FELIXSTOWE
TOWN COUNCIL

Standing Orders

These Standing Orders apply to all meetings of the Council and its Committees

How to use standing orders

Standing orders are the written rules of a local Council. They are used to confirm a Council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of a Council but they may refer to them. A local Council must have standing orders for the procurement of contracts.

Meetings of full Council, Councillors, the Responsible Financial Officer and Proper Officer are subject to many statutory requirements. A Council should have standing orders to confirm those statutory requirements. A Council should have standing orders to control the number, place, quorum, notices and other procedures for Committee and Sub-Committee meetings because these are subject to fewer statutory requirements. If it does not, Committees and Sub-Committees may adopt their own standing orders.

Standing orders that are in bold type contain statutory requirements. It is recommended that Councils adopt them without changing them. Other model standing orders not in bold are designed to help Councils operate effectively but do not contain statutory requirements so they may be adopted as drafted or amended to suit a Council's needs. For convenience, the word "Councillor" is used in standing orders and includes a non-Councillor with or without voting rights unless otherwise stated.

The standing orders do not include financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local Council. The financial regulations, as opposed to the standing orders of a Council, include most of the requirements relevant to the Responsible Financial Officer.

These Standing Orders are based on the most recent NALC model published in July 2018. Felixstowe Town Council reviews its Standing Orders annually, confirming them at the Annual Council Meeting each May, and may be updated as necessary by Council during the year.

List of standing orders

1.	Rules of debate at meetings	3
2.	Disorderly conduct at meetings	4
3.	Meetings generally	4
4.	Committees and Sub-Committees	7
5.	Ordinary Council meetings	8
6.	Extraordinary meetings of the Council and Committees and Sub-Committees	9
7.	Previous resolutions	10
8.	Voting on appointments	10
9.	Motions for a meeting that require written notice to be given to the Proper Officer	11
10.	Motions at a meeting that do not require written notice	11
11.	Management of information	11
12.	Draft minutes	12
13.	Code of conduct and dispensations	12
14.	Code of conduct complaints	13
15.	Proper Officer	13
16.	Responsible Financial Officer	15
17.	Accounts and accounting statements	15
18.	Financial controls and procurement	15
19.	Handling staff matters	17
20.	Responsibilities to provide information	18
21.	Responsibilities under Data Protection Legislation	18
22.	Relations with the press/media	18
23.	Execution and sealing of legal deeds	18
24.	Communicating with District and County or Unitary Councillors	18
25.	Restrictions on Councillor activities	18
26.	Questions to the Mayor	18
27.	Presentations to Council	18

Standing Orders of Felixstowe Town Council

1. Rules of debate at meetings

a	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.
b	A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
c	A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
d	If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
e	An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
f	If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
g	An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairman of the meeting, is expressed in writing to the Chairman.
h	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.
i	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.
j	Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
k	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.
l	A Councillor may not move more than one amendment to an original or substantive motion.
m	The mover of an amendment has no right of reply at the end of debate on it.
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 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.
o	Unless permitted by the Chairman of the meeting, a Councillor may speak once in the debate on a motion except:
	i. to speak on an amendment moved by another Councillor;
	ii. to move or speak on another amendment if the motion has been amended since he last spoke;
	iii. to make a point of order;

	iv.	to give a personal explanation; or
	v.	in exercise of a right of reply.
p	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.	
q	A point of order shall be decided by the Chairman of the meeting and his decision shall be final.	
r	When a motion is under debate, no other motion shall be moved except:	
	i.	to amend the motion;
	ii.	to proceed to the next business;
	iii.	to adjourn the debate;
	iv.	to put the motion to a vote;
	v.	to ask a person to be no longer heard or to leave the meeting;
	vi.	to refer a motion to a Committee or Sub-Committee for consideration;
	vii.	to exclude the public and press;
	viii.	to adjourn the meeting; or
	ix.	to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
s	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.	
t	Excluding motions moved understanding order 1(r) above, 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 Chairman of the meeting.	

2. Disorderly conduct at meetings

a	No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
b	If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any Councillor or the Chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
c	If a resolution made under standing order 2(b) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

	Full Council meetings
	Committee meetings
	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 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.**

c The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.

d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e During the time set aside for public forum, members of the public may ask the Council a question on any matter relating to the town of Felixstowe.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the Chairman of the meeting.

g Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes. Members of the public may ask one question, and not ask another until all others wishing to ask a question have been permitted to do so.

h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.

i A person shall raise his hand when requesting to speak and, at meetings of the Full Council, stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct his comments to the Chairman of the meeting.

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

l **Subject to standing order 3(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 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 with 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 Mayor may in his/her absence be done by, to or before the Deputy Mayor.**

p **The Mayor, or Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Deputy Mayor, or Vice-Chairman, if present, shall preside. If both the Mayor or Chairman and the Deputy Mayor or Vice-Chairman 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 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/her casting vote whether or not he/she gave an original vote.** *See standing orders 5(h) and (i) below for the different rules that apply in the election of the Mayor at the annual meeting of the Council.*

s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether**

each Councillor present and voting gave his/her vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:
   i. the time and place of the meeting;
   ii. the names of Councillors present and absent;
   iii. interests that have been declared by Councillors and non-Councillors with voting rights;
   iv. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
   v. if there was a public participation session; and
   vi. the resolutions made.

u **A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

v **No business may be transacted at a meeting unless at least one-third of the whole number of Members of the Council are present and in no case shall the quorum of a meeting be less than three.** *See standing order 4d(viii) below for the quorum of a Committee or Sub-Committee meeting.*

w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of 2 hours unless the Council, or Committee agree to extend the meeting time.

4. Committees and Sub-Committees

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.	shall determine the number and time of the ordinary meetings of a standing Committee up until the date of the next annual meeting of full Council;
	iii.	shall permit a Committee, other than in respect of the ordinary meetings of a Committee, to determine the number and time of its meetings;
	iv.	shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of Members of such a Committee;
	v.	shall, after it has appointed the Members of a standing Committee, appoint the Chairman and Vice-Chairman of the standing Committee;
	vi.	shall permit a Committee other than a standing Committee, to appoint its own Chairman at the first meeting of the Committee;
	vii.	shall determine the place, notice requirements and quorum for a meeting of a Committee and a Sub-Committee which, in both cases, shall be no less than three;
	viii.	shall determine if the public may participate at a meeting of a Committee;
	ix.	shall determine if the public and press are permitted to attend the meetings of a Sub-Committee and also the advance public notice requirements, if any, required for the meetings of a Sub-Committee;
	x.	shall determine if the public may participate at a meeting of a Sub-Committee that they are permitted to attend;
	xi.	may dissolve a Committee or Sub-Committee; and,
	xii.	shall appoint Members so that the Membership of Committees broadly represents the political make-up of the Town Council

5. Ordinary Council meetings

a	**In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
b	**In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council decides.**
c	**If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
d	**In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
e	**The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor of the Council.**
f	**The Mayor, 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.**
g	**The Deputy Mayor unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor at the next annual meeting of the Council.**
h	**In an election year, if the current Mayor has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but must give a casting vote in the case of an equality of votes.**
i	**In an election year, if the current Mayor has been re-elected as a member of the**

	Council, he/she shall preside at the annual meeting until a new Mayor has been elected. He may exercise an original vote in respect of the election of the new Mayor and shall give a casting vote in the case of an equality of votes.
j	Following the election of the Mayor and Deputy Mayor of the Council at the annual meeting of the Council, the business of the annual meeting shall include:	
	i.	**In an election year, delivery by the Mayor 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 Mayor of his 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;
	iii.	Receipt of the minutes of the last meeting of a Committee including Chairman's explanation and pertinent questions to the Chairman;
	iv.	Consideration of the recommendations made by a Committee;
	v.	Review of delegation arrangements to Committees, Sub-Committees, staff and other local authorities;
	vi.	Review of the terms of reference for Committees;
	vii.	Appointment of Members to existing Committees;
	viii.	Appointment of any new Committees in accordance with standing order 4 above;
	ix.	Review and adoption of appropriate standing orders and financial regulations;
	x.	Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
	xi.	Review of representation on or work with external bodies and arrangements for reporting back;
	xii.	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;
	xiii.	Review of inventory of land and assets including buildings and office equipment;
	xiv.	Confirmation of arrangements for insurance cover in respect of all insured risks;
	xv.	Review of the Council's and/or staff subscriptions to other bodies;
	xvi.	Review of the Council's complaints procedure;
	xvii.	Review of the Council's procedures and practices in respect of its obligations under the Freedom of Information and Data Protection legislation (see also standing orders 11, 20 and 21);
	xviii.	Review of the Council's policy for dealing with the press/media;
	xix.	Determining the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council.

6. Extraordinary meetings of the Council and Committees and Sub-Committees

a	**The Mayor may convene an extraordinary meeting of the Council at any time.**
b	**If the Mayor does not 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.**

c	The Chairman of a Committee or a Sub-Committee may convene an extraordinary meeting of the Committee or the Sub-Committee at any time.
d	If the Chairman 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 2/3rds of the Members of the Committee or the Sub-Committee, any 3 Members of the Committee and the Sub-Committee may convene an extraordinary meeting of a Committee and a Sub-Committee.

7. Previous resolutions

a	A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 9 Councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a Committee or a Sub-Committee.
b	When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

a	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.

9. Motions for a meeting that require written notice to be given to the Proper Officer

a	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.
b	No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the 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 on the agenda received in accordance with standing order 9(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 9(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 at least 7 clear days before the meeting so that it can be understood.
e	If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
f	The decision of the Proper Officer as to whether or not to include the motion on the

	agenda shall be final.	
g	Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.	
h	Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.	

10. Motions at a meeting that do not require written notice

a	The following motions may be moved at a meeting without written notice;	
	i.	to correct an inaccuracy in the draft minutes of a meeting;
	ii.	to move to a vote;
	iii.	to defer consideration of a motion;
	iv.	to refer a motion to a particular Committee or Sub-Committee;
	v.	to appoint a person to preside at a meeting;
	vi.	to change the order of business on the agenda;
	vii.	to proceed to the next business on the agenda;
	viii.	to require a written report;
	ix.	to appoint a Committee or Sub-Committee and their Members;
	x.	to extend the time limits for speaking;
	xi.	to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
	xii.	to not hear further from a Councillor or a member of the public;
	xiii.	to exclude a Councillor or member of the public for disorderly conduct;
	xiv.	to temporarily suspend the meeting;
	xv.	to suspend a particular standing order (unless it reflects mandatory statutory requirements);
	xvi.	to adjourn the meeting; or
	xvii.	to close a meeting.

11. Management of information

See also standing order 20.

a	**The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
b	**The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
c	The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

d	Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. Draft minutes

a	If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
b	There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
c	The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
d	If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect: "The Chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
e	**If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
f	Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(u) above.	
a	All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council.
b	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/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
c	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/she has another interest if so required by the Council's code of conduct. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
d	**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.
e	A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.

f	A dispensation request shall confirm:	
	i.	the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
	ii.	whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
	iii.	the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
	iv.	an explanation as to why the dispensation is sought.
g	Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required .	
h	**A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**	
	i.	**without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
	ii.	**granting the dispensation is in the interests of persons living in the Council's area; or**
	iii.	**it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

a	Upon notification by the District Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Council.	
b	Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor 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 14(d) below.	
c	The Council may:	
	i.	provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is a legal requirement;
	ii.	seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
d	**Upon notification by the District Council that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**	

15. Proper Officer

a	The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.	
b	The 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 residence 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 agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**
See standing order 3(b) above for the meaning of clear days for a meeting of a full Council and standing order 3(c) above for the meaning of clear days for a meeting of a Committee.	
ii.	subject to standing order 9 above, include on the agenda all motions in the order received unless a Councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it;
iii.	**convene a meeting of Council for the election of a new Mayor, occasioned by a casual vacancy in his office;**
iv.	**facilitate inspection of the minute book by local government electors;**
v.	**receive and retain copies of byelaws made by other local authorities;**
vi.	hold acceptance of office forms from Councillors;
vii.	hold a copy of every Councillor's register of interests;
viii.	assist with responding to requests made under the Freedom of Information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
ix.	liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
x.	receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
xi.	assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the 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; (s*ee also standing order 23);.*
xiii.	arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
xiv.	record every planning application notified to the Council and the Council's response to the local planning authority;
xv.	refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman of the Planning & Environment Committee within two 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 Planning & Environment Committee;
xvi.	manage access to information about the Council via the publication scheme; and
xvii.	retain custody of the seal of the Council which shall not be used without a resolution to that effect(*see also standing order 2 below).*

16. 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.

17. Accounts and accounting statements

a	"Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).	
b	All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.	
c	The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:	
	i.	the Council's receipts and payments for each quarter;
	ii.	the Council's aggregate receipts and payments for the year to date;
	iii.	the balances held at the end of the quarter being reported
and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.		
d	As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:	
	i.	each Councillor with a statement summarising the Council's receipts and payments for the last quarter and the year to date for information; and
	ii.	to the full Council the accounting statements for the year in the form of Section 2 of the annual governance and Accountability Return, as required by proper practices, for consideration and approval.
e	The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual governance and accountability return shall be presented to each Councillor before the end of the following month of May. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.	

18. Financial controls and procurement

a	The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:	
	i.	the 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** 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 in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity 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	**A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £ 189,330 for a public service or supply contract or in excess of £ 4,733,252 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
	g	**A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £ 378,860 for a supply, services or design contract; or in excess of £ 4,733,252 for a works contract; or £ 663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other**

	requirements in the Utilities Contracts Regulations 2016.
19.	**Handling staff matters**
a	A matter personal to a member of staff that is being considered by a meeting of Council OR the Personnel Committee is subject to standing order 11 above.
b	All staff shall be provided with an annual appraisal.
c	Any grievances by staff shall be considered in accord with the Council's adopted Grievance Procedure.
d	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.
e	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 and encrypted.
f	Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(d) and (e) above if so justified.
g	Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(d) and (e) above shall be provided only to the Town Clerk and the Chairman of the Personnel Committee.
20.	**Responsibilities to provide information** ***See also standing order 21***
a	**In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
b	**The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**.
21.	**Responsibilities under Data Protection Legislation** (Below is not an exclusive list).*See also standing order 11*
a	**The Council may appoint a Data Protection Officer.**
b	**The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
c	**The Council shall have a written policy in place for responding to and managing a personal data breach.**
d	**The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e	**The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
f	**The Council shall maintain a written record of its processing activities.**

22. Relations with the press/media

a	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.

23. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

a	A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
b	**Subject to standing order 23(a) above, any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. Communicating with District and County Councillors

a	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.
b	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.

25. Restrictions on Councillor activities

a.	Unless authorised by a resolution, no Councillor shall:
	i. inspect any land and/or premises which the Council has a right or duty to inspect; or
	ii. issue orders, instructions or directions.

26. Questions to the Mayor

At a meeting of Full Council, questions may be put by Councillors to the Mayor provided that seven days' notice has been given of the question. The Mayor may give a verbal or written response at the meeting; any such written response to form part of the minutes of the meeting.

27. Presentations to Council

External organisations will be permitted, if invited, to make presentations to a meeting of the Council or a Committee.

The Town Clerk, in conjunction with the Mayor or Chairman of the relevant Committee,

	will determine whether an organisation may make a presentation.
	Both Councillors and the public may be invited to question the presenter, subject to the existing rules on public participation.

28. Standing orders generally

a	All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, 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 or legal requirements, shall be proposed by a special motion, the written notice by at least 3 Councillors to be given to the Proper Officer in accordance with standing order 9 above.
c	The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible after he/she 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.