



North Hykeham Town Council

STANDING ORDERS

1. Meetings

a) Meetings of the Council shall be held in each year on such dates and times and at such a place as the Council may direct.

b) Meetings of the Town Council shall be normally held in the Civic Offices bimonthly on a date agreed by the council commencing between 19:00 and 19:30 in the evening unless the Council decides otherwise at a previous meeting. Town Council meetings and statutory committee meetings no more than 2 hours unless a vote to extend the meeting is passed by those present.

C) 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.

d) In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.

e) Smoking is not permitted at any meeting of the Council, its Committees and Working Parties.

f) The minimum three clear days for notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

g) Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

h) Subject to standing order (g) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.

i) The period which is at the Chairman's discretion or which is designated for public participation in accordance with the standing order, shall not normally exceed 15 minutes.

j) In accordance with standing order (i) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. The Chairman of the meeting may direct that a written or oral response be given.

k) Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without Councils prior written consent.



l) In accordance with standing order (27), the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. The council will allow the filming of elected members and council officers at meetings that are open to the public. The council will allow the filming of members of the public speaking at a meeting. Bloggers, Tweeters, Facebook and YouTube users, and individuals with their own websites will be allowed to report at meetings. (*Guidance in Departments for Communities and Local Government – Your council's cabinet – going to its meetings, seeing how it works – A guide for local people, June 2013*)

m) Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his/her absence be done by, to or before the Vice-Chairman (if any).

n) The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

2. The Statutory Annual Meeting

a) In an election year the Annual Council Meeting shall be held on or within 14 days following the day on which the new councillors elected take office.

and

b) In a year that is not an election year the Annual Council Meeting shall be held on such day in May as the Council may direct. **If no other time is fixed, the annual meeting shall take place at 6pm.**

c) In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date.

d) The election of the Chairman and Vice Chairman of the Council shall be the first business completed at the annual meeting of the Council.

f) the Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the council.

g) The Vice-Chairman of the Council unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.

h) In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.

i) In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.



3. Extraordinary meetings

- a) **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b) **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**
- c) The Chairman of a committee may convene an extraordinary meeting of the committee at any time.
- d) **If the Chairman of a committee does not or refuses to call an extraordinary meeting within 14 days of having been requested to do so by two councillors, those 2 councillors may convene an extraordinary meeting of a committee. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.**

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/she shall be the Clerk of the Council.

The Council's Proper Officer shall do the following:

- a) **To sign and issue the summons to attend meetings of the Council and Committees, confirming the time, date, venue and agenda at least 3 clear days before the meeting, either in person, by mail, or electronically.**
- b) **To give public notice of the time, venue and agenda at least three clear days before a meeting of the Council or Committee**
- c) **Convene a meeting of the full council for the election of a new Chairman of the Council occasioned by a casual vacancy in his/her office.**
- d) **To receive and retain declarations of acceptance of office.**
- e) To receive and record notices disclosing interests at meetings.
- f) To receive and retain plans and documents.
- g) To sign notices or other documents on behalf of the Council
- h) **To receive copies of bylaws made by another local authority.**
- i) To certify copies of bylaws made by the Council.
- j) To keep proper records for all Council meetings and make available for public inspection.



- k) To receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- m) Retain a copy of every councillor's register of interest.
- n) In the Town Clerk's absence the Deputy Clerk will carry out the Town Clerks duties.

6. Quorum of the Council

Quorum shall be three or one third of the total membership of the council whichever is the greater. Where more than one-third of the members are disqualified at the same time the quorum is either three or one-third of the qualified members whichever is the greater, until such time as the membership has been increased to not less than two-thirds of the total.

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.

7. Quorum of a Committee

Three members shall constitute a quorum at meetings of a Committee.

8. Voting

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

a) 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.

b) Subject to c and d below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes must give a casting vote whether or not he gave an original vote.

c) 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.

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

e) Every proposal must have a proposer and a seconder

9. Order of Business

(In an election year Councillors should execute their Declarations of Acceptance of Office in the presence of the Council's proper officer, and be delivered to the Council at or before the first meeting [s.83 (4), LGA1972])

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

a) To elect a Chairman of the Council who will be Mayor

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:

i) The Representation of the People Act 1985, Section 21 allows the elected members, provided there is a quorum to co-opt members to fill the remaining vacancies see (ii) below for the procedure. If the Council fails to exercise the power to co-opt within seven weeks (35 days computed under Section 4 of the Act) or if there is no quorum, the principal/district council may order a fresh election to properly constitute the Council.

ii) Casual vacancies, which may occur during the term of the Council, will be advertised on the Council's notice board and on the Town Council Website. An election to fill the vacancy shall be held if within fourteen days (calculated as per Section 4 of the Act) after public notice of the vacancy has been given, notice in writing of a request for such an election has been given to the Returning Officer by ten persons who are registered as local government electors in the parish/town. (Local Elections [Parishes and Communities] Rules 2006). Candidates will be requested to supply a detailed report stating their background and reasons for wishing to serve on the Council. The candidate's submissions will be presented before the Council at its next available meeting and will be voted on by means of a signed ballot. If there are more candidates than vacancies, the candidate with the lowest number of votes will be excluded. If two candidates poll the same number of votes a separate vote to eliminate one of them will be held. Voting will continue with the lowest polling candidate being excluded until the number of candidates matches the number of vacancies.

d) To elect a Vice-Chairman of the Council who will be Deputy Mayor.

e) To appoint representatives to outside bodies.

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

10. 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) Public Democratic forum 15 minutes (time at Chairman's discretion) can include statements and questions to the council

b) To read and consider the Minutes; provided that 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 Minutes the person presiding may sign as a correct record.

d) To deal with business expressly required by statute to be done.

e) To receive such communications as the Committee Chairman and Proper Officer may wish to lay before the Council.

f) To receive and consider reports from officers of the Council.

g) To receive and consider resolutions or recommendations. Resolutions for the consideration of the Council handed in to the Clerk not less than one week prior to the meeting at which the resolution is to be considered.



h) To authorise the sealing of documents.

11. 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 seconded.
- b) Shall be put to the vote without discussion.

12. Motions for a meeting that require written notice to be given to the Proper officer

a) A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.

b) No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (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 may, before including a motion on the agenda received in accordance with standing order 12 (b) above, correct obvious grammatical or typographical errors in the wording of the motion.

d) If the Proper Officer considers the wording of a motion received in accordance with standing order 12 (b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least (7) clear days before the meeting.

e) If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f) Subject to standing order 12(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g) Motions received shall be recorded.

h) Motions rejected shall be recorded with an explanation by the Proper Officer for their rejection.

13. Resolutions Moved Without Notice

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

- a) To correct an inaccuracy in the draft minutes of a meeting.



- b) To move to a vote.
- c) To defer consideration of a motion.
- d) To refer a motion to a particular committee or sub-committee.
- e) To appoint a person to preside at a meeting.
- f) To change the order of business on the agenda.
- g) To proceed to the next business on the agenda.
- h) To require a written report.
- i) To appoint a committee or sub-committee and their members
- j) To extend the time limits for speaking.
- k) To exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest.
- l) To not hear further from a councillor or a member of the public.
- m) To exclude a councillor or member of the public for disorderly conduct.
- n) To temporarily suspend the meeting.
- o) To suspend a particular standing order (unless it reflects mandatory statutory requirements)
- p) To adjourn the meeting: or
- q) To close the meeting.

14. Public Questions

- a). Questions not connected with business under discussion shall only be asked during the part of the meeting set aside for questions.
- b). A person to whom a question is put may decline to answer.

15. Rules of Debate

- a) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c) A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d) If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f) If an amendment to the original motion is carried, the original motion becomes the substantive motive 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 chairman of the meeting, is expressed in writing to the chairman.
- h) A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i) If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j) Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time the order of which shall be directed by the chairman of the meeting.
- k) One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l) A councillor may not move more than more amendment to an original or substantive motion.
- m) 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 chairman 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 he last spoke;
 - iii. To make a point of order
 - iv. To give a personal explanation; or
 - v. 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 he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q) A point of order shall be decided by the chairman of the meeting and his 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 a particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s) Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply
- t) Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed () minutes without the consent of the chairman of the meeting



17. Code of Conduct

a) All members must observe the Code of Conduct for North Hykeham Town Council which was adopted by the council on 26th July 2012.

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.

d) If the motion mentioned in paragraph (c) is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

e) An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.

f) Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.

g) Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

h) A decision as to whether to grant a dispensation shall be made (by the Proper Officer) or (by a meeting of the council) and that decision is final.

i) A dispensation shall confirm:

- i) The description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates*
- ii) Whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote*
- iii) The date of the meeting or the period (not exceeding four years) for which the dispensation is sought*
- iv) An explanation as to why the dispensation is sought.*

j) Subject to standing orders above, dispensation requests shall be considered (by the Proper Officer before the meeting, or if this is not possible, at the start of the meeting for which the dispensation is required) or (at the beginning of the meeting of the council for which the dispensation is required).



k) A dispensation may be granted in accordance with standing order 17(h) above if having regard to all relevant circumstances the following applies

- i) without the dispensation the number of persons prohibited from participating in the particular business as to impede the transaction of the business or**
- ii) granting the dispensation is in the interests of persons living in the council's area or**
- iii) it is otherwise appropriate to grant a dispensation**

18. Code of Conduct complaints

a) Upon notification by the District or Unitary Council or County Council that 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 report this to the council.

b) Where notification in standing order above relates to a complaint by the Proper Officer, the Proper Officer shall notify the Chairman of the Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 18 (d)

c) The Council may:

- i) Provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law
- ii) Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter

d) Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what if any action to take against him. Such action excludes disqualification or suspension from office.

19. Voting On Appointments other than the Council's internal committees

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.

20. Financial Regulations

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

- (a) Regulations shall include detailed arrangements for the following:
- (b) the accounting records and systems of internal control;
- (c) the assessment and management of risks faced by the Council;
- (d) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor shall be required quarterly.
- (e) the financial reporting requirements of members and local electors and



(f) Financial Regulations approved by the Town Council will form part of the current Standing Orders of the council.

(g) An expenditure incurred by the Council shall be in accordance with the Council's financial regulations.

(h) The Council's financial regulations shall be reviewed once a year.

Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No.5 as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.

Financial Regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value of (£50,000) shall be procured on the basis of a formal tender as summarized in Financial Regulations.

21. Execution and Sealing of Documents

a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

b) 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.

22. Committees

The Council may at its Annual Town Council Meeting appoint committees and may at any other Town Council meeting appoint such other committees to include setting the budget for committees as are necessary, but subject to any statutory provision. The Council will appoint a Finance & Policy committee in accordance with Standing Order no 23. The minimum membership of a committee will be 6 and the maximum 12 and members will be elected on to the committee at each Annual Town Council meeting. Members shall be nominated to each committee at the Annual Town Council Meeting. In the event of an over-subscription of members to each committee a vote will take place in accordance to Standing Order 9. The duties of the appointed committee will at its first meeting after the ATM determine its duties and responsibilities and submit these to Finance & Policy Committee in time for its first meeting for approval.

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

b) Unless the council determines otherwise, a committee may appoint a sub committee whose terms of reference and members shall be determined by the committee

c) The members of a committee may include non councillors unless it is a committee which regulates and controls the finances of the council



d) Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

e) May at any time dissolve or alter the membership of committee.

f) Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and a Vice-Chairman who shall hold office until the next Annual Town Council Meeting of the council, and shall settle its programme of meetings of the year.

g) Except for Finance & Policy Committee, Committees may co-opt non-members of the Council by a majority election, but these co-optees will have no voting rights except for public or social events approved by the Town Council .

h) A Councillor, when unable to attend a Committee Meeting shall be permitted to appoint another member of the Town Council to attend that committee meeting in his/her place up to midday on the day of the meeting. The substitute has full voting rights on the committee for that meeting only.

i) 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 three 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.

j) Working Groups

Every committee may appoint working groups for purposes to be specified by the committee. A Working Group may co-opt others to help it to progress business to a point where a report is brought to council for a decision. A Working Group cannot make decisions that are binding upon the Council.

k) The Chairman or Vice-Chairman of the committee shall be members of every working group appointed by it unless they signify that they do not wish to serve.

l) Except where ordered by the Council in the case of a committee, the quorum of a committee shall be one-half of its committee or a minimum of three members, whichever is the greater.

m) The Standing Orders on rules of debate and the Standing Order on interests of members in contracts and other matters shall apply to committee meetings.

n) Members of committees entitled to vote, shall vote by show of hands, or, if at least two members request, by signed ballot. Any member may request a recorded vote.

o) Chairman of committees shall in the case of an equality of votes have a second or casting vote.

p) 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.

q) After the precept has been agreed and before the Annual Town Council Meeting both F&P and Town Council will review the committees operations for the year and make recommendations to the next Annual Town Council Meeting on committees to be formed for the following year.



23. Finance & Policy Committee

- a) Standing Order 22 applies with the exception of clause d).
- b) Membership of the Finance & Policy Committee will be the Mayor and Deputy Mayor and at least one member of each Statutory committee who will normally be the Chairman. The Statutory Committee membership of Finance & Policy Committee will be decided up at the first meeting of each Statutory Committee.
- c) The Chairman of the Finance & Policy Committee shall be elected at the first Annual Town Council Meeting after the ordinary elections and will be expected to hold office until the next ordinary Town Council elections.

Upon a request signed by the majority of all Councillors a motion may be put to a full Town Council meeting to remove the existing Chairman of the Finance and Policy Committee. This written motion will be passed provided there is a simple majority for it, of those present at the Town Council meeting. The same Town Council meeting may also elect a new Chairman of Finance and Policy Committee for the remaining period of office per standing order 23

- d) The remaining members of Finance & Policy Committee will be voted upon at the Annual Town Council or Full Town Council thereafter the number of Statutory Committees has been resolved.
- e) Any changes to Standing Orders and Council Polices must be first submitted to Finance & Policy for consideration. Discussions will take place at the next Finance & Policy Committee meeting with a recommendation "To Accept", "To Accept with amendment", or "To Refuse" to the following Full Town Council meeting.
- f) Personnel Sub-Committee
 - i) *Chairman - Chairman of Finance & Policy will be Chairman of this sub-committee.*
 - ii) *Membership – This committee will comprise of 4 elected members and the Chairman*
 - iii) *Election – Committee will be elected at the Annual Town Meeting. Membership will be open to all councillors*
 - iv) *Duties – The committee will review all employment matters of the Council staff.*

24. Interests

a) If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 26th July 2012 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required in law.

b) If a member who has declared a personal interest then considers the interest to be pecuniary, he must withdraw from the room or chamber during consideration of the item to which the interest relates.

25 Appointments and Recruitment

a) If a candidate for any appointment under the Council is to their knowledge related to any member of or the holder of any office under the Council, they and the person to whom they are



related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so 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.

b). The Clerk shall make known the purpose of this Standing Order to every candidate.

c) 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.

d) 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.

26. Unauthorised Activities

No member of the Council or of any 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.

27. Admission of The Public and Press to Meetings

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

To resolve on whether the Council will move into closed session in accordance with the Public Bodies (Admission to meetings) Act 1960 as amended by Section 100 of the Local Government Act 1972

b). The Council committee shall state the confidential reason for exclusion.

c). At all meetings of the Council, the Chairman may at his/her discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meetings in relation to the business to be transacted at that meeting.

d) 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.

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

f) Confidential Business

No member of the Council or of any committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council or the committee as the case may be.

g) Any member in breach of the provisions of paragraph (17) of this Standing Order shall be removed from any committee of the Council by the Council.

28. 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.

29. The Council will review these Standing Orders annually.

30. Well Being of the Council

At all times councillors and staff of the council shall act in a manner that promotes the effective and proper running of the council and will not act in a manner that is detrimental to the reputation of the Council

- a) What can Councillors expect from Clerks to the Council
 - Political Neutrality
 - A commitment to act in the interests of the Council as a whole
 - A professional approach to working relationships
 - An understanding of their role and pressures
 - Timely response to enquiries
 - Professional advice
 - Confidentiality where appropriate
 - Courtesy and respect

- b) What Clerks to the Council can expect from Councillors
 - Understanding of their roles and appreciation of competing calls on their time
 - A partnership working approach
 - Courtesy and respect
 - Not to be bullied or subjected to inappropriate pressure
 - Respect for professional advice
 - Councillors shall act with the code of conduct of this Council at all times

- c) It is expected that Councillors will make appointments with Clerks to the Council, to discuss Council matters, and that those appointments will be conducted in a timely manner

31. Interpretation

Disputed Standing Orders and Financial Regulations will be dealt with as prescribed in the order below.

- a) Town Clerk & Mayor
- b) Chairman of Finance & Policy
- c) Full Town Council
- d) National Association of Local Councils