

# Colton Parish Council

## Standing Orders

Revised December 2008

## Contents

No	Order	Page	No	Order	Page
1	Meetings	3	45	Special Meeting	10
2-3	The Statutory Annual Meeting	3	46-49	Sub Committees	10
4	Chairman of the Meeting	3	50	Advisory Committees	10
5	Proper Officer	3	51-52	Voting in Committees	10
6-8	Quorum of the Council	4	53	Presence of Non-Members of Committees at Committee Meetings	10
9-11	Voting	4	54-55	Accounts and Financial Statement	10
12-15	Order of Business	4	56	Estimates/Precepts	11
16	Urgent Business	5	57-62	Interests	11
17-22	Resolutions Moved on Notice	5	63-64	Canvassing of and Recommendations by members	11
23	Resolutions Moved without Notice	6	65-66	Inspection of Documents	11
24-27	Questions	6	67	Unauthorised Activities	12
28-31	Rules of Debate	7	68-72	Admission of the Public and Press Meetings	12
32	Closure	8	73	Confidential Business	12
33	Disorderly Conduct	8	74-75	Liaison with County and District Councillors	12
34	Right of Reply	8	76	Planning Applications	12
35	Alteration of Resolution	9	77	Financial Matters	13
36	Recession of Previous Resolution	9	78	Code of Conduct on Complaints	13
37	Voting on Appointments	9	79	Variation and Revocation	13
38	Discussions and Resolutions Affecting Employees of the Council	9	81	Copies to Members	14
39	Resolutions on Expenditure	9		APPENDICES	15-24
40	Expenditure	9		List of Revisions	25
41	Sealing of Documents	9			
42-44	Committees and Sub Committees	9			

1. Some of the Standing Orders are compulsory as they are laid down in Acts of Parliament. These are printed in **bold type**. These standing orders cannot be altered.
2. If the words 'Local Councils' are used, these mean Parish, Town and Community Councils in England and Wales.
3. It is of course recognised that local councillors can be male or female. Therefore, wherever the masculine gender is used in this publication, this should be interpreted as also meaning the feminine gender where appropriate.

## COLTON PARISH COUNCIL STANDING ORDERS

### 1. Meetings

- a) Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct.
- b) Smoking is not permitted at any meeting of the Council.

### 2. The Statutory Annual Meeting

- a) **In an election year the Annual Parish Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office and**
- b) **In a year which is not an election year the Annual Parish Council Meeting shall be held on such day in May as the Council may direct.**
- c) **In addition to the Statutory Annual Parish Council Meeting at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.**

### 4. Chairman of the Meeting

**The Person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.**

### 5. Proper Officer

Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, he shall be the clerk or nominated officer:-

- To receive declarations of acceptance of office.
- To receive and record notices disclosing interests at meetings.
- To receive and retain plans and documents.
- To sign notices or other documents on behalf of the Council.
- To receive copies of bylaws made by another local authority.
- To certify copies of bylaws made by the Council.
- To sign and issue the summons to attend meetings of the Council.
- To keep proper records for all Council meetings.

**6. Quorum of the Council**

**Three members, which is one-third of the total membership of Colton Parish Council shall constitute a quorum at meetings of the Council.**

7. If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

8. For a quorum relating to a committee or sub-committee, please refer to Standing Order 48.

**9. Voting**

Members shall vote by show of hands or, if at least two members so request, by signed ballot.

**10. If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.**

**11. (1) Subject to (2) and (3) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.**

**(2) If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office he may not give an original vote in an election for Chairman.**

**(3) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.**

**12. Order of Business**

**At each Annual Parish Council Meeting the first business shall be:-**

**a) To elect a Chairman of The Council**

**b) To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.**

**c) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations**

**d) To decide when any declarations of acceptance of office and written undertakings to observe the code of conduct adopted by the council which have not been received as provided by law, shall be received.**

e) To elect a Vice-Chairman of the Council.

f) To appoint representatives to outside bodies.

g) To appoint committees and sub-committees.

h) To consider the payment of any subscriptions falling to be paid annually.

i) To inspect any deeds and trust investments in the custody of the Council as required; and shall thereafter follow the order to set out in the Standing Order 15

13. **At every meeting other than the Annual Parish Council Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.**
14. In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 38 must be read in conjunction with this requirement.
15. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-
- a) To read and consider the Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
  - b) After consideration to approve the signature of the Minutes by the person presiding as a correct record.**
  - c) To deal with business expressly required by statute to be done.**
  - d) To dispose of business, if any, remaining from the last meeting.
  - e) To receive such communications as the person presiding may wish to lay before the Council.
  - f) To answer questions from Councillors.
  - g) To receive and consider reports and minutes of committees.
  - h) To receive and consider resolutions or recommendations in the order in which they have been notified.
  - i) To authorise the sealing of documents.
  - j) If necessary, to authorise the signing of orders for payment.
16. Urgent Business
- A motion to vary the order of business on the ground of urgency:
- a) May be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
  - b) Shall be put to the vote without discussion.
17. Resolutions Moved On Notice
- Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice of its terms and has delivered the notice to the Clerk at least 7 clear days before the next meeting of the Council.
18. The Clerk shall date every notice of resolution or recommendation when received by him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
19. The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.

20. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
21. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
22. Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties which affects its area.
23. Resolutions Moved Without Notice

Resolutions dealing with the following matters may be moved without notice:-

- a) To appoint a Chairman of the meeting.
- b) To correct the Minutes.
- c) To approve the Minutes.
- d) To alter the order of business.
- e) To proceed to the next business.
- f) To close or adjourn the debate.
- g) To refer a matter to a committee.
- h) To appoint a committee or any members thereof.
- i) To adopt a report.
- j) To authorise the sealing of documents.
- k) To amend a motion.
- l) To give leave to withdraw a resolution or amendment.
- m) To extend the time limit for speeches.
- n) To exclude the press and public. (see Order 68 below).
- o) To silence or eject from the meeting a member named for misconduct.  
(see order 33 below).
- p) To give the consent of the Council where such consent is required by these Standing Orders.
- q) To suspend any Standing Order. (see order 79 below).
- r) To adjourn the meeting.

#### 24. Questions

A member may ask the Chairman of the Council or the Clerk any question concerning the business of the Council, provided 7 clear days notice of the question has been given to the person to whom it is addressed.

25. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.

26. Every question shall be put and answered without discussion.

27. A person to whom a question has been put may decline to answer.

28. Rules of Debate

No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.

29. a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.
- b) A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
- c) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
- d) No speech by a mover of a resolution shall exceed 2 minutes and no other speech shall exceed 2 minutes except by consent of the Council.
- e) An amendment shall be either:-
- i) To leave out words.
  - ii) To leave out words and insert others.
  - iii) To insert or add words.
- f) An amendment shall not have to effect of negating the resolution before the Council.
- g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- i) The mover of a resolution or of an amendment shall have a right of reply, not exceeding 2 minutes.
- j) A member, other than the mover of a resolution, shall not, without the leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- k) A member may speak on a point of order or a personal explanation. a member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.
- l) A motion or amendment may be withdrawn by the proposed with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- m) When a resolution is under debate no other resolution shall be moved except the following:-
- i. To amend the resolution.
  - ii. To proceed to the next business.

- iii. To adjourn the debate.
- iv. That the question be now put.
- v. That a member named be not further heard.
- vi. That a member named do leave the meeting.
- vii. That the resolution be referred to a committee.
- viii. To exclude the public and press.
- ix. To adjourn the meeting.

30. A member shall remain seated when speaking unless requested to stand by the Chairman.

- 31. a) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- b) Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide who to call upon.
- c) Whenever the Chairman speaks during a debate all other members shall be silent.

32. Closure

At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such motion is seconded, the chairman shall put the motion but, in the case of a motion "that the question be now put", only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion "that the question be now put" is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

33. Disorderly Conduct

- a) **All members must observe the Code of Conduct which was adopted by the council on 19 February 2002 a copy of which is annexed to these Standing Orders.**
- b) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business or behave irregularly, offensively, improperly **or in such a manner as to bring the Council into disrepute.**
- c) If, in the opinion of the Chairman, a member has acted in a manner contrary to that required, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. **If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Standards Board (England).**
- d) If the motion mention in paragraph (c) is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

34. Right of Reply

The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If the amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

35. Alteration of Resolution

A member may, with the consent of his seconder, move amendments to his own resolution.

36. Rescission of Previous Resolution

a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 5 of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.

b) When a special resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months

37. Voting on Appointments

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

38. Discussions and Resolutions Affecting Employees of the Council

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order No. 68).

39. Resolutions on Expenditure

Any resolution which, if carried, would, in the opinion of the Chairman substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon.

40. Expenditure

**Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.**

41. Sealing of Documents

A document shall not be sealed by a member of the Council unless its sealing has been authorised by resolution. (Any two members of the Council named in a resolution moved under the provisions of paragraph (a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal).

42. Committees and Sub Committees

The Council may at its Annual Parish Council Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-

a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.

b) May appoint persons other than members of the Council to any Committee; and

c) May subject to the provisions of Order 36 above at any time dissolve or alter the membership of committee.

43. The Chairman and Vice-Chairman ex-officio shall be voting members of every committee.
44. Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the council, and shall settle its programme of meetings for the year.

45. Special Meeting

The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

46. Sub-Committees

Every committee may appoint sub-committees for purposes to be specified by the committee.

47. The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.

48. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one-half of its members.

49. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

50. Advisory Committees

- 1) The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.
- 2) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- 3) An advisory committee may make recommendations and give notice thereof to the Council.
- 4) An advisory committee may consist wholly of persons who are not members of the Council.

Voting in Committees

51. Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.

52. **Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

53. Presence of Non-Members of Committees at Committee Meetings

A member who has proposed a resolution which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

54. Accounts and Financial Statement

- 1) Except as provided in paragraph (2) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- 2) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the Responsible Financial Officer or the Clerk if different. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer for payment with the approval of the Chairman or Vice-Chairman of the Council.
- 3) All payments ratified under sub-paragraph (2) of this Standing Order shall be separately included in the next schedule of payments before the Council.

55. The Responsible Financial Officer shall supply to each member as soon as practicable after 31 March in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of September.
56. Estimates/Precepts
- 1) The council shall approve written estimates for the coming financial year at its meeting before the end of the month of October.
  - 2) Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than September.
57. Interests (England)
- If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 19 February 2002 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.**
- (SO 58 deleted - Jan 2008)*
59. Interest (Wales)
60. **The Clerk may be required to compile and hold a Register of Member's Interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.**
61. If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed this Standing Order shall apply.
62. The Clerk shall make known the purpose of this Standing Order to every candidate.
63. Canvassing of and Recommendations By Members
- 1) Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purpose of this sub-paragraph of this Standing Order to every candidate.
  - 2) A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
64. Standing Order Nos 61& 63 shall apply to tenders as if the person making the tender were a candidate for an appointment.
65. Inspection of Documents
- A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
66. **All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**

67. Unauthorised Activities

No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:-

- a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- b) Issue orders, instructions or directions unless authorised to do so by the Council or the relevant committee or sub-committee.

68. Admission of The Public and Press to Meetings

**The public and press shall be admitted to all meetings of the Council and its committees** and subject committees, **which may, however, temporarily exclude** the public and press by means of the following resolutions:-

"That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw".

69. The Council committee or sub-committee shall state the special reason for exclusion.

70A. At all meetings of the Council, the Chairman may at their discretion and at a convenient time in the transaction of business, allow any members of the public to address the meeting in relation to the business to be transacted at the meeting.

70B. At all meetings of the Council, the Chairman may permit members of the Council who have a prejudicial interest in relation to any item to be transacted at the meeting to (a) make representations, (b) answer questions or (c) give evidence relating to the item, provided that members of the public have been permitted under SO 70A to attend the meeting for the same purpose.

71. The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.

72. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

73. Confidential Business

- 1) No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- 2) Any member in breach of the provisions of paragraph (1) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

74. Liaison with County and District Councillors

A Summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.

75. Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County or District Council shall be transmitted to the County Councillor for the division or to the District Councillor for the ward as the case may require.

76. Planning Applications

- 1) The Clerk shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:-
  - (a) the date on which it was received
  - (b) the name of the applicant
  - (c) the place to which it relates;

2) The Clerk shall notify the receipt of every planning application to the Chairman/Chairman of the Planning Committee or in the Chairman's absence to the Vice-Chairman within 48 hours of receipt.

3) The Clerk is authorised to determine the Council's observations on uncontentious planning applications following consultation with the Chairman and other appropriate members. Which plans are deemed "uncontentious" and who are the "other appropriate members" shall be determined by the Clerk in consultation with the Chairman. The decision of the Clerk shall be reported to the next meeting of the Council. If plans are deemed potentially 'contentious' then they shall be discussed at the next meeting of the Council, the Clerk seeking an extended deadline from the planning authority where necessary.

#### 77. Financial Matters

The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer.

1) Such Regulations shall include detailed arrangements for the following:

- a) the accounting records and systems of internal control;
- b) the assessment and management of risks faced by the Council;
- c) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually.
- d) the financial reporting requirements of members and local electors and
- e) procurement policies (subject to (2) below) including the setting of values for different procedures where the contract has an estimated value less than £50,000.

2) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of (£50,000) shall be procured on the basis of a formal tender as summarised in (3) below.

3) Any formal tender process shall comprise the following steps:

- a) a public notice of intention to place a contract to be placed in a local newspaper;
- b) a specification of the goods, material, services and the execution of works shall be drawn up;
- c) tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;
- d) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of the Council;
- e) tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.

4) The Council or a committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing orders 60 & 62 regarding improper activity.

5) The Financial Regulations of the Council shall be subject to regular review, at least once every four years.

(Council is reminded that the European Union Public Sector Procurement Rules are likely to apply to contracts with a value in excess of £140,000 and advice should be sought at this level).

(Note: Some Standing Order **must** be made for contracts for the supply of goods or the execution of works).

#### 78. Code of Conduct on Complaints

The Council shall deal with complaints of mal-administration allegedly committed by the Councillor by any officer or member in such manner as adopted by the Council except for those complaints which should be properly directed to the Standards Board (England) for consideration.

#### 79. Variation, Revocation and Suspension of Standing Orders

Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.

80. A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Council.

81. Standing Orders to be Given to Members

A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.

# COLTON PARISH COUNCIL

## Standing Orders Appendices

1. Freedom of information procedure
2. Complaints procedure
3. Parish Plan
4. Budget procedures
5. Audit report
6. Training
7. Annual Parish meeting
8. Bouth Village Green Advisory Committee
9. Delegation of powers
10. Procedure for handling consultations and surveys (except planning applications).
11. Risk Assessment
12. Data Protection



## 1. FREEDOM OF INFORMATION PROCEDURE

1. The council has adopted the new model publication scheme (September 2008) under the Freedom of Information Act 2000.
2. The Clerk will be responsible for publishing and making available to the public:

### Class 1: "Who we are and what we do"

- Who's who on the Council and its Committee
- Contact details for Clerk and Council members
- Location of council office
- Staffing structure

### Class 2: "What we spend and how we spend it" (current and previous financial year as minimum)

- Annual return form and report by auditor
- Finalised budget
- Precept
- Borrowing Approval letter
- Financial Standing Orders and Regulations
- Grants given and received
- List of current contracts awarded and value of contract
- Members' allowances and expenses

### Class 3: "What our priorities are and how we are doing"

- Parish Plan
- Annual Report to Parish Meeting
- Quality Status
- Local charters drawn up in accordance with DCLG guidelines

### Class 4: "How we make decisions"

- Timetable of meetings
- Agendas of meetings
- Minutes of meetings
- Reports as presented to council meetings (excluding those private to the meeting)
- Responses to consultation papers
- Responses to planning applications
- Bye-laws

### Class 5: "Our Policies and Procedures"

- Policies and procedures for the conduct of council business:
  - Procedural Standing Orders
  - Committee and sub-committee terms of reference
  - Delegated authority in respect of officers
  - Code of Conduct
  - Policy statements
- Policies and procedures for the provision of services and about the employment of staff:
  - Internal policies relating to the delivery of services
  - Equality and diversity policy (*not a requirement for parish councils*)
  - Health and safety policy
  - Recruitment policies (including current vacancies)
  - Policies and procedures for handling requests for information
  - Complaints procedures
- Information security policy
- Records management policies (retention, destruction and archiving)
- Data protection policies
- Schedule of charges for the publication of information

### Class 6: Lists and Registers

- Any publicly available register or list
- Assets Register
- Disclosure Log (information provided in response to requests)

- Register of members' interests
- Register of gifts and hospitality

Class 7: "The services we offer"

- Allotments
- Burial grounds and closed churchyards
- Community centres and village halls
- Parks, playing fields and recreational facilities
- Seating, litter bins, clocks, memorials and lighting
- Bus shelters
- Markets
- Public conveniences
- Agency agreements
- A summary of services for which the council is entitled to recover a fee, together with those fees.

Members of the public may inspect the above documents. Information will be made available on the website where appropriate. Otherwise, a charge of 10p per copy will be levied for any hard copies of the documents.

3. The Clerk will be the contact point for any communication from the Information Commissioner. The Clerk will be responsible for the administration of the Model Publication Scheme and for any changes made to the scheme.

## 2. CODE OF PRACTICE FOR COMPLAINTS FROM A SERVICE USER OR MEMBER OF THE PUBLIC

If a complaint about procedures or administration is notified orally to a councillor or the clerk and they cannot satisfy the complainant fully forthwith the complainant shall be asked to put the complaint in writing to the clerk and be assured that it will be dealt with promptly after receipt.

### Before the Meeting

1. The complainant should be asked to put the complaint about the council's procedures or administration in writing to the clerk.
2. If the complainant does not wish to put the complaint to the clerk, they may be advised to put it to the chairman of the council.
3. The clerk shall acknowledge the receipt of the complaint and advise the complainant when the matter will be considered by the council or by the committee established for the purposes of hearing complaints.
4. The complainant shall attend the relevant meeting and bring with them such representative as they wish.
5. 7 clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

### At the Meeting

6. The council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the council meeting in public.
7. Chairman to introduce everyone.
8. Chairman to explain procedure.
9. Complainant (or representative) to outline grounds for complaint.
10. Members to ask any question of the complainant.
11. If relevant, clerk to explain the council's position.
12. Members to ask any question of the clerk.
13. Clerk and complainant to be offered opportunity of last word (in this order).
14. Clerk and complainant to be asked to leave room while Members decide whether or not the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back).
15. Clerk and complainant return to hear decision, or to be advised when decision will be made.

### After the Meeting

16. Decision confirmed in writing within seven working days together with details of any action to be taken.

### **3. PARISH PLAN**

1. A new Parish Plan will be produced every 6 years (with the first produced in 2003). It will be reviewed and updated every 2 years at an agreed council meeting.
2. The plan will be prepared by the Council at an agreed council meeting and be presented at the Annual Open Parish Meeting.
3. The Clerk will be responsible for preparing the interim reports for consideration by the Council.

### **4. BUDGET PROCEDURES**

1. The Budget will be agreed by the Council as detailed elsewhere, and will run from 1<sup>st</sup> April to 31<sup>st</sup> March the following year.
2. It will be the responsibility of the Clerk to keep the necessary records.
3. The Council will initiate any action required to correct any problems.

### **5. AUDIT REPORT**

1. At the meeting following the receipt of the Auditor's formal report on the Parish Council Accounts, the Clerk will present the formal findings.
2. The Council will consider the Report and any recommendations by the Auditor arising from it.
3. The Council will consider what action should be taken to comply with these recommendations.
4. The required action would then form part of the agenda for the next Council meeting for formal approval and adoption.

### **6. TRAINING**

1. The Clerk will be responsible for notifying the council of training opportunities for both the Clerk and Councillors.
2. On the completion of a course, the attendee will give a brief report to the Council on its contents and value.
3. A record of courses attended to be kept by each councilor and by the clerk.

### **7. ANNUAL PARISH MEETING**

1. Each year there will be a Parish Meeting. This meeting is separate from and different to the Parish Council Annual Meeting.
2. This meeting is open to all members of the Public on the Electoral Role of the Parish at the date of the meeting.
3. The Meeting will be held annually at an agreed date between 1<sup>st</sup> March & 1<sup>st</sup> June.
4. The Meeting will be open to questions and discussion on Parish matters, and will be chaired by the Chair Person of the Parish Council.

## **8. BOUTH VILLAGE GREEN COMMITTEE**

The Bouth Village Green Voluntary Committee (BVGVC) is an Advisory Committee to the Colton Parish Council.

This Committee consists of a maximum of 20 members, including officers, and a minimum of 6 persons (over the age of 18), who are elected from the Villagers of Bouth and its environs, at an Annual General Meeting.

- A. Notice of this meeting to be posted 14 days before the AGM.
- B. There will be a minimum of one Voluntary Committee meeting per year.
- C. The Committee consists of three officers; Chairman, Secretary and Assistant Secretary.
- D. A quorum consists of five members.
- E. A report from this committee will be given at the Annual Parish Council Meeting.

### **The purpose of this committee is:-**

- 1. To administer and upkeep the Village Green (VG) on a day to day basis.
- 2. To organize work parties, as and when required and to maintain the VG in good order. At least one member of the parish council to be present on these working parties
- 3. To raise funds for replacement of structures, for major improvements to the village green and for special events.
- 4. To ensure that the lease of the Green is paid.
- 5. To ensure that the VG Insurances are correct and up to date.
- 6. To ensure that relevant Health and Safety Requirements are in place.

## **9. DELEGATION OF POWER**

Executive powers are delegated to the Clerk of the Council, following consultation with the Chairman or Vice Chairman to the Council or Committee, as appropriate, for matters which require a decision before the next ordinary meeting.

## **10. HANDLING CONSULTATIONS AND SURVEYS**

- 1. Within 2 days of receipt of a consultation, the Clerk will notify the Chairman who will then decide, in the light of the response timetable, whether the Council's response is to be decided prior to the next regular meeting of the Council, at the next regular meeting or at a special meeting.
- 2. If the Council's response is to be decided at the next regular or a special meeting, the Chairman will decide what papers about the consultation/survey (including a draft response, if appropriate) are to be circulated by the Clerk to councillors beforehand.
- 3. If the Council is to respond prior to the next meeting, The Clerk will consult with such other members of the Council as she deems appropriate. The Chairman will then instruct the Clerk on the response that is to be submitted on behalf of the Council. The response submitted will then be reported to the next meeting of the Council for confirmation.
- 4. In the event of it being decided that no formal response will be submitted, the Clerk will nevertheless write and inform the consulting body that on this occasion the Council has no observations to make.

## 11. RISK ASSESSMENT

1. It is the policy of the Parish Council to have a risk assessment in place at all times. This will cover the major activities of the Council.
2. The clerk will have the responsibility of preparing the risk assessment document, which will be presented to the council, and any amendment agreed will be incorporated into the final document and will form part of the Council's procedures.
3. The risk assessment document will be reviewed annually by the clerk and updated after approval by the council.

## 12. DATA PROTECTION

This policy was formally adopted by Colton Parish Council in January 2005 and applies to all employees, members and those acting on the Council's behalf.

An essential activity within the Council is the requirement to gather and process information about its staff and people in the community in order to operate effectively. This will be done in accordance with the Data Protection Act 1998 (the Act) and other related government legislation.

The council - acting as custodians of personal data - recognises its moral duty to ensure that all such data is handled properly and confidentially at all times, irrespective of whether it is held on paper or by electronic means. This covers the whole lifecycle, including

- The obtaining of personal data;
- The storage and security of personal data;
- The use of personal data;
- The disposal/destruction of personal data.

The council has also a responsibility to ensure that data subjects have appropriate access, upon written requests, to details regarding personal information relating to them.

### Actions

By following and maintaining strict safeguards and controls, the Council will:

1. Acknowledge the rights of individuals to whom personal data relates, and ensure that those rights may be exercised in accordance with the Act.
2. Ensure that both the collection and use of personal data is done fairly and lawfully.
3. Ensure that personal data will only be obtained and processed (1) for the purposes specified, in pursuit of the Council's aims and objectives.
4. Collect and process personal data on a "need to know" basis, ensuring that such data is fit for purpose, is not excessive, and is disposed of at a time appropriate to its purpose.
5. Ensure that adequate steps are taken to ensure the accuracy and currency of data.
6. Ensure that for all personal data, appropriate security measures are taken - both technically and authorized nally - to protect against damage or abuse.
7. Ensure that the movement of personal data is done in a lawful way - both inside and outside the Council and that suitable safeguards exist at all times.

### Enablers

1. Ensure that the Parish Clerk is responsible for communications and issues relating to information security, the Data Protection Act, and other related legislation within the department.
2. Ensure that all activities that relate to the processing of personal data have appropriate safeguards and controls in place to ensure information security and compliance within the act.
3. Ensure contracts and service level agreements (SLAs) between the council and external third parties - where personal data is processed - make reference to the Act as appropriate.

4. Ensure that staff acting on the Council's behalf understand their responsibilities regarding information security under the Act and that they receive the appropriate training / instruction and supervision so that they carry those Duties out affectively and consistently and are given access to personal Information that is appropriate to the duties they undertake.
5. Ensure that all third parties acting on the Council's behalf are given access to personal information that is appropriate to the duties they undertake and no more.
6. Ensure that any requests for access to personal data are handled courteously promptly and appropriately, ensuring that either the data subject or his/her authorized representative has a legitimate right to access under the Act, that the request is valid, and that information provided is clear and unambiguous;
7. Work towards adopting, as best working practice, the key principles of BS7799 - the British Standard on Information Security Management. (2)
8. Review this policy and the safeguards and controls that relate to it annually - to ensure that they are still relevant, efficient and effective.

(1) Processing as defined by the Act as obtaining, recording, holding, organisation, adaptation, alteration, retrieval, consultation, use, disclosure, alignment, combination, blocking, erasure and destruction.

(2) All actions regarding data subject access requests will be logged. This audit trail will include details regarding the nature of the request, the steps taken to validate it, the information provided as well as any withheld , e.g. for legal reasons.



## REVISIONS TO STANDING ORDERS

<b>Date Revised</b> (from v. July 2004)	<b>Details</b>
May 2008	<p><u>Changes to SOs 58 and 70 regarding Public Participation</u> on instruction from CALC (<i>correspondence Jan 2008</i>):</p> <ul style="list-style-type: none"> <li>• SO 58 deleted</li> <li>• SO 70 deleted and replaced by 70A and 70B</li> </ul>
May 2008	<p><u>Appendices: 3. PARISH PLAN</u></p> <p>It was resolved at the March 2008 meeting to produce a completely new Parish Plan every 6 years, with interim reviews and updates every 2 years. Appendix 3.1 changed accordingly.</p>
December 2008	<p><u>Addition to SO 76 regarding procedure for responding to planning applications:</u></p> <p>Paragraph 3 added (according to resolution made at meeting 1<sup>st</sup> December 2008, item 156).</p>
December 2008	<p><u>Appendix 1: Freedom of Information Act: New Model Publication Scheme</u></p> <p>The Council has adopted the new model publication scheme (Sept 2008) according to the pro-forma provided by the Information Commissioner's Office via CALC. Resolution taken at meeting of 1<sup>st</sup> December 2008, item 159.</p>
<i>(September 2011)</i>	<i>Layout change only – no new version issued. Financial Regs. Removed - now stand-alone document. Page numbering and contents pages amended accordingly.</i>