

Barnoldswick Town Council

STANDING ORDERS

MEETINGS

1. Meetings of the Council shall be held at 7:00 o'clock in the evening, unless the Council otherwise decides at a previous meeting.
2. No meeting shall continue beyond 10 o'clock in the evening except at the discretion of the chair who may in appropriate circumstances extend the meeting by up to 15 minutes
3. **In an election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office and**
4. **In a year which is not an election year, the Annual Town Council Meeting shall be held on such a day in May as the Council decides.**
5. **In addition to the statutory Annual Meeting of the Council at least three other statutory meetings and all additional ordinary meetings of the Council shall be held in each year on such dates as the Council decides.**
6. A Special Meeting of the Council may be called by the Chairman of not less than one quarter of the members of the Council. The summons shall set out the business to be considered at the Special Meeting and no other business shall be transacted. Any meeting called under this Standing Order shall be subject to the provisions of Standing Order 28.

CHAIRMAN OF THE MEETING

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

PROPER OFFICER

8. Where a statute, regulation or order confers functions or duties on the proper officer of the Council, in the following cases, s/he shall be the Town Clerk:-

To receive declarations of acceptance of office.

To receive and record notices disclosing pecuniary interests.
To receive and retain plans and documents.
To sign notices or other documents on behalf of the Council.
To receive copies of byelaws made by a District Council.
To certify copies of byelaws made by the Council.
To sign summonses to attend meetings of the Council.
To keep proper records of all Council meetings.

9. In any other cases, the proper officer shall be the person nominated by the Council and, in default of nomination, the Town Clerk.

QUORUM

10. Half the members shall constitute a quorum at meetings of the Council.

11. If a quorum is not present within 15 minutes after the commencement time of a Council meeting, or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other days as the Chairman may fix.

VOTING

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

13. **If two members so require, the Town 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 to the next business.**

14. **Subject to a) and b) below, the Chairman may give an original vote on any matter put to vote, and in the case of an equality of votes may give a casting vote even though s/he gave no original vote.**

- a) **If the person presiding at the annual meeting would have ceased to be a member of the Council but for statutory provisions which preserve the membership of the Chairman and Vice Chairman until the end of their term of office, s/he may not give an original vote in an election for Chairman**
- b) **The person presiding must give a casting vote whenever there is an equality of votes in an election for a Chairman.**

ORDER OF BUSINESS

15. **At each Annual Meeting of the Council 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 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 serve on outside bodies
- g) To appoint committees and sub-committees
- h) To consider the payment of any subscriptions falling to be paid annually.
- i) To approve the inventory and Assets Register
- j) To inspect any deeds and trust instruments in the custody of the Council.

and shall thereafter follow the order set out in Standing Order 17

16. At every meeting, other than the Annual Meeting of the Council, 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) as are required by law to be made, or if not then received, to decide when they shall be received.

17. 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 45 must be read in conjunction with this requirement.

18. After the first business has been completed, the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:-

- a) Open Forum – public question time.
- b) To consider and approve 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.
- c) **After consideration to approve the signature of the Minutes by the person presiding as a correct record.**
- d) **To deal with business expressly required by statute to be done.**
- e) To receive such communication 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, sub-committees and working parties.
- h) To receive and consider reports from officers of the Council and/or members on outside bodies.
- i) To authorise the signing or sealing of any documents.

- j) To receive and consider resolutions or recommendations in the order in which they have been notified.
- k) If necessary, to authorise the signing or orders of payment.
- l) Any other business of an information nature of which written notice has been given to the Town Clerk 24 hours prior to the commencement of the meeting, such business to be notified in writing to those present before the commencement of the meeting.

URGENT BUSINESS

19. A motion to vary the order of business on the grounds 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.

RESOLUTIONS MOVED ON NOTICE

20. Except as provide by these Standing Orders, no resolutions may be moved unless the business to which it relates has been put on the Agenda by the Town Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Town Clerk at least ten clear days before the next meeting of the Council.

21. The Town Clerk shall date every notice of motion or recommendation when received, 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.

22. The Town 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 has stated in writing that s/he intends to move at some later meeting or s/he withdraws it

23. If a resolution or recommendation specified in the summons be 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.

24. Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.

25. 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 s/he

considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it is moved.

RESOLUTIONS MOVED WITHOUT NOTICE

26. 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, sub-committee or working party
- h) To appoint a sub-committee or working party or any members thereof.
- i) To adopt a report
- j) To authorise the execution or signing of documents
- k) To amend a motion
- l) To exclude the public (including the press)
- m) To give leave to withdraw a motion or an amendment
- n) To silence or eject from a meeting a member named for misconduct
- o) To invite a member having an interest in the subject matter under a debate to remain
- p) To give the consent of the Council where such consent is required by the Standing Orders
- q) To extend the time limit for speeches
- r) To suspend any Standing Order (See Order 79 below)
- s) To adjourn the meeting

PUBLIC ALLOWED TO SPEAK AT MEETINGS

20. Up to 15 minutes at the beginning of each meeting be allowed for any members of the public to speak on any matter which is relevant to the Council. The Council may refer such matters to the next meeting of the Council or a relevant committee.

NOTICE TO MEETINGS

21. The Town Clerk shall despatch to all Council members and the press Notices of Meetings of Council and Committees seven days prior to each meeting which shall include the day of despatch of the meeting. Such Notices shall be displayed on the Council's public notice board(s).

CLOSURE OF MEETINGS

22. At meetings of the Council, no item of business shall be considered or discussed after 10:00 PM in the evening unless the same shall have been introduced and under consideration before 10:00 PM, or unless the majority of members present and voting resolve to continue with further business, but no items of business shall be considered or discussed after 10:30 PM, unless the same shall have been introduced and under consideration before 10:30 PM.

23. At meetings of committees, sub-committees or working parties, no item of business shall be considered or discussed after 9:30 PM in the evening unless the same shall have been introduced and under consideration 9:30 PM, or unless the majority of members present and voting resolve to continue with further business, but no items of business shall be considered or discussed after 10:00 PM, unless the same shall have been introduced and under consideration before 10:00 PM.

QUESTIONS

24. A member may ask the Chairman or the Town Clerk any question concerning the business of the Council provided notice of the question has been given to the person to whom it is addressed before the meeting begins.

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

26. A person to whom a question has been put may decline to answer but in that event such person shall give a written reply to the question at or before the next meeting.

27. A member, with or without notice, may ask the Chairman of a committee, sub-committee or working party any question upon the proceedings of the committee, sub-committee or working party then before the Council if the question put before the Council's consideration of those proceedings is finished.

RULES OF DEBATE

28. 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. Other rules of debate are:-

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 s/he before it is further discussed or put to the meeting.

b) A member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.

c) No speech by a mover of a resolution shall exceed 5 minutes and no other speech shall exceed 5 minutes except by the consent of Council.

d) An amendment shall be either:-

a. To leave out words.

b. To leave out words and insert or add others.

c. To insert or add words.

e) An amendment shall not have the effect of negating the motion before the council.

f) 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.

g) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.

h) The mover of a resolution or of an amendment shall have a right of reply not exceeding two minutes.

i) A member, other than the mover of a resolution, shall not, without 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 the closure.

j) A member may rise to make a point of order or a personal explanation. A personal explanation shall be confined to some material part of a former speech by him/her which may have been misunderstood. A member speaking for these purposes shall be heard forthwith.

k) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which may 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.

l) When a resolution is under debate no other resolution shall be moved except the following:-

a. To amend the resolution

b. To proceed to the next business

c. To adjourn the debate

d. That the question be now put

e. That a member named be no further heard

f. That a member named do leave the meeting

g. That a resolution be referred to a Committee

h. To exclude the public or press

i. To adjourn the meeting.

20. The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed, and,

a) Members shall address the Chairman

b) If two or more members indicate, the Chairman shall call upon one of them to speak

- c) Whenever the Chairman speaks during a debate, all other members shall be silent

CLOSURE

20. At the end of any speech a member may, without comment, move “that the question now be put,” “that the debate be now adjourned,” or “that the Council do now adjourn.” If such motion is seconded and if the Chairman is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), s/he shall forthwith put the motion. If the motion “that the question now be put” is carried, s/he shall call upon the mover to exercise or waive his/her right of reply and shall put the question immediately after that right of reply 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.

DISORDERLY CONDUCT

21. Standing Orders relating to Disorderly Conduct are as follows:-

a) All members must observe the Code of Conduct which was adopted by the Council on 26 May 2004, a copy of which is annexed to these Standing Orders.

b) No member shall at a meeting persistently disregard the ruling of the Chair, willfully 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 broken the provisions of paragraph b) of this Order, the Chairman shall express the 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 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 either of the motions mentioned in paragraph c) of this Order is disobeyed, the Chairman may adjourn the meeting or take further steps as may reasonably be necessary to enforce them.

RIGHT OF REPLY

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

ALTERATION OF RESOLUTION

21. A member may, with the consent of his/her seconder, move amendments to his/her resolution.

RESCISSION OF PREVIOUS RESOLUTION

22. Standing Orders relating to the rescission of previous resolutions are as follows:-

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 **seven members** of the Council, or by resolution moved in pursuance of the report or recommendation of a committee.

b) When a special resolution or any other 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.

c) This Order shall not apply to rescinding resolutions moved in pursuance of the report or recommendation of a Committee.

VOTING ON APPOINTMENTS

20. 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.

FILLING A CASUAL VACANCY BY CO-OPTION

21. If no poll is claimed to fill a casual vacancy arising on the Council, resulting in the council having to fill the vacancy by co-option, a formal letter of application from prospective candidates addressed to the Town Clerk is required. This shall be attached to the Agenda in advance of the Council meeting where candidates are interviewed and selected. No candidate shall be interviewed unless s/he has complied with this requirement.

DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

22. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed or contracted 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 Orders 70 & 71).

RESOLUTIONS ON EXPENDITURE

23. Any resolution (which is moved otherwise than in pursuance of a recommendation of the Community Affairs, Finance & Administration Committee (CAFAC) or of another committee after recommendation by CAFAC) and 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 (and CAFAC shall report on the financial aspects of the matters)

EXPENDITURE

24. Standing Orders relating to the payment of money are as follows:-

- a) **Order for the payment of money shall be authorised by previous resolutions, either specifically or through the Annual Budget, and signed by two members.**
- b) **The Town Clerk be authorised to issue cheques for payment of approved items of expenditure subject to the requirements of Standing Order 64.**

DOCUMENTS

20. Standing Orders relating to documents are as follows:-

- a) A document shall not be executed as a deed or signed on behalf of the Council unless its execution or signing has been authorised by a resolution of the Council.
- b) Any two members of the Council may execute as a deed any document required by law to be issued under seal.
- c) Any other document not required to be issued under seal may be signed on behalf of the Council by the Town Clerk.

COMMITTEES

20. The Council may, at its Annual Meeting, appoint standing committees and may at any time appoint such other committees, sub-committees or working parties 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 of the Council.
- b) May co-opt persons other than members of the Council to any Committee.
- c) May, subject to the provisions of Standing Order 42 above at any time dissolve or alter the membership of a Committee.

20. 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 Committee meeting following the Annual Meeting of the Council.

21. Ordinary meetings of Committees shall be held in accordance with a timetable of meetings set by the Council at the Annual Meeting of the Council.

22. The Chairman of a Committee or the Chairman of the Council may summons an additional meeting of that committee at any time. Additional meetings 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.

SUB-COMMITTEES AND WORKING PARTIES

23. Every Committee may appoint sub-committees or working parties for purposes to be specified by the Committee.

24. 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 or Working Party, the **quorum** of a Committee or Sub-Committee shall be **one-half** of its members (rounded upwards to the nearest whole number)

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

ADVISORY COMMITTEES

26. Standing Orders relating to Advisory Committees are as follows:-

- a) There shall be advisory committees, whose names and numbers and the bodies to be invited to nominate members shall be decided by the Council.

- b) The Town Clerk shall inform the members of each Advisory Committee of the terms of reference of the Committee.
- c) An Advisory Committee may make recommendations and give notice thereof to the Council or appropriate Committee.
- d) An Advisory Committee may consist wholly of persons who are not members of the Council.

VOTING IN COMMITTEES, SUB-COMMITTEES AND WORKING PARTIES

20. Members of Committees, Sub-Committees and Working Parties shall vote by a show of hands or, if at least two members so request, by signed ballot.

21. **Chairmen of Committees, Sub-Committees and Working Parties shall in the case of an equality of votes have a second or casting vote.**

22. Persons co-opted to serve on a Committee, Sub-Committee or Working Party who are not members of the Council shall have a right to vote, subject to approval by each respective Committee, Sub-Committee or Working Party.

PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

23. A member who has proposed a motion which has been referred to any Committee of which s/he is not a member, may explain his/her motion to the Committee but shall not vote.

24. Any Council member shall be entitled to be present at the meetings of any Committee of which s/he is not a member, and with consent of the Committee be allowed to speak.

ACCOUNTS AND FINANCIAL STATEMENTS

25. Standing Orders relating to Accounts and Financial Statements are as follows:-

- a) Except as provided in paragraph b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council or the Community Affairs, Finance & Administration Committee
- b) 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 appropriate officer. Unless it has been otherwise authorised by the Council, such payment shall be authorised by the Committee, if having charge of the business to which it relates, or by the Chairman or Vice-Chairman of the Council.
- c) All payments authorised under sub-paragraph b) of this Standing Order or made without authority of the Council, shall be separately included in the

next schedule of payments laid before the Council or the Community Affairs, Finance & Administration Committee.

20. The Town Clerk shall supply to each member of the Council, when available, a copy of the Final Accounts for the last Financial Year as prepared in accordance with the requirements of the Accounts and Audit Regulations in force.

ESTIMATES AND PRECEPT

65. Standing Orders relating to Estimates and Precepts are as follows:-

- a) Any Committee desiring to incur expenditure shall give the Town Clerk a written estimate of the expenditure recommended for the coming year not later than the end of the month of December.
- b) The Council shall approve written Estimates for the coming Financial Year at its first meeting in each new calendar year for the purpose of fixing the Precept and levying such on Pendle Borough Council.

INTERESTS

20. Standing Orders relating to Interests are as follows:-

- a) **If a member has a personal interest as defined in the Code of Conduct adopted by the Council on 26 May 2004, then s/he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.**
 - a) **If a member who has declared a personal interest then considers the interest to be prejudicial, s/he must withdraw from the room or chamber during consideration of the item to which the interest relates.**
 - b) **The Town Clerk shall record in a book to be kept for the purpose, particulars of any notice given by any member or any officer of the Council, of a pecuniary interest in a contract, and the book, shall be open during reasonable hours of the day for the inspection of any member.**
- a) If any member has a non-pecuniary interest within the ambit of the National Code of Local Government Conduct, s/he shall, having declared it, be invited to withdraw from the meeting.
- b) If a candidate for any appointment under the Council is to his/her knowledge related to any member of, or the holder of any office under the Council, s/he and the person to whom s/he is related shall disclose the relationship in writing to the Town Clerk. A candidate who fails to do so shall be disqualified for such appointment, and if appointed shall be dismissed without notice. The Town Clerk shall report to the Council or to the appropriate Committee any such disclosure. Where relationship to a member is disclosed the Standing Orders on interests of members in contracts and other matters shall apply. The Town Clerk shall make known the purport of this Standing Order to every candidate.

CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

20. Standing Orders relating to the canvassing of and recommendations by members are as follows:-

- a) 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 Town Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
- b) 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, a member may give a written testimonial of a candidate's ability, experience or character, for submission to the Council with an application for appointment.
- c) Standing Orders 66 a) and 66 b) shall apply to tenders as if the person making the tender were a candidate for appointment.

INSPECTION OF DOCUMENTS

20. Standing Orders relating to the inspection of documents are as follows:-

- a) A member may, for the purpose of his/her duty as such (but not otherwise) inspect any document in possession of the Council or a Committee and if copies are available shall, upon request, be supplied a copy.
- b) All Minutes kept by the Council and by any Committee shall be open for the inspection of any Member of the Council.**
- c) The Minutes of the Council shall be open to inspection by any local government elector of the Town without charge.

UNAUTHORISED ACTIVITIES

20. No member of the Council, or 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.
- b. Issue orders, instructions or directions to members or employees unless authorised to do so by the Council or the relevant Committee or Sub-Committee.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

20. **The public and the press shall be admitted to all meetings of the Council and its Committees and Sub-Committees, which may, however,**

temporarily exclude the public or the press or both by means of the following resolution:-

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

21. The Council shall state the special reason for the exclusion. If a person's advice or assistance is needed they may be invited (by name) to remain after the exclusion resolution is passed.

22. The Town Clerk shall afford the press reasonable facilities for taking 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.

23. If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that s/he be removed from the meeting room and may adjourn the meeting for such periods as are necessary to restore order.

CONFIDENTIAL BUSINESS

24. Standing Orders relating to confidential business are as follows:-

a) No member of the Council, or any Committee or Sub-Committee shall disclose to any person not a member of the Council, any business declared confidential by the Council, the Committee or Sub-Committee as the case may be.

b) Any member in breach of the provisions of paragraph a) of this Standing Order may be removed from any Committee or Sub-Committee by the Council.

LIAISON WITH COUNTY AND DISTRICT COUNCILLORS

20. A summons and Agenda for each Council meeting shall be sent, together with an invitation to attend, to the County Councillor for the division and to the District Councillors for the town.

PLANNING APPLICATIONS

21. Standing Orders relating to planning applications are as follows:-

a) The Town 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.
- b) The Town Clerk shall refer every Planning Application received to the Chair of the Planning Committee or in the Chairman's absence to the Vice-Chairman.
- c) The Planning Committee shall have authority from the Council to develop and administer a scheme of delegation to the Town Clerk in consultation with the Chairman of the Planning Committee or in the Chairman's absence the Vice-Chairman to determine certain types of planning applications under relevant legislation.

FINANCIAL AND CONTRACTUAL MATTERS

20. Standing Orders relating to financial and contractual matters are as follows:-

a) The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer. 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. The financial reporting requirements of members and local electors and
- d. Procurement policies (subject to below) including the setting of values for different procedures where the contract has an estimated value of less than £50,000.

b) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £5000 shall be procured on the basis of a formal tender as summarised in c) below.

c) 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, materials, services and the execution of works shall be drawn up.
- c. Tenders are to be sent, in a sealed marked envelope, to the Town Clerk by a stated date and time.
- d. Tenders submitted are to be opened, after the stated closing date and time, by the Town Clerk and at least one member of the Council.
- e. Tenders are to be then be assessed and reported to the appropriate meeting of the Council or Committee.
- f. If no tenders are received or if all the tenders are identical the Council may make such arrangements for procuring the goods, services, materials or executing the works as it thinks fit.

d) The Council, nor any Committee is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 65 d) and 66 regarding improper activity.

e) The Financial Regulations of the Council shall be subject to annual review.

CODE OF CONDUCT ON COMPLAINTS

20. The Council shall deal with complaints of maladministration allegedly committed by Council or by any officer or member in a manner recommended by Circular 2/86 issued by the National Association of Local Councils.

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

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

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

STANDING ORDERS TO BE GIVEN TO MEMBERS

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

Reviewed and confirmed by Council on 29 November 2006

