

SNETTISHAM PARISH COUNCIL STANDING ORDERS

I	RULES OF DEBATE	2
II	DISORDERLY CONDUCT	3
III	MEETINGS	3
IV	PUBLIC PARTICIPATION	4
V	PRESS ACCESS	4
VI	MINUTES	4
VII	GROUPS WITHIN COUNCIL	5
VIII	COUNCILLORS	6
IX	ORDINARY COUNCIL MEETINGS	6
X	EXTRAORDINARY MEETINGS	7
XI	MOTIONS AND RESOLUTIONS	8
XII	CODE OF CONDUCT, DISPENSATIONS AND CONFIDENTIALITY	9
XIII	FINANCE AND LEGAL	10
XIV	COUNCIL OFFICERS	10
XV	HANDLING STAFF MATTERS	11
XVI	COMMUNICATIONS WITH PRESS, PUBLIC AND OTHER BODIES	11
XVII	CLOSING MEETINGS	12
XVIII	GENERAL	12

These standing orders were adopted at the meeting on 5.10.2016

SECTION I – RULES OF DEBATE

- 1) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- 2) A motion or amendment shall not be progressed unless it has been moved and seconded.
- 3) A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- 4) If a motion or amendment has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- 5) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- 6) If an amendment to the original motion is carried, the amended motion becomes the substantive motion upon which further amendment(s) may be moved.
- 7) An amendment shall not be considered once a vote on the original motion has been called.
- 8) A councillor may move an amendment to his 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.
- 9) 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.
- 10) Subject to Standing Order 11 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.
- 11) 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.
- 12) A councillor may not move more than one amendment to an original or substantive motion.
- 13) The mover of an amendment has no right of reply at the end of debate on it.
- 14) 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 of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- 15) Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - a) to speak on an amendment moved by another councillor;
 - b) to move or speak on another amendment if the motion has been amended since he last spoke;
 - c) to make a point of order;
 - d) to give a personal explanation; or
 - e) in exercise of a right of reply.
- 16) 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 other irregularity in the proceedings of the meeting he is concerned by.
- 17) A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- 18) When a motion is under debate, no other motion shall be moved or discussed except:
 - a) to amend the motion;
 - b) to proceed to the next business;
 - c) to adjourn the debate;

- d) to put the motion to a vote;
 - e) to ask a person to be no longer heard or to leave the meeting;
 - f) to refer a motion to a group for consideration;
 - g) to exclude the public and press;
 - h) to adjourn the meeting; or
 - i) to suspend (a) Standing Order(s) where allowed
- 19) 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 right of reply.
- 20) Excluding motions moved under Standing Order 18 above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.

SECTION II – DISORDERLY CONDUCT

- 21) The Chairman shall require anyone interrupting the meeting or behaving in an offensive or improper manner to cease such behaviour.
- 22) If such behaviour does not cease on a further warning, any councillor may move that the person concerned be excluded from the meeting immediately; such a motion need not be seconded and shall be voted on without discussion.
- 23) If necessary, the meeting should be suspended until it can be resumed in an orderly fashion.

SECTION III – MEETINGS

- 24) **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.**
- 25) **The minimum three 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.**
- 26) **The quorum for a Full Council meeting is five members. 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.
- 27) **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors present and voting.**
- 28) **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 vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- 29) **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if appointed, 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.** This shall be the first order of business.
- 30) **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 casting vote whether or not he gave an**

original vote. See Standing Orders below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.

- 31) Anyone wishing to speak should indicate so by raising their hand.
- 32) All comments should be addressed via the Chairman.
- 33) Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman shall direct the order of speaking.
- 34) A meeting, wherever possible, shall not exceed a period of two hours.
- 35) The summons for a meeting shall be valid if sent to councillors by email in due time (or in hard copy to those who request it), provided that it is also published on the Council Noticeboard(s)

SECTION IV – PUBLIC PARTICIPATION

- 36) **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.** If this notice is given on the agenda, such resolution shall be deemed to have been approved.
- 37) Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. They may only do so in the time set aside on the agenda, unless the meeting is suspended by the Chairman to allow such participation.
- 38) The period of time designated for public participation at a meeting shall not exceed twenty minutes unless directed by the chairman of the meeting. Individuals should not speak for more than three minutes.
- 39) 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.

SECTION V – PRESS ACCESS

- 40) **Under 2014 regulations meetings may be photographed, recorded and transmitted by the press or members of the public at any time.** Notwithstanding this, anyone doing so should note that disturbing the meeting is covered by Standing Orders relating to disorderly conduct. Council requests that anyone doing so:
 - a) informs the Chairman prior to the start of the meeting; and
 - b) informs Council of any public presentation of such recordings, and where this may be found.
- 41) **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.**

SECTION VI – MINUTES

- 42) The minutes of a meeting shall include an accurate record of the following:
 - a) the time and place of the meeting;
 - b) the names of councillors present and absent;
 - c) interests that have been declared by councillors;

- d) whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - e) if there was a public participation session; and
 - f) the resolutions made.
- 43) The Clerk should endeavour to produce draft minutes promptly, and copy to all councillors. Corrections for factual accuracy should be made at this point; corrections of interpretation shall be discussed at the following meeting.
- a) Unless a correction is proposed, 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. Otherwise a resolution to accept must be passed.
 - b) A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 68a.
 - c) Approved minutes, however agreed, 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 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 these minutes are 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) Once signed, matters arising from the minutes may be discussed but for information only.
 - f) Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes, handwritten notes or recordings of the meeting for which approved minutes exist shall be destroyed.
 - g) Where practical, minutes should be approved at the next ordinary meeting of Full Council.

SECTION VII – GROUPS WITHIN THE COUNCIL

- 44) Following a Council decision of 18th April 2013, the only committee of Council is the Finance Committee, which consists of all members. This follows all rules applicable to Full Council except that the only automatic agenda items shall be apologies for absence and declarations of interest.
- 45) This Committee, or Council, shall appoint a panel of three councillors to act as an internal audit group.
- 46) The Finance Committee may make binding resolutions. Decisions of all other groups are recommendations which must be considered and resolved by Full Council, excepting:
- a) some limited spending matters as may from time to time be included in Financial Regulations; in this case only councillors may vote;
 - b) where Council has delegated specific decisions by resolution or in applicable terms of reference.
- 47) The Support Group (SG) is the principal group within the Council.
- a) SGs have a quorum of half the members of the group (minimum three);
 - b) SGs shall appoint a Lead Councillor, if not appointed by Council, who will call and chair meetings and, in the absence of the Clerk, produce notes. These notes are forwarded to all councillors.
 - c) If the Lead Councillor is unwilling or unable to call a meeting, the Chair of Council may do so, and should chair that meeting.

- d) After each meeting the Lead Councillor shall make a report at the next Full Council. This may include a written report.
 - e) Notice of meetings must be given to the Clerk to allow three working days' public notice of the meeting; this shall include an agenda to allow public submissions on items included.
 - f) SG meetings may be attended by members of the public giving 48 hours' notice to the Clerk, or by invitation of the Lead Councillor. Meetings may be closed to the public on the usual legal grounds, but must still be announced.
 - g) Within budgets allocated for the year, SGs shall always have the authority to direct existing contractors to change the details of their regular work.
- 48) Working Groups (WGs) may be formed which deal with a specific issue. These may include non-councillors with voting rights.
- a) WGs have a quorum of three.
 - b) WG meetings are not open to the public, unless specifically invited.
 - c) Notice of meetings shall be at the convenience of members, and the Clerk informed.
 - d) Reports of meetings shall be made to the appropriate SG or Full Council.
 - e) Once the issue has been completed, WGs will be dissolved by notice of the Clerk at Full Council, unless a councillor objects; in this case a vote shall be taken.
- 49) Both SG and WG meetings shall include apologies for absence and declarations of interest.

SECTION VIII – COUNCILLORS

- 50) **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**
- 51) Unless authorised by a resolution or relevant terms of reference, no councillor shall:
- a) inspect any land and/or premises which the council has a right or duty to inspect; or
 - b) issue orders, instructions or directions.
- 52) **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

SECTION IX – ORDINARY COUNCIL MEETINGS

- 53) Ordinary meetings are called by the Clerk (or in his absence the Chairman) on dates previously agreed by Council. This date may be changed by agreement between the Clerk and Chairman to ensure maximum attendance, or for other operational reasons. Notice of such a change must be made publicly and to all those summoned or invited as soon as possible.
- 54) **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.**
- 55) **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.**
- 56) Unless otherwise agreed, Full Council meetings take place at 7.30pm in the Memorial Hall, on the first Wednesday of each month.
- 57) **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.**

- 58) **The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.**
- 59) **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- 60) **The Vice-Chairman of the Council, if any, unless he 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.**
- 61) **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.**
- 62) **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.**
- 63) Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:
 - a) **In an election year, delivery by the Chairman 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 Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
 - b) Confirmation of the accuracy of the minutes of the last meeting of the council;
 - c) Receipt of any outstanding reports or notes of Council groups;
 - d) Consideration of any outstanding recommendations of Council groups;
 - e) Review of delegation arrangements to groups or staff;
 - f) Review of the terms of reference for groups;
 - g) Appointment of members to existing groups;
 - h) Consideration of present and additional groups;
 - i) Review and adoption of appropriate Standing Orders and financial regulations;
 - j) Review of representation on or work with external bodies and arrangements for reporting back;
 - k) 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;
 - l) Review of inventory of land and assets including buildings and office equipment;
 - m) Confirmation of arrangements for insurance cover in respect of all insured risks;
 - n) Review of the council's and/or staff membership of and subscriptions to other bodies;
 - o) Review of the council's complaints procedure;
 - p) Review of the council's procedures for handling requests made under relevant Freedom of Information and Data Protection Acts;
 - q) Review of the council's policy for dealing with the press/media; and
 - r) Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

SECTION X – EXTRAORDINARY MEETINGS

- 64) **The Chairman of the Council may convene an extraordinary meeting of the council at any time.**
- 65) **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- 66) For Extraordinary meetings the only automatic agenda items shall be apologies for absence and declarations of interest.

SECTION XI – MOTIONS AND RESOLUTIONS

- 67) A motion shall relate to the responsibilities of the meeting which it is tabled for 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.
- 68) No motion may be moved at a meeting unless it is on the agenda except those:
 - a) to correct an inaccuracy in the draft minutes of a meeting;
 - b) to move to a vote;
 - c) to defer consideration of a motion;
 - d) to refer a motion to a group;
 - e) to appoint a person to preside at a meeting;
 - f) to change the order of business on the agenda;
 - g) to proceed to the next business on the agenda;
 - h) to require a written report;
 - i) to appoint a group and its members;
 - j) to extend the time limits for speaking;
 - k) to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - l) to not hear further from a councillor or a member of the public;
 - m) to exclude a councillor or member of the public for disorderly conduct;
 - n) to temporarily suspend the meeting;
 - o) to suspend a particular Standing Order (unless it reflects mandatory statutory requirements);
 - p) to adjourn the meeting; or
 - q) to close a meeting.
- 69) Any councillor may propose a motion for inclusion to the Proper Officer. Such requests should ordinarily be granted; discussion should take place on any changes, deferrals or removals.
- 70) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least two-thirds of current councillors (minimum five) to be given to the Proper Officer.
- 71) When a motion moved following Standing Order 70 above has been disposed of, no similar motion may be moved within a further six months.
- 72) Where more than two 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. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

SECTION XII – CODE OF CONDUCT, DISPENSATIONS AND CONFIDENTIALITY

- 73) All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- 74) Unless he 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 has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- 75) Unless he 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 has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- 76) **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.
- 77) A decision as to whether to grant a dispensation shall be made by a meeting of the council, or group for which the dispensation is required and that decision is final.
- 78) A dispensation request shall confirm:
 - a) the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - b) the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - c) the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - d) an explanation as to why the dispensation is sought.
- 79) Subject to Standing Orders 76 and 78 above, dispensations requests shall be considered at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required.
- 80) **A dispensation may be granted in accordance with Standing Order 77 above if having regard to all relevant circumstances the following applies:**
 - 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 or**
 - b) **granting the dispensation is in the interests of persons living in the council's area or**
 - c) **it is otherwise appropriate to grant a dispensation.**
- 81) Automatic dispensation: to allow discussion of the Annual Budget and Precept, all councillors are granted a dispensation to discuss and vote on these matters.
- 82) The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- 83) Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

- 84) 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 Orders 82 and 83 above, report this to the council.
- 85) Where the notification in Standing Order 84 above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of 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 what action, if any, to take in accordance with Standing Order 85 below.
- 86) The council may:
- a) provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - b) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- 87) 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.

SECTION XIII – FINANCE AND LEGAL

- 88) Council will ensure that it has in place Financial Regulations, and that these are reviewed regularly for effectiveness. These shall cover all financial, budgetary and procurement matters, including the granting of contracts for services.
- 89) A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- 90) **Subject to Standing Order 89 above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

SECTION XIV – COUNCIL OFFICERS

- 91) The Proper Officer shall be either the Clerk or other individual nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- 92) The Proper Officer shall:
- a) **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - b) facilitate inspection of the minute book by local government electors;
 - c) **receive and retain copies of byelaws made by other local authorities;**
 - d) retain acceptance of office forms from councillors;
 - e) retain a copy of every councillor's register of interests;
 - f) assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
 - g) receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - h) manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
 - i) arrange for legal deeds to be executed;

- j) 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;
 - k) record every planning application notified to the council and the council's response to the local planning authority;
 - l) refer a planning application received by Council to all members for consideration under Council's relevant policy, or allow a suitable meeting to be called;
 - m) manage access to information about the council via the publication scheme.
- 93) The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

SECTION XV – HANDLING STAFF MATTERS

- 94) Any matter personal to a member of staff is subject to Standing Orders 82 and 83 above.
- 95) Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the Chairman and Vice-Chairman of Council of any such absence.
- 96) The Personnel Group should conduct a review of the performance and annual appraisal of the work of the Clerk. Such reviews and appraisal shall be reported in writing to Council. Day-to-Day line management of the Clerk shall be the responsibility of the Chairman.
- 97) Appraisals of other staff members shall be conducted by the Clerk and written reports made to the Personnel Group.
- 98) All grievance matters shall be dealt with according to Council's established policies.
- 99) Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- 100) The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected.
- 101) Only persons with line management responsibilities shall have access to staff records referred to in Standing Orders 99 and 100 above if so justified.
- 102) Access and means of access by keys and/or computer passwords to records of employment referred to in Standing Orders 99 and 100 above shall be provided only to the Clerk, Chairman and Vice-Chairman.

SECTION XVI – COMMUNICATION WITH PRESS, PUBLIC AND OTHER BODIES

- 103) Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under relevant Freedom of Information and Data Protection Acts.
- 104) Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to Council, which shall do whatever is required to facilitate compliance with the relevant legislation.
- 105) Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media. The Clerk is Council's nominated press

officer. In his absence the Chair may respond to requests - any such response must be to state Council's agreed policies.

- 106) An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the council.
- 107) Unless the council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the council.

SECTION XVII – CLOSING MEETINGS

- 108) The Chairman may at his discretion, with or without the suggestion of a fellow councillor, close the meeting to allow contributions which would otherwise be inadmissible, provided that no decisions are made during this period.
- 109) Public questions, and contributions by County and Borough councillors or other invited speakers, if included on the agenda, do not require the closure of the meeting.
- 110) It should be noted that without closure of the meeting all contributions are deemed public and are subject to Standing Orders in all regards. This includes recording and minuting.
- 111) From time to time Council may require the Clerk to produce a written response to consultations etc. In this case the draft response, based on views expressed at a meeting and/or in line with previous policy, should be circulated to Councillors prior to sending, and amendments and additions incorporated. Unless there is express discontent with the response, there shall be no need for a further meeting.

SECTION XVIII - GENERAL

- A. All or part of a Standing Order, except one that incorporates mandatory statutory 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 add to or vary or revoke one or more of the council's Standing Orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least three councillors to be given to the Proper Officer in accordance with Standing Order 69 above. This shall be communicated immediately to all councillors, and considered at the next meeting.
- C. The Proper Officer shall provide a copy of the council's Standing Orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- D. The decision of the chairman of a meeting as to the application of Standing Orders at the meeting shall be final.
- E. "Group" refers to any subsidiary group of Council – Committee, Support Group or Working Group.
- F. If Standing Orders are not specified for a Group, those applying to Full Council shall apply.
- G. The sharing of information required in these Standing Orders is a minimum; ideally as much information as possible should be shared with councillor colleagues and the public.
- H. No language used in these orders or any other Council policies etc. should be construed to imply any limitations within current discrimination law: e.g. "him" implies "her" as appropriate.
- I. In the event of any conflict with other policies, these Standing Orders shall take precedence until such time as the conflict is resolved by Council.

- J. In the event that a policy is not in place, or has been rendered out of date, the relevant NALC specimen policy shall be used.

These standing orders were adopted at a meeting on 5th October, 2016, minute ref:
2016.10.05.10.d.ii

Additional notes relating to Council decisions which are not covered/rescinded above:

In July 2015 Council agreed that the Chair could authorise training courses to the value of £250, subject to the Clerk's confirmation that budget was available, to enable courses to be booked at short notice.