Standing Orders

GRAPPENHALL AND THELWALL PARISH COUNCIL

February 2026

Index of Standing Orders

Standing order		Page	Standing order		Page
1	Meetings	3	20	Estimates/precepts	22
2	Ordinary Council meetings	6	21	Canvassing of and recommendations by Councillors	22
3	Proper Officer	8			
4	Responsible Finance Officer	9	22	Inspection of documents	22
5	Accounts & Accounting Statements	9	23	Unauthorised activities	23
6	Financial Contracts & Procurement	10	24	Management of Information	23
7	Motions requiring written notice	11	25	Matters affection council employees	24
8	Motions not requiring written notice	12	26	Responsibilities to provide information	25
9	Rules of debate	13			
10	Code of conduct & dispensations	16	27	Responsibilities under Data protection legislation	25
11	Code of conduct complaints	17	28	Relations with the press/media	25
12	Questions	18	29	Liaison with Borough Councillors	25
13	Minutes	19			
14	Disorderly conduct	19	30	Variation, revocation, and suspension of standing orders	26
15	Rescission of previous resolutions	20	31	Standing orders to be given to Councillors	26
16	Voting on appointments	20			
17	Execution & sealing of legal deeds	20			
18	Committees & sub-committees	20			
19	Extraordinary meetings and urgent decisions	21			

1 Meetings

Mandatory for full Council meetings

Mandatory for Committee meetings

Mandatory for sub-committee meetings

a **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**

b **The minimum 3 clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

c **The minimum three clear days for notice of a meeting does not include the day on which 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 Subject to standing order 1(d) above, members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda.

f The period of time which is designated for public participation in accordance with standing order 1(e) above shall not exceed 30 minutes unless directed by the Chairperson of the meeting.

g Subject to standing order 1(f) above, each member of the public is entitled to speak once

only in respect of business itemised on the agenda and shall not speak for more than 3 minutes.

h In accordance with standing order 1(e) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response at the meeting nor start a debate on the question. The Chairperson of the meeting may direct that a written or oral response be given.

i A person shall raise his/her hand when requesting to speak.

j Any person speaking at a meeting shall address his/her comments to the Chairperson.

k Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairperson shall direct the order of speaking.

l Subject to standing order 1 (m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

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

n The press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairperson may in his/her absence be done by, to or before the Vice-Chairperson (if any).

p The Chairperson, if present, shall preside at a meeting. If the Chairperson is absent from a meeting, the Vice-Chairperson, if present, shall preside. If both the Chairperson and the Vice-Chairperson are absent from a meeting, a Councillor as

chosen by the Councillors present at the meeting shall preside at the meeting.

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

r **The Chairperson may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not he/she/she gave an original vote.** (*See also standing orders 2 (i) and (j) below.*)

s **Unless standing orders provide otherwise, voting on any 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/her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

u If prior to a meeting, a Councillor has submitted reasons for his/her absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.

v **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/her/their right to participate and vote on that matter.

w **No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.**

x **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.**

y Meetings shall not exceed a period of 2 hours and 30 minutes however, additional time may be added at the discretion of the Chairperson (including 30 minutes for public participation).

2 Ordinary Council meetings

See also standing order 1 above

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 a Council shall be held on such 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 7.30 pm.**

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 election of the Chairperson and Vice-Chairperson** (if any) **of the Council shall be the first business completed at the annual meeting of the Council.**

f **The Chairperson of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office, and preside at the annual meeting until**

his/her/their successor is elected at the next annual meeting of the Council.

g **The Vice-Chairperson of the Council, if any, unless he/she/they resign or becomes disqualified, shall hold office until immediately after the election of the Chairperson of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chairperson of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chairperson of the Council has been elected. The current Chairperson of the Council shall not have an original vote in respect of the election of the new Chairperson 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 Chairperson of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chairperson of the Council has been elected. The current Chairperson may exercise an original vote in respect of the election of the new Chairperson of the Council and must give a casting vote in the case of an equality of votes.**

j Following the election of the Chairperson of the Council and Vice-Chairperson (if any) of the Council at the annual meeting of the Council, the order of business shall be as follows:

i. **In an election year, delivery by the Chairperson of the Council and councillors of their acceptance of office forms, unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairperson of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**
ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to consider recommendations made by committees;
iii. Review of delegation arrangements to committees, sub-committees, employees, and other local authorities;
iv. Review of the terms of references for committees;
v. Receipt of nominations and appointments to existing committees;
vi. 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;
vii. Review and adoption of appropriate standing orders and financial regulations;
viii. Review of arrangements~~,~~ (including legal agreements) with other local authorities, not for profit bodies and businesses and review of contributions made to expenditure

incurred by other local authorities, not for profit bodies and businesses;

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

x. 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;

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

xii. Review and confirmation of arrangements for insurance cover in respect of all insurable risks;

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

xiv. Establishing or reviewing the Council's complaints procedure;

xv. Establishing or reviewing the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation;

xvi. Establishing or reviewing the Council's policy for dealing with the press/media;

xvii. Setting the dates, times, and place of ordinary meetings of the full Council for the year ahead; and

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

3 Proper Officer

a 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.

b The Council's Proper Officer shall: .

i At least three clear days before a meeting of the Council, a Committee or a Sub-Committee:

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with an agenda of an extraordinary meeting of the Council convened by Councillors is signed by them);**

See Standing Order 1b above for the meaning of clear days for a meeting of a full Council and 1c for the meaning of clear days for a meeting of a Committee.

ii. Subject to standing order 7 below, include in the agenda all motions in the order received unless a councillor has given written notice at least 1 day before the meeting confirming his/her withdrawal of it;

iii. **Convene a meeting of the Council for the election of a new Chairperson of the Council, occasioned by a casual vacancy in his/her office, in accordance with standing order 3(b)i above;**

iv. Facilitate inspection of the minutes of meetings by local government electors;

v. Receive and retain copies of byelaws made by other local authorities;

vi. Hold declarations of acceptance of office from councillors;

vii. Hold a copy of every councillor's register of interests and any changes to it;

viii. Keep proper records required before and after meetings;

ix. Process all requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with and subject to the Council's policies and procedures relating to the same;

x. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. Manage the organisation, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g) the Limitation Act 1980);

xii. Arrange for legal deeds to be executed;

xiii. Arrange or manage for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;

xiv. Arrange or manage the recording of every planning application notified to the Council and the Council's response to the local planning authority in the minutes;

xv. Refer a planning application received by the Council to the Chairperson or in his/her absence Vice-Chairperson (if any) of the Planning Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council or Planning Committee;

xvi. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders; and

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

4 Responsible Financial Officer

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

5 Accounts and Accounting Statements

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide"

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor at every monthly Parish Council meeting a document detailing 'expenditure to date' against the agreed budget. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each Councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for approval before 30 June.

6 Financial Controls and Procurement

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below ~~**£25,000** exclusive of VAT~~ £60,000 or due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 6(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**

d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender 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 Where the value of a contract is likely to exceed the threshold specified by the Government from time to time[1], the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules[2].

7 Motions requiring written notice

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 In accordance with standing order 3(b)(ii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to

[1] Cabinet Office: Procurement Policy Note 11/23 indicates thresholds currently applicable:

Public Contracts Regulations:
a) For public supply and public service contracts £213,477
b) For public works contracts £5,336,937

Utilities Contracts Regulations:
a) For supplies and services contracts £426,955
b) For works contracts £5,336,937

[2] NALC's procurement guidance contains further details.

the Council's Proper Officer at least 7 clear days before the next meeting. Clear days do not include the day of the notice or the day of the meeting

c The Proper Officer may, before including a motion in the agenda received in accordance with standing order 7(b) above, correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 7(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 7 clear days before the meeting.

e If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairperson 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 or rejected in the agenda.

f Having consulted the Chairperson or councillors pursuant to standing order 7(e) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.

g Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

8 Motions not requiring written notice

a Motions in respect of the following matters may be moved without written notice.

i. To appoint a person to preside at a meeting.
ii. To approve the absences of Councillors.
iii. To approve the accuracy of the minutes of the previous meeting.
iv. To correct an inaccuracy in the minutes of the previous meeting.
v. To move to a vote.
vi. To defer consideration of a motion.
vii. To alter the order of business on the agenda for reasons of urgency or expedience.
viii. To proceed to the next business on the agenda.
ix. To require a written report.
x. To close or adjourn debate.

xi. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.

xii. To appoint a committee or sub-committee or any Councillors (including substitutes) thereto.

xiii. To receive nominations to a Committee or sub-committee.

xiv. To dissolve a Committee or sub-committee.

xv. To note the minutes of a meeting of a Committee or sub-committee.

xvi. To consider a report and/or recommendations made by a Committee or a sub-committee or an employee.

xvii. To consider a report and/or recommendations made by an employee, professional advisor, expert, or consultant.

xviii. To authorise legal deeds [to be sealed by the Council's common seal] OR [signed by two councillors] and witnessed.
(See standing orders 17(a) and (b) below.)

xix. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.

xx. To extend the time limit for speeches.

xxi. To exclude the press and public for all or part of a meeting in respect of conflict or other information which is prejudicial to the public interest (Amended as per NALC model standing order)

xxii. To not hear further from a Councillor or a member of the public. (Included as per NALC model standing order)

xxiii. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.

xxiv. To temporarily suspend the meeting.

xxv. To give the consent of the Council if such consent is required by standing orders.

xxvi. To suspend any standing order except those which are mandatory by law.

xxvii. To adjourn or close the meeting.

xxviii. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.

xxix. To answer questions from Councillors.

b If a motion falls within the terms of reference of a Committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairperson may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

9 Rules of debate

a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the discretion of the Chairperson.

b Subject to standing orders 7(b)–(f) above, all motions (including an amendment to a motion) shall be proposed and seconded before consideration and resolution.

c A motion included in an agenda that is not moved by its proposer may be treated as withdrawn.

d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairperson, be reduced to writing and handed to the Chairperson who shall determine the order in which they are considered.

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

f Any amendment to a motion shall be either:

i. to leave out words
ii. to add words
iii. to leave out words and add other words

g A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.

h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairperson. No further amendment to a motion shall be moved until the previous amendment has been disposed of.

i Subject to Standing Order 9(h) above, one or more amendments may be discussed together if the Chairperson considers this expedient but each amendment shall be voted upon separately.

j Pursuant to standing order 9(h) above, a councillor may not move more than one amendment to an original or substantive motion.

k If an amendment is not carried, other amendments shall be moved in the order directed by the Chairperson.

l If an amendment to the original motion is carried, the original motion, as amended, becomes the substantive motion upon which any further amendment may be moved.

m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.

n 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 the debate on the first amendment or at the very end of debate on the final substantive motion and immediately before it is put to the vote.

o Subject to standing orders 9 (m) and 9 (n) above, unless permitted by the Chairperson a Councillor may speak once in the debate on a motion except to speak on an amendment moved by another councillor, to move or speak on another amendment if the motion has been amended since he/she/they last spoke, to make a point of order, to give a personal explanation or to exercise a right of reply.

p During the debate on 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/she/they considers has been breached or specify the irregularity in the proceedings of the meeting he/she/they is concerned by.

q A point of order shall be decided by the Chairperson and his/her/their decision shall be final.

r 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.

s Subject to standing order 9(o) above, 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 silent or for him/her/them 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 any standing order(s), except those which reflect statutory or legal requirements.

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

u Excluding motions moved under standing order 9s, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chairperson.

10 Code of conduct and dispensations

See also standing orders 1(v) above

a All Councillors shall observe the code of conduct adopted by the Council.

b All Councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.

c Unless he/she/they 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/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

d Unless he/she/they 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/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

e **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

f A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.

g A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

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

h Subject to standing orders 10(e) and (g), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

i A dispensation may be granted in accordance with standing order 10(f) if having regard to all relevant circumstances any of the following apply:

a. 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;

b. granting the dispensation in the interest of persons living in the Council's area; or

c. it is otherwise appropriate to grant a dispensation.

11 Code of Conduct Complaints

a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 24, report this to the Council.

b Where the notification in standing order 11(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 11(d).

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 or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

e Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.

f The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Parish Council (including the Proper Officer and the Chairperson of the Parish Council) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.

i. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed
ii. Ensure that any background papers containing the information set out in standing order 11(a) above are not made public
iii. Ensure that the public and press are excluded from meetings as appropriate.
iv. Ensure that the minutes of meetings preserve confidentiality
v. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter

g Standing order 11(f) above should not be taken to prohibit the Council (whether through the Proper Officer or the Chairperson of the Parish Council) from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.

h The Parish Council shall have the power to:

i. seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;
ii. seek and share information relevant to the complaint
iii. grant the member involved a financial indemnity in respect of legal costs, which shall be

in accordance with the law and subject to approval by a meeting of the full Council.

i References in standing order 11 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a Councillor.

12 Questions

a A Councillor may seek a formal answer to a question concerning any business of the Council provided 5 clear days notice of the question has been given to the Proper Officer.

b Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.

c Every question shall be put and answered without discussion.

13 Minutes

a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.

b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 8(a)(iv) above.

c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution, and shall be signed by the Chairperson of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the Chairperson of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:
"The Chairperson of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his/her view was not upheld by the majority of the ( ) and the minutes are confirmed as an accurate record of the proceedings."

e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

14 Disorderly conduct

a No person(s) shall obstruct the transaction of business at a meeting or behave offensively or improperly.

b If, in the opinion of the Chairperson, there has been a breach of standing order 14(a) above, the Chairperson shall express that opinion and request that person(s) to moderate or improve their conduct. If person(s) disregard the request of the Chairperson to moderate or improve their conduct, any councillor (including the Chairperson) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

c If a resolution made in accordance with standing order 14(b) above, is disobeyed, the Chairperson may take such further steps as may reasonably be necessary to enforce it and/or he/she may adjourn the meeting.

15 Rescission of previous resolutions

a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 8 members of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.

b When a special motion or any other motion moved pursuant to standing order 15(a) above has been disposed of, no similar motion may be moved within a further 6 months.

16 Voting on appointments

a. 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 struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairperson’s casting vote.

17 1Execution and sealing of legal deeds

See also standing order 3(b)(xii) above

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 17(a) above, any two members of the Council, may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

18 Committees and Sub-Committees

See also standing order 1 above

a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.

c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

d The Council may appoint standing committees or other committees, as may be necessary, and:

i. shall determine their terms of reference;
ii. may permit Committees to determine the dates of their meetings;
iii. 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;
iv. 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 5 days before the meeting that they are unable to attend;
v. an ordinary member of a Committee who has been replaced at a meeting by a substitute member (in accordance with standing order 18(d)(iv) 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; and
vi. may in accordance with standing orders, dissolve a Committee at any time.

19 Extraordinary meetings and urgent decisions

See also standing order 1 above

a The Chairperson of the Council may convene an extraordinary meeting of the Council at any time.

b If the Chairperson 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 two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place, and agenda for such a meeting must be signed by the two Councillors.

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

d If the Chairperson of a Committee (or a sub-committee) does not call an extraordinary meeting within 7 days of having been requested by to do so by 2 Councillors, 2 Councillors may convene an extraordinary meeting of a Committee (or a sub-committee). The statutory public notice giving the time, venue, and agenda for such a meeting must be signed by 2 Councillors.

e If an urgent decision on a matter is required, the Chair (or the Clerk at the discretion of the Chair) will email information to members, requesting a Yes, No or Abstain response within 24 hours. Failing to respond would result in an abstention. A text would also be sent to all Councillors asking them to check their emails.

20 Estimates/precepts

a **The Council shall approve written estimates for the coming financial year** by the end of December.

b 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 November.

21 Canvassing of and recommendations by councillors

c Canvassing Councillors or the members of a Committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

d A Councillor or a member of a Committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience, or character for submission to the Council with an application for appointment.

c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

22 Inspection of documents

a Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his/her/their official duties (but not otherwise), inspect any document in the possession of the Council or a Committee or a sub-committee, and request a copy for the same purpose.

23 Unauthorised activities

a Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a Committee, or a sub-committee:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or

ii. issue orders, instructions, or directions.

24 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 ad 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 the period (eg the Limitation Act 1980).**

c **The agenda papers that support the agenda and 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.

e A Councillor in breach of the provisions of standing order 24(d) above may be removed from a Committee or a sub-committee by a resolution of the Council.

25 Matters affecting council employees

a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council or Committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(d above.

b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chairperson of the Parish Council (or, in his/her absence, the Vice-Chairperson of the Parish Council) of any absence occasioned by illness or urgency and that person shall report such absence to Parish Council.

c The Resources Committee shall upon a resolution conduct a review of the performance and/or appraisal of the Council's employees and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by the Parish Council.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chairperson of Parish Council or in his/her absence, the Vice-Chairperson of Parish Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Parish Council.

e Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by a Council employee relates to the Chairperson or Vice-Chairperson the Parish Council, this shall be communicated to another member of Parish Council and shall be reported back and progressed by resolution of the Parish Council.

f Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance, and disciplinary matters.

g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.

h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.

i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 25(g) and (h) above if so justified.

j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 25(g) and (h) above shall be provided only to the Clerk/Assistant Clerk and the Chairperson of the Council.

26 Responsibilities to provide information

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.**

27 Responsibilities under Data Protection Legislation

a. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.

b The Council shall have a written policy in place for responding to and managing a personal data breach.

c 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.

d 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.

e **The Council shall maintain a written record of its processing activities.**

28 Relations with the press/media

a 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.

b 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 unless agreed by the Council.

29 Liaison with Borough Councillors

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Councillors of the Borough Council representing its electoral ward.

30 Variation, revocation, and suspension of standing orders

a 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.

b 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, the written notice whereof bears the names of at least 4 Councillors.

31 Standing orders to be given to Councillors

a The Proper Officer shall provide a copy of the Council's standing orders to a Councillor upon delivery of his/her declaration of acceptance of office.

b The Chairperson's decision as to the application of standing orders at meetings shall be final.

c A Councillor's failure to observe standing orders more than 3 times in one meeting may result in him/her/them being excluded from the meeting in accordance with standing order.