



# **ABBOTTS ANN PARISH COUNCIL STANDING ORDERS**

**Approved 10<sup>th</sup> May 2018**

**Policy owned by the Proper Officer**

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## 1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the 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- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.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 motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the 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), 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 one 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 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 3 minutes without the consent of the chairman of the meeting.
  
- u A record of the proposer, seconder and those agreeing and those voting against is included within the minutes.

## 2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. Meetings generally

Full Council meetings

Committee meetings

Sub-committee meetings

- a **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.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Saturday or 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.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **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.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and may remain seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at the meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission from the Chairman of the meeting.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**
- p **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.**

-  q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
-  r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**  
*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
  - ii. the names of councillors present and absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
-  u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
-  v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**  
*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*
-  w **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**
- x A meeting shall not exceed a period of 2 hours, unless a resolution is passed to

allow a maximum of an additional 30 minutes.

- y During the Purdah prior to a Parish Election, the council shall restrict its activities to urgent and essential business only. The Chairman of the Council and committee Chairman and their delegates shall remind the meeting of the purpose of Purdah.

#### 4. Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee.

## 4a. Burial Ground Committee Terms of Reference

### 1. Purpose and objectives of the committee

- a. **Burial Ground:** The parish council own and operate the burial ground under the Local Authorities Cemeteries Act Order 1977.
- b. On 21 July 2016 Abbotts Ann Parish Council passed a resolution to take over the maintenance of the St Mary's churchyard in Abbotts Ann, under Section 215 (2) of The Local Government Act 1972.
- c. **Regulations:** The committee will monitor, review and propose changes to the regulations to the Parish Council.
- d. **Strategy:** The committee will consider the long term direction, use and capacity of the burial ground and propose new strategic direction to the Parish Council. The committee will also consider the long term maintenance of the churchyard.
- e. **Maintenance:** The committee will be responsible for directing the maintenance of the burial ground and churchyard within a schedule agreed by the Parish Council.
- f. **Management:** The committee will be responsible for directing the operation of the burial ground with the use of Standing Orders. Standing Orders must comply with the Regulations of the burial ground and support the operation with the need to ensure the safety, dignity and ongoing use of the burial ground.
- g. **Day to day decisions:** Ensure that the Clerk has effectively documented standing orders in place to take day to day operational decisions without the need to call a committee meeting.

### 2. Membership of the Committee

- a. The committee will comprise two permanent councillors of the Parish Council, together with any other councillor who wishes to attend.
- b. In addition the committee will invite other parishioners to attend and take part in the meeting. Non-councillor members will be elected by a simple majority following a vote by councillors present at a meeting.
- c. Any changes in membership of the committee after the Annual Parish Council meeting will be subject to approval at the next Parish Council meeting.
- d. The quorum of the committee will be any three members of the committee.
- e. All committee members will be able to vote on Resolutions of the committee.

### 3. Chairman

- a. Councillors on the committee will elect a chairman. This post will always be filled by a councillor.
- b. Election of a new chairman will take place at the first meeting following the Annual Parish Council Meeting, and thereafter only if the incumbent resigns.

### 4. Powers of the Committee

- a. The committee is intended to act as a forum for discussing and proposing changes to the Strategy, Regulations and Management of the burial ground and churchyard to the Parish Council.

- b. Strategy and Regulations changes will always require a Resolution of the Parish Council to enact.
- c. The committee will direct the Clerk under the maintenance schedule agreed by the Parish Council.
- d. The committee will direct the Clerk on the management of the burial ground following the agreed regulations and by establishing Standing Orders. All Standing Orders will be referred to the Parish Council for approval via resolution.
- e. Minutes of the burial committee must be presented for review to the Parish Council committee meeting following the committee.
- f. The committee is not empowered to authorise any expenditure and has no budget responsibility.
- g. The committee will ensure that any decisions or rulings which might be considered controversial or may result in adverse publicity for the Council are referred to the Parish Council as appropriate at the earliest opportunity and by means of extraordinary meetings if need be.
- h. Meets once a year, unless otherwise required.

## 5. Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office. The Annual Meeting shall be the first meeting of the Council.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c If no other time is fixed, the Annual Meeting of the council shall take place at 6pm.**
- 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 The first business conducted at the Annual Meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.**
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next Annual Meeting of the council.**
- g The Vice-Chairman of the Council, if any, unless he 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.**
  
- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the Annual Meeting of the Council, the business of the Annual Meeting shall include:
  - i **In an election year, delivery by the 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;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4 above;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
  - xiii. Annual review of inventory of land and assets including buildings and office equipment;
  - xiv. Annual confirmation of arrangements for insurance cover in respect of all insured risks;
  - xv. Annual review of the council's and/or staff subscriptions to other bodies;
  - xvi. Review of the council's complaints procedure;
  - xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
  - xviii. Review of the council's policy for dealing with the press/media;
  - xix. Review of the council's employment policies and procedures;
  - xx. Review of the council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;

- xxi. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

## 6. Extraordinary meetings of the council and committees and sub-committees

- 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 seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within 3 days of having been requested by to do so by 3 members of the committee [or the sub-committee], any 3 members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

## 7a. Pre-Planning Application Terms of Reference

This document sets out the protocol Councillors must follow when in receipt of notification from applicants their intention to submit a pre-planning application.

Procedures for dealing with pre-planning applications:

- On receipt of a pre-planning application, the Parish Council will decline to engage with applicants prior receipt of a formal application. The Clerk will do so in writing.

*'Thank you for the information you have provided to the Parish Council in relation to your pre-planning application for the site [enter site name], dated [enter date]. The Parish Council do not engage with applicants until the Parish Council are in receipt of a formal planning application received from Test Valley Borough Council.*

*Once a formal application has been received from the Borough Council, you may be invited to attend a formal meeting, to allow you to present to the Parish Council and their Parishioners.'*

- Notification of the pre-application will be provided to Parishioners, by way of a formal notice being placed on the Parish Council's noticeboards and website.
- Notification will be presented, on formal letterhead of the Parish Council, as:

## NOTICE TO RESIDENTS

Abbotts Ann Parish Council have received notification from [enter name of the company], that they are intending to submit a planning application for the site [enter site name].

The Parish Council have declined to engage with the applicant until a formal application has been received directly from Test Valley Borough Council.

Once in receipt of a formal application, the Parish Council will arrange for an extraordinary planning meeting to be held within the Parish to allow for members of the public to express concerns and raise questions relating to the application concerned.

The applicants may be invited to attend such a meeting, which will allow Parishioners to raise their enquiries directly with the applicant.'

- Normal procedures for the arrangement of an extraordinary meeting will be carried out.
- An invitation will be formally made by the Clerk, inviting the applicant to attend the extraordinary meeting, in writing.
- The meeting will be structured to allow for the following order of discussion:
  1. Apologies will be presented.
  2. Declarations of Interest will be made.
  3. Applicant will be invited to present to the Council members and Members of the Public.
  4. Members of the Public will be invited to ask questions to the applicant.
  5. Councillors will consider the facts of the application and formally discuss in the normal practise, which is an unbiased and non-predetermined manner.
  6. Councillors to make a formal resolution as to what response will be submitted to Test Valley Borough Council and set out the material reasons behind their decision to respond in that particular manner.
- Minutes will be taken from the meeting under normal practise.
- Members will agree and approve the formal response to be submitted to TVBC in the usual way.
- Once the formal response has been made to TVBC, a copy can be provided to those members of the public requesting one. A copy will also be within the public domain, via the Test Valley Borough Council Planning Portal, under the relevant planning application.

## 7b. Planning Application Terms of Reference

This document sets out the protocol the Council members must follow, when considering planning applications.

### **Procedures for dealing with Planning Applications**

- All members of Abbotts Ann Parish Council will consider planning applications
- The quorum of the Committee is per the Council's standing orders.
- The Committee shall undertake the following roles and functions:

**Purpose**

To make recommendations;

In relation to the approval or otherwise of any development plan or strategy proposals under planning legislation affecting the parish;

In respect of representations to the Local Planning Authority in support of any application;

In relation to any arrangements between the Parish Council and the Local Planning Authority about the involvement of the Parish Council in the discharge of planning functions;

To make representations to the Local Planning Authority on any application referred to the Parish Council and on any other planning matter that affects the parish.

**Process for considering planning applications**

The Clerk will receive all planning applications by post directly from Test Valley Borough Council Planning Department.

Members of the Parish Council will use TVBC's Planning Portal to review applications before the meeting. Hard copies of applications as received will be available at the relevant Council meeting.

The application will be advertised as an agenda item at the next Council meeting due to be held.

The Parish Council will consider as to whether the Council support or object to the proposal at the meeting as advertised.

Once a proposal has been passed as to whether to support or object to an application, the Clerk will record this within the Minutes and respond to TVBC Planning Department in the appropriate manner and timeframe.

Should the public expiry date fall before the next available Council meeting then the Clerk will confirm the determination deadline with TVBC Planning Department and ensure comments can be submitted before that deadline.)

The Parish Council will have the right to call an extraordinary meeting where necessary, should an application response date fall outside of an upcoming Council meeting and members agree a meeting is appropriate.

Members of the Parish Council, as individuals, are not lawfully able to predetermine any decision to support or object a proposal. All decisions must carry a majority vote. Any Councillor that appears to have a predetermined vote will not be able to partake in any future voting process in relation to the proposal or they will be open to legal challenge by judicial review.

**Declaration of Interests:**

Any member of the Parish Council who has a pecuniary interest should not comment on the application and must not influence the response in any way.

## 8. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

## 9. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## 10. 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 5 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 9(b), 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 9(b) 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 9(e), 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 and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer for their rejection.

## 11. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close a meeting.

## 12. Management of Information

*See also standing order 21*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

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

### 13. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.
- g Draft minutes will be displayed on Parish noticeboards and on the website.

### 14. Code of conduct and dispensations

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he 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 has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

- c Unless he 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 has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **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.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer, by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request 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; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), dispensations 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, or committee or a sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) 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 would be so great a proportion of the meeting transacting the 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.**

## 15. Code of conduct complaints

- a Upon notification by the Borough Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 12, report this to the council.
- b Where the notification in standing order 15(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of 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 15(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 Borough 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.**

## 16. Proper Officer

- a The Proper Officer shall be the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- c The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
  - ii. subject to standing order 10, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his withdrawal of it;
  - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
  - iv. **facilitate inspection of the minute book by local government electors;**
  - v. **receive and retain copies of byelaws made by other local authorities;**
  - vi. hold acceptance of office forms from councillors;
  - vii. hold a copy of every councillor's register of interests;

- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority;
- xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

## 17. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 18. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England)
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after the last day of each month in each year a statement to summarise:

- i. the council's receipts and payments for each quarter;
- ii. the council's aggregate receipts and payments for the year to date;
- iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
  - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

## 19. Financial controls and procurement

- a. The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 19(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**

- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## 20. Handling staff matters

- a. A matter personal to a member of staff that is being considered by a meeting of council is subject to standing order 12.
- b. Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman or, if he is not available, the vice-chairman of absence occasioned by illness or other reason and that person shall report such absence to full committee at its next meeting.
- c. The chairman or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer and RFO. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the full committee
- d. Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee shall contact the chairman or in his absence, the vice-chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the full committee.
- e. Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer or RFO relates to the chairman or vice-chairman, this shall be communicated to another member of the full committee, which shall be reported back and progressed by resolution of Council.
- f. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g. The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h. Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to (post holder) and/or the Chairman of the Council.

## 21. Responsibilities to Provide Information

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## 22. Responsibilities under Data Protection Legislation

*See also standing order 12*

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

## 23. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## 24. Execution and sealing of legal deeds

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**  
*The above is applicable to a council with a common seal.*

## 25. Communicating with Borough and County Councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the Borough and County Council
- b Unless the council determines otherwise, a copy of each letter sent to the Borough and County Council shall be sent to the ward councillor(s) representing the area of the council.

## 26. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
  - i. inspect any land and/or premises which the council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## 27. Standing orders generally

- a. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c. The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

## 28. Publication Scheme

In accordance with the Freedom of Information Act 2000 the Parish Council have adopted the 'Model Publication Scheme', without amendment, issued by the Information Commissioner's Office.

Information available from ABBOTTS ANN Parish Council under the model publication scheme.

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<b>Class 1 – Who we are and what we do</b>		
(Organisational information, structures, locations, contacts)	Website: <a href="http://www.abbottsann.com/parish-council/">http://www.abbottsann.com/parish-council/</a>	Free
Who's who on the Council and its Committees	Website Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
Contact details for Parish Clerk and Council members	Website Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
Parish Office address	Website	Free
Staffing Structure	The Clerk/RFO is the Council's only employee	
<b>Class 2 – What we spend and how we spend it</b>		
Annual Return Form	Website/Noticeboards Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
Annual Statement of Accounts and Budget	Website Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
<b>Class 3 – What our priorities are and how we are doing</b>		
Chairman's Annual Report to Parish Assembly	Website Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
<b>Class 4 – How we make decisions</b>		
Timetable of meetings	Website and recorded on minutes	Free
Agenda and Minutes of Full Council and Committee Meetings	Website/Noticeboards Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
Responses to Planning Applications	Recorded on minutes Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet

<b>Class 5 – Our policies and procedures</b>		
Standing Orders Financial Regulations Internal Control Procedures Code of Conduct Data Protection Policy Freedom of Information Model Publication Scheme	Website Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
Schedule of charges for the publication of information	See “Schedule of Charges” below.	
<b>Class 6 – List and Registers</b>		
Asset Register	Website Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
Register of members’ interests	Available to view on TVBC website: <a href="http://www.testvalley.gov.uk/aboutyourcouncil/electedrepresentatives/parishcouncils/abbotts-ann/">http://www.testvalley.gov.uk/aboutyourcouncil/electedrepresentatives/parishcouncils/abbotts-ann/</a>	Free
<b>Class 7 – The services we offer</b>		
Burial Ground	<i>Contact Clerk for information</i>	
Play areas	<i>Contact Clerk for information</i>	
Seating, litter bins, dog waste bins	<i>Contact Clerk for information</i>	
A summary of services for which the council is entitled to recover a fee (e.g. burial fees)	<i>Contact Clerk for information</i>	

**Contact details:**

Mrs C L Cotterell (Parish Clerk/RFO):

Tel: 01264 782869

Email: [abbottsannparishcouncil@gmail.com](mailto:abbottsannparishcouncil@gmail.com)

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
For each hard copy of a document	£5.00 inclusive of handling fee + 10p per A4 sheet.	Standing Charge
Postage	Included in handling fee.	

## **Record of Adoption, Reviews and Amendments**

First adopted at the meeting held on 4<sup>th</sup> June 2015, minute item 6.  
To be reviewed during May 2016.

Reviewed and adopted with amendments at the meeting held on 19<sup>th</sup> May 2016,  
minute item 10.

Reviewed and adopted with amendments at the meeting held on 11<sup>th</sup> May 2017,  
minute item 11a.

Reviewed and adopted with amendments at the meeting held on 10<sup>th</sup> May 2018,  
minute item 10a.

**Review date: May 2019.**