

ABBOTS BROMLEY PARISH COUNCIL

STANDING ORDERS

Meetings

1. (a) Meetings of the Council shall be held at the Village Hall, when available, normally on a Wednesday at 7:00p.m. unless the Council otherwise decides at a previous meeting.

(b) The Chairman may, for certain special or urgent matters, call additional meetings of the Council on such day and at such hour as he may determine.

(c) Special meetings of a Committee may be called by the Clerk at the request of the Chairman of the Committee or on the request of a quarter of the whole number of the Committee delivered in writing to the Clerk. The summons to a special meeting shall set out the business to be discussed and no other business shall be considered at the meeting

The Statutory Annual Meeting

2. (a) In an election year this shall be held on the Wednesday, next following the fourth day after the ordinary day of elections to the Council

(b) In a year which is not an election year, this shall be held on the last Wednesday in May, or as near to the end of May as is practically possible.
3. The other statutory meetings shall be held on the last Wednesday in the months of June, July, September, October, November, January, February, March and April unless the Council otherwise decides at a previous meeting.
4. The Parish meeting shall assemble annually on some day between 1 March and 1 June, both inclusive, in every year and shall be held on such days and at such times as may be fixed by the Parish Council.

Chairman of Meeting

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

Proper Offices

6. Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he shall be the Clerk:-
 - (a) to receive declarations of acceptance of office
 - (b) to receive and record notices disclosing pecuniary interests
 - (c) to receive and retain plans and documents
 - (d) to sign notices or other documents on behalf of the Council
 - (e) to receive copies of byelaws made by a Borough Council
 - (f) to certify copies of byelaws made by the Borough Council
 - (g) to sign summonses to attend meetings of the council

Quorum

7. Three members shall constitute a quorum, but a motion to suspend standing orders shall not be moved without written notice signed by twice as many members as constitute the quorum.
8. If a quorum is not present when the Council meets or if during a meeting the number of Councillors present falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.

Voting

9. 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.
11. (1) Subject to 2 and 3 below, the Chairman may give an original vote on any matter put to the vote.

(2) Subject to 3 below the Chairman may not give an original vote in the election of the Chairman on any occasion when he will himself immediately after such election retire from the Council.

(3) In any case of an equality of votes, the Chairman may give a casting vote provided always that he has rendered an original vote.

Order of Business

(In an election year Councillors should execute Declarations of Acceptance of Office in each others presence, or in the presence of a proper officer previously authorised by the Council to take such declaration, before the annual meeting commences)

12. At each Annual Meeting the first business shall be:-
 - (a) To elect a Chairman
 - (b) To receive the Chairman's Declaration of Acceptance of Office, or if not then received, to decide when it shall be received.
 - (c) To elect a Vice-Chairman
 - (d) To appoint a school governor
 - (e) To appoint statutory or standing committees
 - (f) To consider the payment of any subscriptions falling to be paid annually, and all bills and financial matters which need to be dealt with before the next ordinary meeting.
 - (g) To inspect any deeds and trust instruments in the custody of the Council, and shall thereafter follow the order set out in Standing Order 15
13. At every meeting other than the Annual 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) as are required by law to be made or if not then received to decide when they shall be received.
14. At the second annual meeting after the ordinary elections the first business shall include consideration of the question whether the pay and conditions of service of existing employees of the Council shall be reviewed. (See Standing Order 38)
15. After the first business has been completed, the order of business and that of all ordinary meetings, unless the Council otherwise decides on the grounds of expediency, 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 presiding Chairman as a correct record.
 - (c) To deal with business expressly required by statute to be done
 - (d) To receive such communications as the presiding Chairman may wish to lay before the Council.
 - (e) To answer questions
 - (f) To dispose of business, if any, remaining from the last meeting
 - (g) To receive and consider reports and minutes of committees and advisory committees
 - (h) To receive and consider reports from officers of the Council

- (i) To authorise the sealing of documents
- (j) To authorise the signing of orders for payment
- (k) To consider motions or recommendations in the order in which they have been notified
- (l) Any other business specified in the summons. (See Standing Order 37)

16. A motion to vary the order of business on the ground of expediency
- (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

17. Except as provided by these Standing Orders, no resolution may be moved unless the mover has given notice in writing 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 motion 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 be not moved, 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 question over which the Council has power or which affects its area.

Resolutions Moved Without Notice

23. 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 receive bills and authorise payments required to be paid within 30 days
 - (l) To amend a motion
 - (m) To give leave to withdraw a motion or an amendment
 - (n) To extend the time limit for speeches
 - (o) To consider otherwise than in committee a question affecting an employee of the Council
(The two following resolutions are governed by the Standing Orders on the admission of public to meetings)
 - (p) To exclude the press

- (q) To exclude the public
(The next resolution is governed by the Standing Order on Disorderly Conduct)
- (r) To silence or eject from the meeting a member named for misconduct
(The next resolution is governed by the Standing Order on members interested in contracts and other matters)
- (s) To invite a member having an interest in the subject matter under debate to remain
- (t) To give the consent of the Council where such consent is required by these Standing Orders

Questions

- 24. A member may ask the Chairman any questions concerning the business of the Council.
- 25. A member with or without notice may ask the Chairman of a Committee any question upon the proceedings of the Committee then before the Council if the question is put before the Council's consideration of those proceedings is finished.
- 26. Every question shall be put and answered without discussion.
- 27. A person to whom a question has been put may decline to answer.

Rules of Debate

- 28. No discussions 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
 - (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 shall exceed 10 minutes, except by consent of the Council (The mover of a resolution is sometimes allowed a longer time than others)
 - (e) An amendment shall be either:
 - i) To leave out words
 - ii) To leave out words and insert or add others
 - iii) To insert or add words
 - (f) An amendment shall not have the effect of negating the motion 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.
 - (j) 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.
 - (k) 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 which may have been misunderstood. A member rising for these purposes shall be heard forthwith.
 - (l) A motion or amendment may be withdrawn by the proposer with the unanimous 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 to leave the meeting
- vii) That the resolution be referred to a committee
- viii) To exclude the public or the press or both
- ix) To adjourn the meeting

30. (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
 (c) If two or more members rise, the Chairman shall call upon one of them to speak

Closure

31. 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 and if the Chairman is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), he shall forthwith put the motion. 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.

Disorderly Conduct

32. (a) No member shall misconduct himself at a meeting by persistently disregarding the ruling of the Chairman, by wilfully obstructing business, or by behaving irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.
 (b) If, in the opinion of the Chairman, a member has so misconducted himself 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.
 (c) If either of the motions mentioned in paragraph b) is disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

Right of Reply

33. 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 not introduce new matters. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

Alteration of Resolution

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

Rescission of Previous Resolution

35. (a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special resolution, the written notice whereof bears the names of at least three members of the Council
 (b) When a special resolution has been disposed of, no similar resolution may be moved within a further six months.
 (c) This Standing Order shall not apply to resolutions moved in pursuance of the report or recommendation of a committee.

Voting On Appointments

36. 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.

Discussions and Resolutions Affecting Employees of the Council

37. If any question arises at a meeting of the Council or of a committee thereof
- (a) relating to the appointment, promotion, disposal, salary or conditions of service or as to the conduct of any persons represented by the Council, or
 - (b) relating to an identifiable individual, or
 - (c) which would be prejudicial to the public interest if discussed in public,
- a motion to exclude the press and public shall be moved forthwith by the Chairman and put without debate.

Resolutions on Expenditure

38. Any motion which if carried, would in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of 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.

Expenditure

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

Sealing of Documents

40. (a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution
(b) The Chairman and Clerk may seal on behalf of the Council, any document required by law to be issued under seal.

Committees

41. The Council may at the Annual 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, and
 - (b) may at any time dissolve or alter the membership of a committee
42. The Chairman and Vice-Chairman shall be members of every committee
43. 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.
44. The Chairman of a committee or the Chairman of the Council may summon a special meeting of that committee at any time. A special 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.
45. Every committee may appoint sub-committees for purposes to be specified by the committee.
46. The Chairman and Vice-Chairman of the committee shall be members of every subcommittee

appointed by it unless they signify that they do not wish to serve

47. 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.
48. 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 insofar as they are appropriate.

Voting in Committees

49. Members of committees and sub-committees shall vote by show of hands.
50. Chairman of committees and sub-committees shall have a second or casting vote

Presence of Non-Members of Committees at Committee Meetings

51. A member who has proposed a motion which has been referred to any committee of which he is not a member, may explain his motion to the committee but shall not vote 52 Any Council member shall, unless the Council otherwise orders, be entitled to be present as a spectator at the meetings of any committee or sub-committee of which he is not a member.

Financial Regulations

53. The Council will adopt Financial Regulations that govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.
54. It shall be the duty of the Council to review the Financial Regulations from time to time.

Interests

55. If any member has a personal or prejudicial interest in any matter to be discussed within the meaning of the Local Government Act 2000, then he/she is under obligation to declare that fact and, if the interest is prejudicial, to withdraw from the meeting room.
56. The Clerk shall maintain a register of interests declared by members of the Council which will be available at all meetings of the Council. The register shall be open during reasonable hours of the day for inspection by any member of the public.
57. 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 from 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 the Standing Orders on interests of members in contracts and other matters shall apply. The Clerk shall make known the purport of this Standing Order to every candidate.

Canvassing of and Recommendations by Members

58. (a) Canvassing of members 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 purport of this sub-paragraph of this Standing Order to every candidate.
(b) A member of the Council 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.
59. Standing Orders No 57 and 58 shall apply to tenders as if the person making the tender were a candidate for an appointment.

Inspection of Documents

60. 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
61. In accordance with the Freedom of Information Act 2000, the Council has published a scheme whereby members of the public may inspect specified documents and, on payment of the set charge, receive a copy of the same.

Unauthorised Activities

62. 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 - unless authorised to do so by the Council or the relevant committee or sub-committee.

Admission of the Public and Press to Meetings

63. 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.
64. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
65. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that s/he be removed from the Council Chamber or that the part of the Chamber open to the public be cleared.

Confidential Business

66. 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.

Planning Applications

67. The Clerk shall, as soon as it is received, record the following particulars of every planning application notified to the Council:
 - (i) the date on which it was received
 - (ii) the name of the applicant
 - (iii) the place to which it relates
 - (iv) a summary of the nature of the application.
68. The aforementioned information is recorded on hard copy and also on a computerised system. Once recorded an email is generated to all councillors providing information on the planning application and a link to the on-line planning application system at East Staffordshire Borough Council. Councillors can then view all the plans and supporting documents prior to the next Parish Council meeting.
69. Planning Applications will normally be considered in the course of regular meetings. However, where the time between the receipt of an application and its return, normally three weeks, prevents such discussion taking place then the Clerk will request that councillors respond to the aforementioned email with their comments. On receipt of this feedback the Clerk, s/he will prepare a response based on councillors' comments, discuss with the Chairman if there are any opposing views to be resolved, and then despatch it to the Planning Department of the Borough.

Variation, Revocation and Suspension of Standing Orders

70. Any one or more of the Standing Orders in any case of emergency or upon motion made or on notice duly given, may be suspended at any meeting so far as necessary, and business at such a meeting, provided that the majority of the members of the Council present or voting shall so decide.
71. 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.

Authority to Act between Meetings

72. At the beginning of each year, the Council may decide that executive powers be delegated to the clerk of the council for matters which require a decision before the next ordinary meeting. Under these powers the Clerk may, following consultation with the Chairman or Vice-Chairman of the Council or committee as appropriate, deal with urgent business. No such action may involve expenditure not already agreed in the budget or be in conflict with agreed Council policy. All actions taken under executive powers must be reported to the next meeting of the Council.

Standing Orders to be given to Members

73. A printed copy of these Standing Orders and the Financial Regulations shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office.

Most recently amended: November 2018

APPENDIX A: Code of Conduct

The Council resolved to adopt the following code of conduct at the meeting on 25th July 2012, minute ref 99

The Ten General Principles

The general principles governing your conduct are set out below:

Selflessness

1. Councillors should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity

2. Councillors should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

3. Councillors should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

4. Councillors should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

5. Councillors should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Personal Judgement

6. Councillors may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for Others

7. Councillors should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

Duty to Uphold the Law

8. Councillors should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship

9. Councillors should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

Leadership

10. Councillors should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Code of Conduct for Parish Councils

Introduction

Pursuant to section 27 of the Localism Act 2011, Abbots Bromley Parish Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

Member obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

6. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A(1) and (2).
7. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A(1) and (2).
8. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A(1) and (2) within 28 days of becoming aware of it.
9. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of interests at meetings

10. Where a matter arises at a meeting which relates to an interest in Appendix A(1) the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
11. Where a matter arises at a meeting which relates to an interest in Appendix A(1) which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.
12. Where a matter arises at a meeting which relates to an interest in Appendix A(1), the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.
13. A member only has to declare his/her interest in Appendix A(2) if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix A(2) which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest in Appendix A(1)), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

15. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A(1) and (2) if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Appendix A (1)

Interests described in the table below.

| <i>Subject</i> | <i>Description</i> |
|---|--|
| Employment, office, trade, profession or vocation | Any employment, office, trade, profession or vocation carried on for profit or gain. |
| Sponsorship | This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. |
| Contracts | Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged. |

| | |
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| Land | Any beneficial interest in land which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income. |
| Licences | Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer. |
| Corporate tenancies | Any tenancy where (to the member's knowledge)— (a) the landlord is the Council; and (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of. |
| Securities | Any beneficial interest in securities* of a body where— (a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class. |

*'director' includes a member of the committee of management of an industrial and provident society.

*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Appendix A (2)

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) any body—
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)of which the member of the Council is a member or in a position of general control or management;
- (iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

APPENDIX B: Policies and Practices

This appendix records policies and practices, which, although they may not be required by law or formally defined in the Standing Orders, are considered by the Council to be useful statements that direct or support the effective running of meetings or other Council activities.

B1 Jubilee Cup

Each year the members of the Council will consider nominations for a recipient of the Jubilee Cup and make an award to a person from the parish who, in the opinion of the members, has made a significant contribution to the wellbeing of the parish. The Council will confirm the willingness of the proposed recipient to receive the award and the presentation will be made at the Annual Parish Assembly. Award of the cup will be recorded by the presentation of a framed certificate at the following Annual Parish Assembly.

B2 Working Groups

Although Committees and Sub-committees are permitted by Standing Orders, the normal practice of the Council will be to appoint informal Working Groups that will gather and analyse information but not take decisions. The findings and recommendations of Working Groups will be reported back to a meeting of the Council before any decision is made.

B3 Annual Parish Assembly

Minutes of the Annual Parish Assembly will be taken and produced in document form. They will only be distributed to members of the Council and any member of the public who specifically requests a copy. Minutes of the previous Assembly will not be read or reviewed at an Annual Parish Assembly but should be signed by the Chairman at the next meeting. Although not a legal requirement the draft minutes of the previous Parish Assembly will be available on the village website prior to the Assembly and as approved minutes after the Assembly.

B4 Anonymous Communications

No anonymous communication received by the Clerk or a member of the Council will be considered at a meeting. No action will be taken on any such communication unless the nature was such that ignoring it would be a breach of the law.

B5 Race Relations

The Council acknowledges the general duty placed on it by the Race Relations (Amendment) Act 2000. The Council will continue within its' functions and policies to have due regard to the need to eliminate discrimination, promote equality of opportunity and promote racial equality. (Resolution passed 30 April 2003 as minute 9)

B6 Grants

In general it is the policy of the Council to not provide revenue grants for qualifying organisations but to make one-off donations and capital grants to meet specific needs.

B7 Ten O'Clock Rule

When business is not completed by 10pm, any member present may ask that the Council consider adjourning part, or all, of the remaining business until the next meeting.

B8 Public Session

The public session of a Parish Council meeting will take place at the beginning of each meeting. Members of the public will be allowed to speak for a maximum of 5 minutes each and should clearly state their name when they start to speak. They are welcome to ask questions to the council. The public session should be a maximum of 15 minutes unless there are extenuating circumstances such as a major issue that parishioners have concerns about.

APPENDIX C: Protocol for Parish Councillor / Clerk Relations

The Council resolved to adopt this model protocol on 30 November 2005 (Minute 78).

- 1 A Parish Council is a Statutory Local Authority which usually employs a Clerk and may employ other Officers. Every appointment to paid employment must be on merit.
- 2 The Clerk is the Council's Proper Officer and Chief Executive. S/he should guard against inappropriate public statements, and, in particular, should not act in a party political capacity within the parish.
- 3 Officers must be politically neutral: they are employed by the Council, not by Committees or other individual Councillors. The political neutrality of Officers should be respected. They should not be asked to play any role or undertake any task that is likely to prejudice that neutrality.
- 4 All Members of the Council (Councillors) have a right of access to the Clerk (see also para. 10). Where a Member requires information, it will be provided if it is readily available, for example, in Council/Committee papers or material published on behalf of the Council. The Clerk is free to give advice on a confidential basis about procedural matters to any Member.
- 5 The Clerk must be free at all times to seek advice from the County Association of Local Councils and/or other appropriate bodies on matters concerning the proper exercise of his/her duties.
- 6 Councillors should recognise that, in order for Officers to carry out their duties properly, appropriate training and reference material are required.
- 7 Councillors and employees must understand that Council decisions can only be made by full Council, Committees or Clerks acting under delegated authority. The law does not allow for decisions relating to the discharge of any of the Council's functions to be taken by a Chairman or indeed by any other single Councillor. Councillors and employees must ensure that representations made to the Council on any matter during any stage of the formal decision making process should be directed to the Council or appropriate Committee via the Clerk.
- 8 Reports to Council and Committees should be written by the Clerk or another authorised Officer.
 - i) If the Chairman or another Member in exceptional circumstances is unhappy with its contents, it should not be amended by the Chairman or another Member, save with the express approval of the Clerk.
 - ii) In most cases, discussion between the Chairman and the Clerk will resolve any disagreement over a report; however if the Clerk's report is not regarded as appropriate by the Chairman, then exceptionally the Chairman should write his or her own report in addition to the report submitted by the Clerk. The Chairman should, under no circumstances, use undue pressure to persuade the Clerk to withdraw the original report.
- 9 Mutual respect between Officers and Councillors is essential to good local government. The Clerk may be closely related to a Councillor: they must be especially careful to ensure that their official dealings are open and transparent.
- 10 Where the Clerk works from home, Councillors must respect agreed practical arrangements for liaison with the Clerk.
- 11 In line with the Code of Conduct's reference to treating others with respect, it is important that any dealings between Councillors and Officers should observe reasonable standards of courtesy:
 - a) Neither party should seek to take unfair advantage of their position.
 - b) Employees, whether individually or collectively, should not be subject to attacks or criticism.

- c) Councillors should avoid naming individual employees, if at all possible, and neither Councillor nor employee should resort to the media to resolve a disagreement between them.
- 12 The Code of Conduct also requires the promotion of equality by not discriminating unlawfully against any person:
 - a) Council will regard as a serious offence actions by an employee or a Councillor which amount to work related bullying, harassment, discrimination against or victimisation of any employee or Councillor and particularly so where such action is on the grounds of race, gender or disability.
 - b) Bullying can take the form of shouting at an individual, making persistently negative attacks on an individual's personal or professional performance, criticising an individual in front of others, persistently setting objectives with impossible deadlines or unachievable tasks, excessive monitoring of an individual's performance or withholding information with the intent of deliberately affecting an individual's performance.
 - 13 Confidentiality is often vitally important, and must be respected by Councillors and Officers at all times. A breach of confidentiality may have serious implications for the individual Councillor/Officer who "leaks" the information.
 - 14 It is the duty of the Clerk to ensure that the work and responses of employees are conducive to and not undermining of, the foregoing general principles. They are entitled to expect Members to respect political restriction and the duties and limitations of employees.
 - 15 It is also the duty of the Clerk to arrange matters so that other employees properly understand the roles of Members and employees and the Council's required approaches to the relations between them. They are also entitled to expect Members to respect the degree of seniority of employees who are answerable to the Council via the Clerk and not an individual Councillor.
 - 16 Official correspondence on behalf of the Council should normally be sent out in the name of the appropriate Officer, rather than in the name of the Councillor. It may be appropriate in certain circumstances (eg. representations to a Government Minister, or on behalf of the Chairman in his/her Civic capacity) for a letter to appear in the name of the Councillor, but this should be the exception rather than the norm. Letters which for example, create obligations or give instructions on behalf of the Council, should never be sent out in the name of a Councillor.
 - 17 Complaints of alleged breaches of this protocol will be dealt with under the Council's Complaints Procedure. The Councillor concerned may be censured and/or reported to the Standards Board for breach of the Code of Conduct. The employee concerned may face disciplinary action.

Document History

Current issue

Checked and amendments made as follows at meeting held on 28th November 2018

Additions made to Appendix B:-

- B3, inclusion of publication details for Parish Assembly minutes
- B8, public session time limits included

July 2012 Issue

Standing Orders was prepared following discussions at the June and July 2012 Council meeting and incorporates the following changes

- Amendment to the planning applications process – item numbers 68 and 69
- Inclusion of replacement Appendix A, A(1) and A(2) containing the revised Model Code of Conduct for Parish Councils as adopted at the Council meeting in July 2012 (pursuant to section 27 of the Localism Act 2011) (minute ref 99)

Checked and approved at meeting on 25th January 2017 with no amendments made.

November 2007 issue

Proposed changes to Standing Orders were discussion at the November 2007 Council meeting and incorporated the following changes:

- Inclusion of replacement Appendix A containing the revised Model Code of Conduct for Parish Councils as adopted at the Council meeting in April 2007 (Minute 10)
- Revision of Appendix B item 1 to include the revised basis for an award of the Jubilee Cup as agreed at the June 2005 Council meeting (Minute 33.1)
- Addition of Appendix C to contain the Model Councillor/Clerk Protocol adopted by the Council at the November 2005 meeting (Minute 78)

The updated Standing Orders were adopted at the Council meeting on 30 January 2008.

March 2005 issue

Proposed changes to the Standing Orders were discussed at the February 2005 meeting and formally adopted in March. The changes were:

- Paragraph 68 was updated to reflect recent changes in the way that planning applications were processed between meetings.
- Following discussion at the previous Annual Meeting, paragraph 72 was amended to bring it in line with section 101 of the Local Government Act 1972.

October 2003 issue

Proposed changes to the Standing Orders were discussed at the September 2003 meeting and formally adopted in October. The changes were:

- Inclusion of new procedure to be followed with the Parish Assembly minutes
- Update to reflect the new code of conduct
- Paragraph 1 amended to reflect new meeting location at the Village Hall
- Appendix A added with Code of Conduct
- Appendix B added to record a number of working practices that were not formally part of the Standing Orders including:
 - Impact of the Race Relations amendment act
 - Procedure to be followed with the Parish Assembly minutes
 - Clerk to destroy all anonymous communications

