casting vote.

### **DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL**

32. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not

be considered until the Council or committee (as the case may be) has decided whether or not the public shall be excluded. (See Standing Order No. 54.)

### **SEALING OF DOCUMENTS**

33. (a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- (b) Any two members of the Council may seal, on behalf of the Council any document required by law to be issued under seal.
- (c) The signatures shall be witnessed by the Proper Officer

### **EXTRAODINARY MEETINGS**

34. (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 or refuses to call an extraordinary of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.

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

35. The Annual Meeting of the Council will set the membership of its Committees for the Council year. The allocation of seats on Committees to political and non-affiliated groups will reflect the legal requirement for proportionality (as set out in the Regulations attached to the Local Government and Housing Act 1989)

The Council may at the Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary but subject to any statutory provision in that behalf:-

- (a) shall not appoint any member of a committee so as to hold office later than the next Annual Meeting, and
- (b) may at any time dissolve or alter the membership of a committee;
- (c) shall determine their terms of reference;
- (d) may permit committees to determine the dates of their meetings;
- (e) 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;
- (f) should a member be unable to attend a committee meeting he/she may appoint a substitute from their own political party who would have their voting rights;
36. The Chairman and Vice-Chairman shall be members of every committee.

37. 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.
38. The Chairman of a committee or the Chairman of the Council may summon a special meeting of that committee at any time. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
39. Every committee may appoint sub-committees for purposes to be specified by the committee. The appointment of such a sub-committee must be confirmed by the council.
40. Except where ordered by the Council in the case of a committee or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee shall be five or one third of the committee and three for a sub-committee.
41. The Standing Orders on rules of debate and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings insofar as they are appropriate.

#### **VOTING IN COMMITTEES**

42. Members of committees and sub-committees shall vote by a show of hands.
43. Chairmen of committees and sub-committees shall have a second or casting vote.

#### **PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS**

44. A member who has proposed a motion which has been referred to any committee of which he is not a member, may explain his motion to the committee but shall not vote.
45. Any Council member shall, unless the Council otherwise orders, be entitled to be present as a spectator at the meetings of any committee or sub-committee of which he is not a member.

#### **FINANCE**

46. All accounts for payment and claims upon the Council shall be laid before the Council for payment.
47. The Clerk shall supply to each member at the ordinary meeting next after the end of the Financial Year, a statement of receipts and payments.
48. The Council shall approve written estimates for the coming financial year at its meeting before the end of January.
  - (a) Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than

December.

## FINANCIAL REGULATIONS

49. The Council's Financial Regulations shall be reviewed once a year.
- (a) Orders for the payment of money shall be authorised by resolution of the Council and signed by three members and the Clerk.
  - (b) 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 Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
    - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;
    - v. procurement policies (subject to standing order 49(c) below) including the setting of values for different procedures where the contract has an estimated value of less than £60,000.
  - (c) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 49(d) below.
  - (d) Any formal tender process shall comprise the following steps:
    - i. a public notice of intention to place a contract to be placed in a local newspaper;
    - ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
    - iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
    - iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
    - v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
  - (e) Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
  - (f) Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

## **INTERESTS**

50. If any member has any pecuniary interest, direct or indirect, within the meaning of sections 94-95 of the Local Government Act, 1972, in any contract, proposed contract or other matter, he shall, while it is under consideration by the Council, withdraw from the meeting unless the interest is trivial in the manner described in section 97(b) of the Act or:-
- (a) The disability imposed upon him by those sections has been removed by the District Council; or
  - (b) The Council invite him to remain; or
  - (c) The contract, proposed contract or other matter is under consideration as part of the report of a committee and is not itself the subject of debate.
51. The Clerk shall record in a book to be kept for the purpose, particulars of any notice given by any member or any officer of the Council of a pecuniary interest in a contract, and the book shall be open during reasonable hours of the day for the inspection of any member.
52. If a candidate for any appointment under the Council is to their knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so, shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed the Standing Orders on interests of members in contracts and other matters shall apply. The Clerk shall make known the purport of this Standing Order to every candidate.

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

53. (a) Canvassing of members or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
- (b) A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, a member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
54. Standing Orders Nos. 51 and 52 shall apply to tenders as if the person making the tender were a candidate for an appointment.

## **COUNCILLOR TRAINING**

55. All Councillors will be expected to take part in training sessions offered to support them in the understanding of their Council and community roles and responsibilities and provide

essential information to help them fulfil their duties. Equalities training is mandatory in line with the policy of South Gloucestershire Council.

### **INSPECTION OF DOCUMENTS**

56. A member may for the purpose of his duty as such (but not otherwise) inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
57. (a) All Minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.  
(b) The Minutes of the Council shall be open to inspection by any local government elector of the parish without charge.

### **FREEDOM OF INFORMATION ACT 2000**

58. (a) All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.  
(b) Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Personnel committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under Standing Order 57(a) above.

### **UNAUTHORISED ACTIVITIES**

59. No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council
- (a) Inspect any lands or premises which the Council has a right or duty to inspect; or  
(b) issue orders; unless authorised to do so by the Council or the relevant committee or sub-committee.

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

60. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the Council Chamber or that the part of the Chamber open to the public be cleared.
61. Parishioners may address the Council and present petitions to the council at the beginning of a meeting where it has been agreed that Public Question Time is included on the agenda.

- (a) A parishioner may speak for up to 2 minutes
- (b) The total time taken up by parishioners shall not exceed 30 minutes in any Council meeting.
- (c) The Chair may direct that a response to a question posed by a parishioner be referred to the relevant committee chair or ask a councillor to provide an oral response, to be confirmed by the proper officer in a written response.
- (d) All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- (e) In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.
- (f) An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillor of the Unitary Council representing its electoral ward.
- (g) Unless the Council otherwise orders, a copy of each letter sent to the Unitary Council shall be sent to the Unitary Council councillor representing its electoral ward.

### **CONFIDENTIAL BUSINESS**

62. No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.

### **PLANNING APPLICATIONS**

63. The Clerk shall refer every planning application to the Council or Planning Committee or between meetings, to the Chairman, or in the absence of the Chairman, to the Vice-Chairman, for their views, within the period allowed for consultation by the District Council.

### **STANDING ORDER ON CONTRACTS**

64. (a) Where the value of an intended contract exceeds £3,000, notice shall be given to three firms included in an appropriate standing approved list of contractors maintained by the Town Council, or where no such list is applicable because of the specialist nature of the goods or services required, to three firms selected by the Town Council, as being suppliers of the said goods or services.
- (b) Notice of a contract exceeding £3,000 shall state the general nature of

the intended contract and state the name and address of the person to whom tenders are to be addressed and the last date by which those tenders should reach that person in the ordinary course of post.

- (c) If no tenders are received or if all the tenders are identical, the Council may make such arrangements for procuring the goods or services or executing the works as it thinks fit.
- (d) A notice issued under this Standing Order shall contain a statement of the effect of Standing Orders Nos. 50, 51 and 52.

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

- 65. Any part of the Standing Orders except those underlined may be suspended by resolution in relation to any specific item of business.
- 66. A motion permanently to vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.
- 67. Any or every part of the standing orders, except those that are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- 68. A motion to add to or vary or revoke one or more of the Council's standing orders, not mandatory by law, shall be proposed by a special motion,
- 69. The Chairman's decision as to the application of standing orders at meetings shall be final.
- 70. A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

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

- 71. A printed copy of these Standing Orders shall be given to each member by the Clerk upon delivery to them of the Member's Declaration of Acceptance of Office.