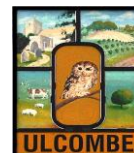


ULCOMBE PARISH COUNCIL

STANDING ORDERS



(Standing Orders written in bold are mandatory)

1. RULES OF DEBATE AT MEETINGS

- i. Motions On the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman at the meeting.
- ii. A motion (including amendments) shall not be progressed unless it has been moved and seconded.
- iii. A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
- iv. If a motion (or amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- v. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- vi. If an amendment to the original motion is carried, the original motion as amended becomes the substantive motion upon which further amendment(s) may be moved.
- vii. An amendment shall not be considered unless early verbal notice of it is given at the meeting. If a motion has already been agreed, the amendment shall be with the consent of the seconder and the meeting.
- viii. If there is more than one amendment to an original or substantive motion, the amendment shall be moved in the order directed by the Chairman.
- ix. Subject to the standing order below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman.
- x. One or more amendments may be discussed together if the Chairman considers this expedient but each amendment shall be voted on separately.
- xi. A Councillor may not move more than one amendment to an original or substantive motion.
- xii. The mover of an amendment has no right of reply at the end of debate on it.
- xiii. 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.
- xiv. Unless permitted by the Chairman, 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
 - e. In exercise of a right of reply
- xv. 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.
- xvi. A point of order shall be decided by the Chairman and his decision shall be final.
- xvii. When a motion is under debate, no other motion shall be moved 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 committee or sub-committee for consideration
 - g. To exclude public and press
 - h. To adjourn the meeting
 - i. To suspend particular standing orders (s) except those reflecting mandatory statutory requirements

- xviii. Before an original or substantive motion is put to the vote, the Chairman 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.
- xix. Excluding motions moved understanding order (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

2. DISORDERLY CONDUCT AT MEETINGS

- 1) No person shall obstruct the transaction of business at the meeting or behave offensively or improperly. This includes inappropriate or disruptive filming and recording of the meeting as per paragraph 3 l) below. If this standing order is ignored, the Chairman shall request such person(s) to moderate or improve their conduct.
- 2) If the person(s) disregard the request of the Chairman to moderate or improve their conduct, the Chairman or any Councillor 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.
- 3) If a resolution made under the Section above is ignored, the Chairman may take further reasonable steps to restore or progress to the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

- a) **Meetings shall not take place in premises which at time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b) **The minimum 3 clear days for notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Xmas break or Easter break or a bank holiday or a day appointed for public thanksgiving or mourning**
- c) **The minimum 3 clear days public notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Xmas break or Easter break or a bank holiday or a day appointed for public thanksgiving or mourning, 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) Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f) The period of time designated for public participation at a meeting in accordance with the above standing order shall be at the Chairman's discretion.
- g) Subject to the above standing order, a member of the public shall speak solely at the Chairman's discretion.
- h) In accordance with standing order (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 either stand or raise his hand when requesting to speak, except when a person has a disability or is likely to suffer discomfort. The Chairman 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.
- k) Only one person is permitted to speak at a time. If more than one person wants to speak then the Chairman shall direct the order of speaking.
- l) **Reporting the proceedings of a meeting is allowed within the guidelines as follows:**
 - a. **No oral commentary reporting or oral recording at a meeting is allowed. However such reporting after the meeting is permitted after the meeting provided the issue of defamation is clear.**

- b. **Filming, photographing or recording the meeting (eg using ipads, mobiles, tablets or other digital media) is permitted provided it is not disruptive or contrary to the following guidelines:**
 - **The focus must be on those people participating in the meeting and not those attending.**
 - **The Data Protection Act must not be violated in terms of personal data**
 - **Those people objecting to being filmed or photographed will have their rights protected as determined by the Chairman**
 - **Children and vulnerable adults will not be filmed, photographed or recorded without the consent of a responsible adult and the Chairman of the meeting. For a child, the responsible adult means a parent, legal guardian or a teacher. For an adult, the responsible adult means a legal guardian, carer or medical professional.**
- m) **The press shall be provided with reasonable facilities for the taking of their report of all or part of the meeting at which they are entitled to be present.**
- n) **Subject to standing order which state otherwise, anything authorised or required to be done by, to or before the Chairman in his absence be done by, to or before the Vice-Chairman.**
- o) **The Chairman, if present, shall preside at a meeting. If the Chairman is absent the Vice-Chairman shall preside. If both are absent then a Councillor as chosen by the Councillors present shall preside.**
- p) **Subject of the meeting being quorate, all questions at the meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.**
- q) **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 vote whether or not he gave an original vote.**
- r) **Unless standing order 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 then next item of business on the agenda.**
- s) **The minutes of a meeting shall include an accurate record of the following:**
 - a. **The time and place of meeting**
 - b. **The names and Councillor present and absent**
 - c. **Interests that have been declared by Councillors and Non-Councillors with voting rights.**
 - 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**
 - f. **The resolutions made**
- t) **A Councillor or Non-Councillor with voting rights who has a disclosable pecuniary interest or any other 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**
- u) **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.**

4. ANNUAL MEETING (AGM)

- 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 take office.**
- b. **In a year which is NOT an election year, the annual general 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 3 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/she 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. 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.
- h. 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.
- i. 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 the following:
 - I. In an election year, delivery by the Chairman and Councillors of their acceptance of office forms, unless the Council resolves for this to be done at a later date. In a non-election year, delivery by the Chairman of his acceptance 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.
 - IV. Consideration of the recommendations made by a committee
 - V. Review of the delegation arrangements to committees, sub-committees, staff and other local authorities
 - VI. Review of the terms of reference for committees
 - VII. Appointment of members of existing committees
 - VIII. Appointment of any new committees
 - 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/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 FOI Act 2000 and the Data Protection Act 1998
 - XVIII. Review of the Council's policy for dealing with press/media
 - XIX. Determining the time and place of ordinary meeting of the full Council up to and including the next annual meeting of the full Council

5. EXTRAORDINARY MEETINGS

- i. **The Chairman may convene an extraordinary meeting at any time**
- ii. **If the Chairman does not or refuses to call an extraordinary meeting within 7 days of having been requested to in writing to do so by 2 Councillors, then any 2 Councillors may convene an extraordinary meeting. The public notice giving the time, place and agenda for such a meeting must be signed by 2 Councillors.**

6. PREVIOUS RESOLUTIONS

- a. A resolution shall not be reversed within 6 months except either by a special motion, which requires written notice by at least 4 Councillors to be given to the Proper Officer in accordance with the Standing Order below.
- b. When a motion moved pursuant to the Standing Order a) above has been disposed of, no similar motion may be moved within a further 6 months.

7. VOTING ON APPOINTMENTS

Where more than 2 people have been nominated for appointment to be filled by the Council and none of those persons has received a majority vote, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process continues until a majority of votes is given in favour of 1 person. A tie may be settled by the casting vote of the Chairman of the meeting.

8. 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 residents.
- b) No motion may be moved 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 of the day of the meeting, a Sunday, a day of the Xmas break or Easter break or a bank holiday or a day appointed for public thanksgiving or mourning.
- c) The Proper Officer may, before including a motion on the agenda received in accordance with the Standing Order b) above, correct obvious grammatical or typographical errors in the wording.
- d) If the Proper Officer considers the wording of a motion in b) above is not clear in meaning, then 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 5 clear days before the meeting.
- e) If the wording/subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting, or, if appropriate the Councillors who have convened the meeting, to consider whether the motion shall be included in the Agenda or rejected accordingly.
- f) Subject to Standing Order b) above, the decision of the Proper Office as to whether or not to include the motion on the Agenda shall be final.
- g) Motions received or rejected shall be recorded in a book for that purpose and numbered in the order that they are received.

9. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- i. The following motions may be moved at a meeting without written notice to the Proper Officer:
 - a. To correct an inaccuracy in the draft minutes of a meeting.
 - b. To move a vote.
 - c. To defer consideration of a motion
 - d. To appoint a person to preside at a meeting.
 - e. To change the order of business on the agenda
 - f. To proceed to the next business on the agenda
 - g. To require a written report
 - h. To appoint a committee or sub-committee and members
 - i. To extend the time limits for speaking
 - j. To exclude the press or public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest
 - k. To not hear further from a Councillor or member of the public
 - l. To exclude a Councillor or member of the public for disorderly conduct
 - m. To temporarily suspend the meeting.
 - n. To suspend a particular standing order (unless it reflects statutory requirements)
 - o. To adjourn or close the meeting

10. HANDLING CONFIDENTIAL OR SENSITIVE INFORMATION

- i. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or undermine confidential or sensitive information which for special reasons would not be in the public interest.
- ii. Councillors or staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest

11. 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 the preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with the Standing Order a) above.
- c) The accuracy of draft minutes, including any amendments made to them shall be confirmed by resolution and shall be signed by the Chairman of the meeting and shall 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 then he shall sign the minutes and include the following paragraph: "The Chairman of this meeting does not believe that the minutes of the meeting of the () held on () in respect of () 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.

12. CODE OF CONDUCT AND DISPENSATIONS

- a) All Councillors with voting rights shall observe the code of conduct adopted by the Council
- b) Unless a dispensation is granted, a Councillor with voting rights shall withdraw from a meeting when it is:
 - a. Considering a matter in which he has a disclosable pecuniary interest
 - b. Or a matter in which he has another interest if so required by the Council's code of conductHe may return to the meeting after it has considered the matter in which he had an interest
- c) **Dispensation requests must be in writing and submitted to the Proper Officer** as soon as possible before the meeting or at the start of the meeting for which the dispensation is required
- d) A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final
- e) A dispensation request shall confirm the following:
 - a. The description and nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates
 - b. Whether the dispensation is required to participate at the meeting in a discussion only or a discussion and a vote
 - c. The date of the meeting and period (not exceeding 4 years) for which the dispensation is sought
 - d. An explanation as to why the dispensation is sought
- f) Subject to Standing Orders c) and e) above, dispensations requests shall be considered by the Proper Officer before the meeting or at the start of the meeting for which the dispensation is required
- g) **A dispensation may be granted in accordance with standing order d) above, if having regard to all the 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 the interests of person living in the Council's area or**
 - c. **It is otherwise inappropriate to grant a dispensation**

13. CODE OF CONDUCT OF COMPLAINTS

- i. Upon notification by the District Borough or County Council that it is dealing with a complaint that a Councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall report this to the Council.
- ii. Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman 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.
- iii. The Council may:
 - a. Provide information of 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
 - c. **Upon notification by the District Borough/Council that a 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.**

14. PROPER OFFICER

- a) The Proper Officer shall be either the Clerk or other staff members nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b) The Proper Officer shall:
 - a. At least three clear days before a meeting of the Council, serve on Councillors a summons, by email, confirming the time, place and the agenda provided that any such email contains the electronic signature and title of the Proper Officer
 - b. **Give public notice of the time, place and agenda at least 3 clear days before a meeting of the Council**
 - c. 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
 - d. **Convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office**
 - e. Facilitate inspection of the minute book by the local government electors
 - f. **Receive and retain copies of byelaws made by other local authorities**
 - g. Retain acceptance of office forms from Councillors
 - h. Retain a copy of every Councillor's register of interest
 - i. 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
 - j. Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary
 - k. Manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form
 - l. Arrange for legal deeds to be executed
 - m. 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
 - n. Record every planning application notified to the Council and the Council's response to the local planning authority
 - o. Refer a planning application received by the Council to the Chairman or Vice Chairman (in the Chairman's absence) within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next meeting of the Council.
 - p. Manage access to information about the Council via the publication scheme
 - q. Retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.

15. RESPONSIBLE FINANCIAL OFFICER (RFO)

The Council shall appoint appropriate staff members to undertake the work of the RFO in her absence

16. ACCOUNTS AND ACCOUNTING STATEMENTS

- a. "Proper Practices" in standing orders refer to the most recent version of Governance and Accountability for Local Council – A Practitioners' Guid (England)
- b. All payment by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c. The RFO shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December each year a statement to summarise:
 - i. The Council's itemized 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
 - iv. To give a comparison with the previous year's actuals and current year budget, revised annual forecast to be included as required 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 of 31 March, the RFO 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 comparison with the budget and
 - ii. To the full Council, the accounting statements for the year in the form of Section 1 of the annual 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 the year to 31 March. A completed draft annual return shall be presented to each Councillor before the end of the following month of May. The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

17. FINANCIAL CONTROLS AND PROCUREMENT

- a) The Council shall consider and approve financial regulations drawn up by the RFO 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 policies (Subject to Standing Orders 18c below) including the setting of values for different procedures where a contract has an estimated value of less than £60,000
- b) Financial regulations shall be viewed regularly and at least annually for fitness of purpose
- c) **Financial regulations shall confirm that a proposed contract for the supply of goods, material services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised below:**
 - 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:
 1. The Council's specification
 2. The time, date and address for the submission of tenders
 3. The date of the Council's written response to the tender
 4. 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
- d) The Council is not bound to accept the lowest tender
- e) **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time), the Council must consider whether the Public Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules**

18. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Council is subject to Standing Order 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 or if applicable, the Vice Chairman, of absence occasioned by illness or other reason and that person shall report the absence at its next meeting.
- c. Any persons responsible for all or part management of staff shall treat the written records of all meeting relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- d. 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.
- e. Only persons with line management responsibilities shall have access to staff records referred to above.
- f. Access and means of access by keys and/or computer passwords to records of employment referred to above shall be provided only to the Parish Clerk and Chairman/Vice Chairman of Ulcombe Parish Council.

19. REQUESTS FOR INFORMATION

- 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 Data Protection Act 1998
- b. Correspondence from and notice served by the Information Commissioner shall be referred to by the Proper Officer to the Chairman of the Council. The said Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000

20. RELATIONS WITH THE PRESS/MEDIA

Requests from the press or other media for an oral or written comment or statement from the Council, its Councillor's or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

21. EXECUTION AND SEALING OF LEGAL DEEDS

Also see Standing Order 15b xii and xvii

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

The above is applicable to a Council without a common seal

22. 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
- 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 representing the area of the Council.

23. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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
- ii. Issue orders, instructions or directions

24. STANDING ORDERS GENERALLY

- a. All or part of a standing order, except one that is mandatory, 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 is mandatory, shall be proposed by a special motion, the written notice by at least 5 Councillors to be given to the Proper Officer in accordance with Standing Order no.9
- 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

Reviewed: 14/10/14

Signed:
(Chairman)