

HOPTON-ON-SEA PARISH COUNCIL

STANDING ORDERS

Revision	Date	Description
0	30/07/2012	Adopted by Council
1	13/08/2012	SO 30 deleted
2	08/10/2012	SO 27 amended
3	08/07/2013	SO 27 (c) (ii) deleted
4	11/05/2015	SO 27 amended
5	12/09/2016	Full review and amendments to various SO's
6	12/12/2016	SO 17 (c) amended
7	12/03/2017	Fully reviewed and amended in line with NALC recommendation
8	02/04/2017	Comments of Proper Officer and Policies & Finance Committee incorporated

9	17/04/2018	Amended 15 b) ix and 20 a) and b) to incorporate reference to GDPR. Amended 18 f) with updated financial thresholds
10	02/12/2019	Fully reviewed. No amendments.
11	12/10/2020	Amendments to SO3 to incorporate new 3a), b) and c) to comply with new Regulations to hold remote meetings (COVID-19 compliant)
12	08/11/2021	Reviewed and approved
13	12/12/2022	Reviewed and approved
14	11.03.2024	Reviewed and approved

These Standing Orders were adopted by the Hopton-on-Sea Parish Council at its Meeting held on 14 May 2018.

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Note: In the following document standing orders highlighted by bold text contain statutory requirements.

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- c) A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
- d) If a motion, including an amendment, has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.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 amended motion becomes the substantive motion upon which further amendment(s) may be moved.
- g) An amendment shall not be considered unless notice of it is given at the meeting.

- h) A Councillor may move an amendment to their 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) 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 they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- m) A point of order shall be decided by the Chairman of the meeting and their decision shall be final.
- n) 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 requirements.
- o) 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 their right of reply.
- p) Excluding motions moved under standing order 1(n) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion.

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 GENERAL STANDING ORDERS

- a) **On 4 April 2020 the Government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities (including Parish Councils) to conduct meetings remotely, including ordinary and extra-ordinary meetings, the Annual Parish Council Meeting in May 2021, and any Committee or Sub-Committee meetings.**
- b) **On 1 August 2020 the Government brought in Amendment Regulations to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Regulations).**
- c) **In view of 3.a) and b) above, all meetings are now held remotely via Zoom, with the Zoom link included on the notice of meeting and displayed on the Parish Council's website, to enable members of the public to join in remotely. There is no longer a legal requirement to display a notice of the meeting in the noticeboards.**
- d) **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. (Applicable to full Council Meetings)**
- e) **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. (Applicable to full Council Meetings)**
- f) **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice. (Applicable to Committee Meetings)**
- g) **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. (Applicable to full Council Meetings)**

- h) Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend (subject to 3(d) above) in respect of the business on the agenda at the discretion of the Chairman of the meeting.
- i) A member of the public shall not speak for more than three minutes unless directed to continue by the Chairman of the meeting.
- j) 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.
- k) A person who speaks at a meeting shall direct his comments to the Chairman of the meeting.
- l) Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman of the meeting shall direct the order of speaking.
- m) **Filming, photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted subject to current legislation. (Applicable to all Council Meetings)**
 - n) **Subject to standing order 3(d) above, 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. (Applicable to all Council Meetings)**
- o) **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 ViceChairman of the Council. (Applicable to full Council Meetings)**
 - p) **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting. (Applicable to full Council Meetings)**
- q) **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting. (Applicable to all Council Meetings)**
- 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 casting vote whether or not he gave an original vote.**

See standing orders 5(h) and 5(i) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council. (Applicable to all Council Meetings)

- 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 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. apologies for absence;
 - iv. interests that have been declared by 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. notes on the public participation session; and
 - vii. 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. (Applicable to all Council Meetings)**
- v) **No business may be transacted at a full Council 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 4(d)(v) below for the quorum of a committee or subcommittee 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 a subsequent meeting.**

4. COMMITTEES AND SUB-COMMITTEES

- a) **Unless the Council determines otherwise, a committee may appoint a subcommittee 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 of 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 permit a committee other than a standing committee, to appoint its own Chairman at the first meeting of the committee;
 - v. shall determine the notice requirements and quorum for a meeting of a committee;
 - vi. may dissolve a committee.
- e) The Chairman, or two members of a committee may call a meeting.
- f) There is to be no more than one member from any household in each committee.
- g) Only members of the committee are entitled to vote at a meeting. Other attendees may have an input into the discussions only.
- h) Committees must adhere to the provisions of standing order 11.

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 the 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 6pm.**
- d) **In addition to the Annual Meeting of the Council, at least three other Ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e) **The first business conducted at the Annual Meeting of the Council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.**
- f) **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.**
- g) **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.**

- h) **In an election year, if the current Chairman of the Council has not been reelected 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.**
- i) **In an election year, if the current Chairman of the Council has been reelected 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.**
- j) 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 items (i) to (iv) below. Items (v) to (xix) should be actioned as soon as practicable at subsequent meetings of the Council:
 - i. **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;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meetings of committees;
 - iv. Consideration of the recommendations made by the committees;
 - 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 any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - 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 for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998; xviii. Review of the Council's policy for dealing with the press/media; and xix. Determining the time and place of Ordinary meetings of the full Council up to and including the next Annual Meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL AND COMMITTEES AND SUB-COMMITTEES

- a) **The Chairman of the Council may convene an Extraordinary meeting of the Council at any time.**
- b) **If the Chairman of the Council does not 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.**
- c) The Chairman of a committee may convene an extraordinary meeting of the committee at any time.
- d) If the Chairman of a committee does not or refuses to call an extraordinary meeting within seven days of having been requested to do so by two members of the committee, any two members of the committee may convene an extraordinary meeting of a 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 four 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.
- 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 from 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 seven 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 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 so that it can be understood at least five clear days before the meeting.
- 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) Subject to standing order 9(e) above, 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 and numbered in the order that they are received.
- h) Motions rejected shall be recorded with an explanation by the Proper Officer for their 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 to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting; ii. to approve the accuracy of the minutes of the previous meeting; iii. to dispose of any business remaining from the last meeting; iv. to move to a vote;
 - v. to require a written report; vi. to defer consideration of a motion; vii. to refer a motion to a particular committee; viii. to appoint a person to preside at a meeting; ix. to change the order of business on the agenda; x. to proceed to the next business on the agenda; xi. to appoint a committee and its members; xii. to accept the notes and recommendations from a meeting of a committee; xiii. to dissolve a committee; xiv. to consider a

report or recommendation from an employee or consultant; xv. to answer questions from Councillors; xvi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;

xvii. to not hear further from a Councillor or a member of the public; xviii. to exclude a Councillor or member of the public for disorderly conduct; xix. to temporarily suspend the meeting; xx. to suspend a particular standing order (unless it reflects mandatory statutory requirements);

xxi. to adjourn the meeting; or xxii. to close a meeting.

11. HANDLING CONFIDENTIAL OR SENSITIVE INFORMATION

- a) 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.
- b) Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.
- c) A Councillor in breach of the provisions of standing order 23(b) above may be removed from a committee by a resolution of the Council.

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 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 Hopton Parish Council held on [insert meeting date] in respect of item [insert item number] were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e) Upon 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(r) above.

- a) All Councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council.
- b) All Councillors shall undertake training in the Code of Conduct within one month of the delivery of their acceptance of office form.
- c) Unless granted a dispensation, a Councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest, and return to the meeting after the matter in which the interest was declared is concluded.
- d) Unless granted a dispensation, a Councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which another interest if so required by the Council's Code of Conduct has been declared. They may return to the meeting after it has considered the matter in which the interest was declared.
- 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 the Proper Officer 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 13(e) and 13(g) above, dispensation 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.
- i) **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 or**
 - 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 Borough or County 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 Chairman of Council of this fact, and the Chairman shall nominate another 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 required by law;
 - 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 Borough or County 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 them. 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 full Council or committee serve on Councillors a summons confirming the time, place and the agenda;
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 a meeting of a committee;
 - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the Council (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;
 - iii. subject to standing order 9 above, include on the agenda all motions received unless a Councillor has given written notice at least seven days before the meeting confirming withdrawal of it;
 - iv. **convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in their office;**

- v. facilitate inspection of the minutes by local government electors;
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. retain acceptance of office forms from Councillors;
- viii. retain and maintain a copy of every Councillor's register of interests;
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 (General Data Protection Regulation 2018), 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 and destruction of information held by the Council in paper and electronic form;
- xii. arrange for legal deeds to be executed; *See also standing order 22 below.*
- 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 refer details to the Planning Committee; see standing order 26;
- xiv. manage Council records and access to information about the Council; and
- xv. undertake activity or responsibilities required by resolution or contained within the Standing Orders.

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.

See financial regulation 1.7 for duties of the Responsible Financial Officer.

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.
- 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 each Councillor with a statement summarising the Council's receipts and payments for the last quarter and the year to date for information.
- 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. The Annual Return of the Council, which is subject to external audit, including the Annual Governance Statement, shall be presented to full 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. **procurement and award of contracts covered by the 2015 Regulations which have an estimated value of £25,000 must satisfy the requirements of the 2015 Regulations which includes use of the Contracts Finder website.**
- b) Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c) **Financial Regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be covered by the 2015 Regulations which include the use of the Contracts Finder website.**
- 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;
 - vii. **the tendering process will make reference to the terms as laid out in the Bribery Act 2010.**
- e) Neither the Council, nor a committee is bound to accept the lowest value tender.
- f) **The 2015 Regulations are engaged where the value of a contract for**
- a) public works, public service or public supply contract with an estimated value of £25,000 or more and
 - b) i) a public works contract with an estimated value of currently £4,551,413 or more and ii) a public service or public supply contract with an estimated value of currently £181,302 or more. The financial thresholds for proposed contracts in (b) are set by the European Commission and are confirmed in the Public Contracts Directive 2014/24/EU. The thresholds will be adjusted every two years and will usually take effect on 1 January.

19. HANDLING STAFF MATTERS

- a) A matter personal to a member of staff that is being considered by a meeting of Council or committee is subject to standing order 3(d) and 11 above.
- b) Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairman of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Chairman of the Employment Committee at its next meeting.
- c) The Chairman of the Council together with the Employment Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk / Proper Officer / Responsible Finance Officer. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the full Council.
- d) Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Chairman of the Council and the Chairman of the Employment Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e) Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk / Proper Officer / Responsible Finance Officer relates to the Chairman of the Council or Chairman

of the Employment Committee, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of Council.

- f) 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.
- g) 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.
- h) Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and 19(g) above shall be provided only to the Chairman of the Council.

20. REQUESTS FOR INFORMATION AND MANAGEMENT OF PERSONAL DATA

- a) Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the General Data Protection Regulations. The Parish Council Clerk is the Data Protection Officer.
- b) Correspondence from, and notices served by, the Information Commissioner shall be referred by the Data Protection Officer to the Chairman of the Council. The Chairman of the Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 and the General Data Protection Regulations.

21. 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.
- b) All policy decisions are relayed to the press via the Chairman or the Proper Officer. Individual Councillors' comments must state that they are the opinion of the individual and not the view of the full Council.

22. EXECUTION OF LEGAL DEEDS

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

- a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b) **Subject to standing order 22(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.**

23. COMMUNICATING WITH BOROUGH AND COUNTY COUNCILLORS

- a) An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillors of the Borough and division Councillors of the County Council.
- b) Unless the Council determines otherwise, a copy of each letter sent to the Borough and County Council shall be sent to the ward Councillors representing Hopton-on-Sea.

24. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a) Unless authorised by a resolution, no individual Councillor shall in the name of, or on behalf of the Council or 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.

25. STANDING ORDERS GENERAL

- a) All or part of a standing order, except one that incorporates mandatory statutory 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 requirements, shall be proposed by a special motion, the written notice by at least four 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 they have delivered their 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.

26. PLANNING APPLICATIONS

- a) The Planning Committee has delegated powers from the full Council to consider and comment on each planning application received, except where the application relates to a development that would have an impact on the village as a whole. If such application is received it must be brought before the full Council for consideration.
- b) The Planning Committee shall consist of a minimum of four Councillors who must consider each planning application received.
- c) Site visits, if required, should be arranged by the Chairman of the Planning Committee following contact with the other Planning Committee members to arrange a suitable date and time.

- d) If a Councillor is unable to consider an application an alternative Councillor should consider the application to ensure input from a minimum of four Councillors.
- e) If the Planning Committee is unable to agree unanimously to a particular application, the Chairman of the committee must bring the application to a meeting of the full Council for consideration.
- f) The Clerk will forward details of each planning application received to all members of the Planning Committee together with a time frame for response.
- g) Each Planning Committee member will, following consideration of each application, revert to the Clerk with their comments within the time frame specified.
- h) The Clerk will pass the Planning Committee's comments via e-mail to GYBC, Planning and Development, within the required timeframe.
- i) The Clerk shall maintain a list of all planning applications, permission granted and refused, and bring these to the attention of all Councillors at full Council meetings.

--- End of Standing Orders ---