



## STANDING ORDERS

Adopted by Council 27 June 2024

Minor amendments approved by Council on 20 March 2025 and 16 April 2026

Re-adopted by Council on [14 May 2026]

# 1 Chair/Mayor

a In these Standing Orders the expression 'Mayor' and 'Chair' of the Council are synonymous, but any power of duty assigned to the Mayor in relation to the conduct of the Meeting may be exercised by the person presiding at the meeting.

b The term of office for the Chair/Mayor shall be one year following election at the Annual Meeting.

c The Deputy Mayor shall be elected Mayor for the ensuing term unless:

- i. In a year of elections they are not returned as Councillor and are therefore not able to hold a post within the Town Council.
- ii. Should the Council provide just reason as to why the Deputy should not hold the post of Mayor, the reason needs to be from within Standing Orders or legal reasons.
- iii. Should the Deputy Mayor give good and prior notice that they will not be standing for the office of Mayor.

Should any of the conditions above hold true then the nominations for appointment shall be made in writing to the Proper Officer/Town Clerk and shall be delivered to the office of the Proper Officer/Town Clerk ten clear days prior to the next Full Council meeting.

d Where for any reason, the Deputy Mayor is unable at the relevant meeting of the Council to accept the office of Mayor, then in such circumstances, the out-going Mayor shall be eligible for nomination and election for a further period of twelve months, along with any other nominations which might be submitted.

e In the event good and proper notice is not given then nominations for the office shall be submitted verbally at the Annual Meeting. If more than one nomination is submitted, voting thereon shall be by ballot. For those attending the meeting remotely, there needs to be an agreed method for voting Councillors to cast their vote before the vote is taken.

f The Mayor shall not, during their term of office, be elected Chair of any Standing Committee, unless no other Councillor is willing or able to take up office.

# 2 Vice Chair/Deputy Mayor

a The Deputy Mayor shall be appointed at the Annual Meeting. Nominations for appointment shall be made in writing to the Proper Officer/Town Clerk and shall be delivered at the office of the Proper Officer/Town Clerk 10 clear days before the Full Council meeting in March. The names of members so nominated shall be set out in the summons for the Full Council meeting in March. If more than one nomination is submitted, voting thereon shall be by secret ballot. No nominations shall be accepted unless the member concerned has consented to such nomination.

b The term of office for the Vice Chair/Deputy Mayor shall be one year following election at the Annual Meeting.

c The Deputy Mayor shall not, during their term of office, be elected Chair of any Standing Committee, unless no other Councillor is willing or able to take up office.

### 3 Town Sheriff

a The Town Sheriff shall be appointed at the Annual Meeting. Nominations for appointment shall be made in writing to the Proper Officer/Town Clerk and shall be delivered at the office of the Proper Officer/Town Clerk 10 clear days before the Full Council meeting in March. The names of members so nominated shall be set out in the summons for the Full Council meeting in March. If more than one nomination is submitted, voting thereon shall be by ballot. No nominations shall be accepted unless the member concerned have consented to such nomination.

b The term of office for the Town Sheriff shall be one year following election at the Annual Meeting.

c The Town Sheriff shall not, during their term of office, be elected Chair of any Standing Committee, unless no other Councillor is willing or able to take up office.

### 4 Attendance at Meetings

a Councillors must attend all meetings upon receipt of a summons or been requested to attend by the Proper Officer/Town Clerk or Chair of Council/Committee. If any Councillor is unable to attend, they must forward apologies by telephone or in writing/email to the Proper Officer/Town Clerk. All Councillors must sign the attendance register upon arrival at council and committee meetings.

b If a Councillor fails throughout six consecutive months to attend any meetings of the Council or of its sub-committees of which they are a member, or of a joint committee, joint board or other body to which any of the Council's powers have been transferred or delegated, they cease automatically to be a member of the Council unless either they have a 'statutory excuse' (broadly speaking, military service during war or an emergency) or their failure is due to a reason approved by the Council before the end of the period or they have attended as a representative of the Council at a meeting of any body of persons (such as a county association of local councils). The period begins with the last meeting attended.

c See standing order 9(d)(v) for Councillor substitute at meetings of committee, sub-committee or outside bodies.

d The Mayor shall ex officio have the right to attend and speak at meetings of all committees of which they are not otherwise a voting member.

### 5 Resignation of Serving Officer/Councillor

a A Councillor's notice of resignation must be given in writing and addressed to the Proper Officer/Town Clerk or Mayor. Such notice may be delivered by signed letter or by electronic communication (including email) sent from an address reasonably identified as that of the Councillor. The resignation shall take effect immediately upon receipt at the Town Council Office or, where sent electronically, upon receipt by the designated official email address of the Proper Officer/Town Clerk or Mayor.

b A Mayor's notice of resignation of the office of Mayor must be given in writing and addressed to the Proper Officer/Town Clerk. Such notice may be delivered by signed letter or by electronic communication (including email) sent from an address reasonably identified as that of the Mayor. The resignation shall take effect immediately

upon receipt at the Town Council Office or, where sent electronically, upon receipt by the designated official email address of the Proper Officer/Town Clerk.

## 6 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 Chair 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 Chair 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 chair of the meeting, is expressed in writing to the Chair of 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 Chair.

j Subject to standing order 6(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.

k One or more amendments may be discussed together if the Chair 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.

n 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 Chair 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 they last spoke;
  - to make a point of order;
  - to give a personal explanation; or
  - 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 they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

q A point of order shall be decided by the Chair of the meeting and their 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 requirements.

s Before an original or substantive motion is put to the vote, the Chair 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.

t Excluding motions moved under standing order 6(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 Chair of the meeting.

## 7 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 Chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If a person(s) disregards the request of the Chair of the meeting to moderate or improve their conduct, any Councillor or the chair 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 7(b) above is ignored, the Chair 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.

## 8 Meetings generally

**FC** Full Council meetings

**C** Committee meetings

**SC** Sub-committee meetings

### a Quorum

**FC** i. Full Council shall be deemed quorate if at least one third of the whole number of members of the Council is in attendance and in no case shall the quorum of a meeting be less than seven.

**C** ii. Standing Committee meetings shall be deemed quorate if at least three of the appointed Councillors is in attendance.

**C SC** iii. In no case shall the quorum of a meeting be less than three.

### b Notices of meetings

i. The notice (including how the meeting may be accessed virtually, if applicable) must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice (the Emergency Committee), at the time it is convened.

ii. With no guarantee of delivery times for First or Second Class post all notifications will be delivered electronically.

iii. The notice must provide details about how to access the meeting remotely and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.

iv. In exceptional circumstances, a meeting of a committee or sub-committee of the Council (the Emergency Committee) may be called at shorter notice. In which case, notices should be published with at least 24 hours' notice.

These notice requirements also apply where a formal meeting is taking place which is not open to the public.

### c Multi Location Meetings

i. Arrangements are to be published to enable people who are not in the same place to meet. Under the arrangements reasonable steps are to be published to enable people who are not in the same place to meet. If arrangements are revised or replaced the new arrangements must also be published.

ii. The minimum requirement is that members can hear and be heard by others.

### d Meetings Generally – Other

**FC** i. 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.

**FC** ii. 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

**FC** iii. 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.

- FC C** iv. 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 and the press's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for such exclusion.
- v. Members of the public may make representations at the invitation of the Chair, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- vi. The period of time designated for public participation at a meeting in accordance with standing order 8(d)(v) above shall not exceed 3 minutes unless directed by the Chair of the meeting.
- vii. To raise queries:
- A member of the public may submit a question to Council with a minimum of 48 hours' notice before the Full Council meeting. The question shall be submitted in writing to the Proper Officer/Town Clerk.
  - The member of public shall not speak for more than 3 minutes
  - Councillors must give 48 hours' notice, in writing, of any questions on finance or the accuracy of the minutes
- viii. In accordance with standing order 8(d)(v) above, a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- ix. A person shall raise their hand when requesting to speak or hold a card stating that they wish to speak (card can be obtained from the Proper Officer/Town Clerk prior to the start of the meeting) or if attending remotely they must raise a virtual hand.
- x. A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- xi. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- FC C** xii. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.
- FC C** xiii. 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.
- FC** xiv. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council
- FC** xv. The Chair, if present, shall preside at a Full Council or Extra Ordinary meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside then the Town Sheriff. If the Chair, the Vice-Chair and Sheriff are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- C SC** xvi. The Chair, if present, shall preside at a Committee meeting. If the Chair is absent from a meeting, the Vice-Chair (if appointed), if present, shall preside. If the Chair, and the Vice-Chair are absent from a meeting, a Committee member as chosen by the members present at the meeting shall preside at the meeting.



- FC C SC** xvii. 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 (physically or remote) and voting.
- FC C SC** xviii. The Chair 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 their casting vote whether or not they gave an original vote.

See standing orders 10(i) and 10(j) below for the different rules that apply in the election of the Chair of the Council at the Annual Meeting of the Council.

xix. Voting:

- 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 their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- All elections for co-option are to be held by secret ballot. For those attending the meeting remotely, there needs to be an agreed method for voting Councillors to cast their vote before the vote is taken.

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

- the time and place of the meeting
- the names of Councillors present and absent
- interests that have been declared by Councillors and non-Councillors with voting rights
- the grant of dispensations (if any) to Councillors and non-Councillors with voting rights
- whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered
- if there was a public participation session; and
- the resolutions made.

- FC C SC** xxi. A Councillor or a non-Councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts their right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the Council.

- FC C SC** xxii. 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.

- xxiii. A meeting shall not exceed a period of 3 hours.

## 9 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 sub-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 subcommittee 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 9(b) and (c) above, appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 9(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee or on an outside body whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer/Town Clerk 1 clear day before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
- vii. shall permit a committee, other than a standing committee, to appoint its own Chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. 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;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee.

## 10 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 decides.

c If no other time is fixed, the annual meeting of the Council shall take place at 11am.

d In addition to the annual meeting of the Council, any number of other ordinary meetings may 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 Chair and Vice-Chair of the Council.

f The Chair of the Council, unless they resign or become disqualified, shall continue in office and preside at the annual meeting until their successor is confirmed at the next annual meeting of the Council.

- g The Vice-Chair of the Council, unless they resign or become disqualified, shall take up the post of Chair of the Council at the next annual Meeting of the Council.
- h The Town Sheriff of the Council, unless they resign or become disqualified, shall hold office until immediately after the confirmation of the Chair and Vice-Chair of the Council at the next annual meeting of the Council.
- i In an election year, if the current Chair and Vice-Chair of the Council have not been re-elected as members of the Council, the Chair shall preside at the meeting until a successor Chair and Vice-Chair of the Council have been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.
- j In an election year, if the current Chair of the Council has not been re-elected as a member of the Council but the Vice-Chair of Council has been elected as a member of the Council, then the Vice-Chair shall take up the post of the Chair of the Council and remain for the full term as per standing orders. The new Chair of the Council will have a casting vote in the case of an equality of votes for any meeting they now chair.
- k In an election year, if the current Chair of the Council has been re-elected as a member of the Council but the Vice-Chair has not been re-elected as a member of the Council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.
- l Following the election of the Chair of the Council and Vice-Chair 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 Chair 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 Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - 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. Appoint of any new committees in accordance with standing order 9
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of the eligibility criteria for the use of the general power of competence
  - xi. Review and adoption of the Council's annual report
  - xii. Review and adoption of the Council's training plan
  - xiii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
  - xiv. Review of representation on or work with external bodies and arrangements for reporting back;
  - xv. Review of inventory of land and other assets including buildings and office equipment;

- xvi. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xvii. Review of the Council's and/or staff subscriptions to other bodies;
- xviii. Review of the Council's complaints procedure;
- xix. Review of the Council's policies, procedures and practises in respect of its obligations under Freedom of Information and data protection legislation (see also standing orders 16, 24, 25);
- xx. Review of the Council's policy for dealing with the press/media;
- xxi. Review of the Council's employment policies and procedures;
- xxii. Review of the Council's expenditure incurred under s. 137 of the Local Government Act 1972
- xxiii. Determining the time and place of ordinary meetings of the Council up to and including the next Annual meeting of the Council.
- xxiv. Determine and adopt the time and place of ordinary meetings of the Full Council up to and including the next Annual Meeting of Full Council.

## 11 Extraordinary meetings of the Council and committees and sub-committees

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chair of the Council 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 Chair 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 Chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee.

## 12 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 4 Councillors to be given to the Proper Officer/Town Clerk in accordance with standing order 14 below, or by a motion moved in carrying out the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 12(a) above has been disposed of, no similar motion may be moved within a further six months.

## 13 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 Chair of the meeting.

## 14 Motions for a meeting that require prior written notice to be given to the Proper Officer/Town Clerk

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/Town Clerk 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/Town Clerk may, before including a motion on the agenda received in accordance with standing order 14(b) above, correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer/Town Clerk considers the wording of a motion received in accordance with standing order 14(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/Town Clerk so that it can be understood at least 7 clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer/Town Clerk shall consult with the Chair 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 14(e) above, the decision of the Proper Officer/Town Clerk as to whether to include the motion on the agenda shall be final.

g Motions received shall be recorded in a file for that purpose and numbered in the order that they are received.

h Motions rejected shall be recorded in a file for that purpose with an explanation by the Proper Officer/Town Clerk for their rejection.

## 15 Motions at a meeting that do not require prior written notice

a The following motions may be moved at a meeting without prior written notice to the Proper Officer/Town Clerk:

- 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.

## 16 Management of information

See also standing order 24.

a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or personal data without legal justification.

b The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal information) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data. Such data will include recordings of meetings held by the Council.

c 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 information) shall be retained or if this is not possible, the criteria used to determine that period (eg the Limitation Act 1980).

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

## 17 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 15(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 chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, the Chair shall sign the minutes and include a paragraph in the following terms or to the same effect:

*“The Chair 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 view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”*

e Subject to standing order 24(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.

f No later than seven working days of a Council meeting, the Council must publish electronically a note setting out:

- The names of the members who attended the meeting and any apologies for absence;
- Any declarations of interest;
- Any decisions taken at the meeting, including the outcomes of any votes.

The requirements regarding the note to be published after a Council meeting do not apply for private business or where disclosure would be detrimental to acting on those decisions.

## 18 Code of conduct and dispensations

See also standing order 8(d)(xxi) above.

a 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 six months of the delivery of their acceptance of office form.

c Dispensation requests shall be in writing and submitted to the standards committee of Pembrokeshire County Council as soon as possible before the meeting that the dispensation is required for.

## 19 Code of conduct complaints

a All complaints relating to breaches of the Code of Conduct should be reported to the Public Ombudsman for Wales.

b The Council will use the Local Resolution Protocol when appropriate.

c Upon notification by the Public Service Ombudsman for Wales 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 18, report this to the Council.

d Where the notification in standing order 19(c) relates to a complaint made by a Proper Officer, the Proper Officer shall notify the Chair of Council of this fact and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.

e 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;
- iii indemnify the Councillor or non-Councillor with voting rights in respect of his related legal costs and any such indemnity is subject to approval by a meeting of the full Council.

## 19A Corporate Trustee Responsibilities

a The Council is the sole corporate trustee of Bridge Meadow Haverfordwest Trust (BMT) and all elected Members of Council shall, by virtue of holding office, comprise the body acting as trustee. When transacting business relating to BMT, Members shall be deemed to be acting in their capacity as members of the corporate trustee.

b Members acting in respect of BMT remain subject to the Council's adopted Code of Conduct and any alleged breach arising from actions or decisions taken in connection with BMT shall be dealt with under the Council's standards arrangements.

i Members must comply with:

- their duties under charity law when acting as trustee; and
- their obligations under the Council's Code of Conduct.

ii Where a conflict arises between the interests of the Council and the interests of BMT, Members acting as trustees must act solely in the best interests of BMT.

c Members must declare any personal, pecuniary or other interest in accordance with the Code of Conduct and must identify and appropriately manage any conflict between their role as a Councillor and their duty as a charity trustee.



## 20 Proper Officer/Town Clerk

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.

- i. The Proper Officer/Town Clerk shall at least three clear days before a meeting of the Council, a committee or a sub-committee:
  - Arrange for the serving of the notice (including how the meeting may be accessed virtually, (if applicable) which must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at a shorter notice, at a time it is convened.
  - As the postal service is constantly reviewing their delivery schedules for first- and second-class post, the post is no longer a reliable means of sending out a summons and therefore the option of receiving a written summons will not be offered.
  - The notice must provide details about how to access the meeting remotely and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.
  - The notice must be available in a conspicuous place giving notice of the time, place and agenda (provided that the public notice with agenda of an extra ordinary meeting of the Council convened by Councillors is signed by them) and published electronically with notice of the time and place and as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.

See standing order 8(d)(ii) above for the meaning of clear days for a meeting of a full Council and standing order 8(d)(iii) above for a meeting of a committee.

The Proper Office/Town Clerk also shall:

- ii. subject to standing order 14 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 full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in that office;
- iv. facilitate inspection of the minute book by local government electors;
- v. receive and retain copies of byelaws made by other local authorities;
- vii. retain acceptance of office forms from Councillors;
- viii. retain a copy of every Councillor's register of interests;

- ix. assist with responding to requests made under the Freedom of Information Act 2000 and rights exercisable under data protection legislation, in accordance with and subject to the Council's policies and procedures relating to the same;
  - x. liaise as appropriate with the Data Protection Officer;
  - xi. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
  - xii. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form;
  - xiii. arrange for legal deeds to be executed;
- See also standing order 28 below.
- xiv. 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;
  - xv. record every planning application notified to the Council and the Council's response to the local planning authority in the approved minutes;
  - xvi. facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
  - xvii. manage access to information about the Council; and
  - xviii. retain custody of the seal of the Council which shall not be used without a resolution to that effect.

See also standing order 28.

## 21 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.

## 22 Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils in Wales – 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:
  - i. At every Personnel, Policy and Finance (PPF) Committee meeting with the Financial Statement – Cashbook and the Financial Budget Comparison for the financial year to date.
  - ii. At every Full Council meeting, the income and expenditure for the previous calendar month.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide 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 (income and expenditure) for a 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 Council for consideration and formal approval before 30 June.

## 23 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 £60,000 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 £60,000 but less than the relevant thresholds referred to in standing order 23(g) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

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

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm the Council's specification
  - the time, date and address for the submission of tenders
  - the date of the Council's written response to the tender andthe 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/Town Clerk;

- v. tenders shall be opened by the Proper Officer/Town Clerk 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.
- f Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- g Where the value of a contract is likely to exceed £138,893 (the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. One Voice Wales can supply Council's with further information in this regard.

## 24 Responsibility to provide information

See also standing order 25.

- 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.

## 25 Responsibility under Data Protection Legislation

Below is not an exclusive list. See also standing order 16.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to individuals exercising statutory rights concerning their 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.

## 26 Handling Staff Matters

- a A matter personal to a member of staff that is being considered by a meeting of Full Council or the Personnel, Policy and Finance Committee (PPF Committee) or the Staffing Sub-Committee is subject to standing order 16.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the PPF Committee or, if they are not available, the Vice-Chair of the PPF Committee of absence occasioned by illness or other reason and that person shall report such absence, to the PPF Committee at its next meeting.
- c The Chair of the PPF Committee or in their absence, the Vice-Chair of the PPF Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer/Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the PPF Committee or the Full Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair of PPF Committee or in their absence, the Vice-Chair of the PPF Committee, in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the PPF Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer/Town Clerk (or other members of staff) relates to the Chair or Vice-Chair of the PPF Committee this shall be communicated to another member of the PPF Committee which shall be reported back and progressed by resolution of PPF Committee or the Full Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 16(b), persons with line management responsibilities shall have access to staff records referred to in standing order 26(f).

## 27 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 through the office of the Proper Officer/Town Clerk.

## 28 Execution and sealing of legal deeds

See also standing orders 20(a)(xiii) and 20(a)(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 28(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Councillors who shall sign the deed as witnesses.

## 29 Communicating with County Councillors

aAn invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillors of the County Council representing the area of the Council.

bUnless the Council determines otherwise, a copy of each letter sent to the County Council shall be sent to the ward Councillor(s) representing the area of the Council.

## 30 Restrictions on Councillor Activities

aUnless duly authorised, no Councillor shall:

- inspect any land and/or premises which the Council has a right or duty to inspect; or
- issue orders, instructions or directions.

## 31 Standing orders generally

aStanding orders apply to all meetings of the Council – full Council, extraordinary, annual, standing committees, sub-committees and working groups – and Councillors are required to observe them.

bAll 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.

cA 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 6 Councillors to be given to the Proper Officer/Town Clerk in accordance with standing order 14 above.

dThe Proper Officer/Town Clerk shall provide a copy of the Council's standing orders to a Councillor as soon as possible.

eThe decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

f Standing orders are to be reviewed annually.

End of Standing Orders

---