

BEACONSFIELD TOWN COUNCIL

Miss M.C. Mathie, ACIS
Town Clerk
Telephone:



TOWN HALL
BEACONSFIELD
(01494) 675173

BUCKINGHAMSHIRE
Fax: (01494) 672331
Email: beaconsfieldtown@btconnect.com
Web: beaconsfieldtowncouncil.org.uk

HP9 2PP

Approved at Town Council Meeting on 12th April 2012

BEACONSFIELD TOWN COUNCIL

STANDING ORDERS

Notes regarding this revised version

1. This is based on the text of 'Standing Orders and Chairmanship' published in June 2003 by the National Association of Local Councils.
2. The words Chairman and Vice-Chairman have been changed to Mayor and Deputy Mayor where appropriate.

Notes regarding interpretation

1. Standing Orders in **bold type** are compulsory as they are laid down by statute.
2. The word 'chairman' covers any person who is presiding at a meeting of the Council, Statutory and Standing Committees, Sub-Committees and Working Groups.

Revised April 2012

Beaconsfield Town Council Standing Orders

	Page		Page
Meetings	2	Committees	12
The Statutory Annual Meeting	2	Special Meeting	12
Chairman of the Meeting	2	Working Groups	12
Proper Officer	2	Notices of Meetings	13
Quorum of the Council	3	Quorums	13
Voting	3	Advisory Committees	13
Order of Business – Annual Meeting	3	Voting in Committees/Groups	13
Public Question Time	4	Presence of Non-Members of Committees at Committee Meetings	14
Order of Business - Ordinary Meetings of the Council	5	Accounts and Financial Statements	14
Urgent Business	6	Estimates/Precept	14
Resolutions Moved on Notice	6	Interests	15
Resolutions Moved without Notice	7	Canvassing of and Recommendations by members	15
Questions	7	Inspection of Documents	16
Rules of Debate	8	Unauthorised Activities	16
Closure	10	Admission of The Public and Press to Meetings	16
Disorderly Conduct	10	Confidential Business	16
Right to Reply	10	Liaison with County and District Councillors	17
Alteration of Resolution	10	Planning Applications	17
Rescission of Previous Resolution	11	Financial Matters	17
Voting on Appointments	11	Code of Conduct on Complaints	19
Discussions and Resolutions affecting employees of the Council	11	Review, Variation and Suspension of Standing Orders	19
Resolutions on Expenditure	11	Standing Orders to be given to Members	20
Expenditure	11	Gender	20
Sealing of Documents	12		

Meetings

1. Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct.
2. Smoking is not permitted at any meeting of the Council, committees, sub-committees and working groups.

The Statutory Annual Meeting

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

Chairman of the Meeting

6. The person presiding at a Council meeting may exercise all the powers and duties of the Mayor in relation to the conduct of the meeting.

Proper Officer

7. Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, he shall be the clerk or nominated officer: -
 - a. To receive declarations of acceptance of office.
 - b. To receive and record notices disclosing interests at meetings.
 - 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 bylaws made by another local authority.
 - f. To certify copies of bylaws made by the Council.
 - g. To sign and issue the summons to attend meetings of the Council.
 - h. To keep proper records of all Council meetings.

Quorum of the Council

8. Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.

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

10. For a quorum relating to a standing committee, sub-committee, or working group refer to Standing Order 82.

Voting

11. Members shall vote by show of hands.

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

13. Subject to Standing Orders 14 and 15 below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.

14. If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Mayor and Deputy Mayor until the end of their term of office he may not give an original vote in an election for Mayor.

15. The person presiding must give a casting vote whenever there is an equality of votes in an election for Mayor.

Order of Business – Annual Meeting

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

a. To elect a Mayor of the Council

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

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

d. To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.

- e. To elect a Deputy Mayor of the Council.
- f. To appoint a Leader of the Council.
- g. To appoint representatives to outside bodies.
- h. To appoint statutory committees, standing committees and sub-committees and to appoint the chairman and vice-chairman of the statutory and standing committees.
- i. To inspect any deeds and trust investments in the custody of the Council as required where a request to do so has been received in writing by the Clerk at least seven days before the meeting;

and shall thereafter follow the order set out in the Standing Order 30.

Public Question Time

- 17. An item shall be placed first on the agenda of each ordinary Council meeting under the heading: 'Public Question Time'.
- 18. Such an item will not be placed on the agenda of the Annual General Meeting of the Council or of any special meeting.
- 19. The object of the item will be to enable members of the public to ask questions and/or express opinions relating to the functions of the Town Council or the affairs of the Town.
- 20. Members of the public shall, unless the Mayor rules otherwise in a particular case, stand while putting their question.
- 21. Each member of the public shall, on rising, give his name and address.
- 22. No questions and/or expressions of opinion shall exceed two minutes in length unless allowed at the discretion of the Mayor.
- 23. Supplementary questions not exceeding one minute in length may be allowed at the discretion of the Mayor. The number of questions from any individual shall be limited if more than one member of the public seeks to ask questions.
- 24. Question time shall not exceed twenty minutes in all.
- 25. Each question shall be answered by the Mayor or at his discretion by the Chairman or Vice-Chairman of the appropriate committee or working group. No other member shall speak unless in exceptional circumstances so invited by the Mayor.
- 26. If technical information or detail is required an answer may be given at a later date and in writing.
- 27. If, in the opinion of the Mayor, the member of the public is vexatious or frivolous, or if the question exceeds the time limit given above, the member of the public shall be so informed and shall resume his seat and be no longer heard.

Order of Business – Ordinary Meetings of the Town Council

28. At every meeting other than the Annual Town Council Meeting the first business shall be to appoint a Chairman if the Mayor and Deputy Mayor be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.

29. In every year, as soon as practicable following the publication of a national pay award for Council staff (including an interim award), the Council shall review the pay and conditions of service of existing employees. Standing Order 71 must be read in conjunction with this requirement.

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

a. To receive and consider the Minutes.

b. After consideration to approve the signature of the Minutes by the person presiding as a correct record.

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

d. To dispose of business, if any, remaining from the last meeting.

e. To deal with matters arising from the minutes.

f. To receive such communications as the person presiding may wish to lay before the Council.

g. To answer questions from Councillors.

h. To receive and consider reports and minutes of statutory and standing committees and exceptionally from sub-committees and working groups.

i. To receive and consider resolutions or recommendations in the order in which they have been notified.

j. To authorise the sealing of documents.

k. If necessary, to authorise the signing of orders for payment.

Urgent Business

31. A motion to vary the order of business on the ground of urgency:

- a. May be proposed by the Mayor or by any member and, if proposed by the Mayor, may be put to the vote without being seconded, and
- b. Shall be put to the vote without discussion.

Resolutions Moved On Notice

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

33. The Clerk shall date every notice of resolution or recommendation when received by him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.

34. 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.

35. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.

36. 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 Mayor, 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.

37. Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties, which affects its area.

Resolutions Moved Without Notice

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

- a. To appoint a chairman of the meeting.
- b. To correct the Minutes.
- c. To approve the Minutes.
- d. To alter the order of business.
- e. To proceed to the next business.
- f. To close or adjourn the debate.
- g. To refer a matter to a committee.
- h. To appoint a committee or any members thereof.
- i. To adopt a report.
- j. To authorise the sealing of documents.
- k. To amend a motion.
- l. To give leave to withdraw a resolution or amendment.
- m. To extend the time limit for speeches.
- n. To exclude the press and public (see Standing Order 109).
- o. To silence or eject from the meeting a member named for misconduct (see Standing Order 64).
- p. To give the consent of the Council where such consent is required by these Standing Orders.
- q. To suspend any Standing Order (see Standing Order 128).
- r. To adjourn the meeting.

Questions

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

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

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

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

Rules of Debate – Council and Standing Committees

43. No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the chairman.
44. A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.
45. 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.
46. A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
47. No speech shall exceed five minutes except by consent of the chairman.
48. An amendment shall be either:-
- a. To leave out words.
 - b. To leave out words and insert others
 - c. To insert or add words.
49. An amendment shall not have the effect of negating the resolution before the meeting.
50. 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.
51. A further amendment shall not be moved until the meeting has disposed of every amendment previously moved.
52. The mover of a resolution or of an amendment shall have a right of reply, not exceeding three minutes.
53. A member, other than the mover of a resolution, shall not, without leave of the chairman, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
54. A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.
55. A motion or amendment may be withdrawn by the proposer with the consent of the meeting, 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.
56. When a resolution is under debate no other resolution shall be moved except the following:-

- a. To amend the resolution.
- b. To proceed to the next business.
- c. To adjourn the debate.
- d. That the question be now put.
- e. That a member named be not further heard.
- f. That a member named leave the meeting.
- g. That the resolution be referred to a committee.
- h. To exclude the public and press.
- i. To adjourn the meeting.

57. In a meeting of the Council when the Mayor is presiding a member shall stand when speaking.

58. The ruling of the chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.

59. Members shall address the chairman. If two or more members wish to speak, the chairman shall decide who to call upon.

60. Whenever the chairman speaks during a debate all other members shall be silent.

Closure

61. 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/committee do now adjourn”. If such motion is seconded, the chairman shall put the motion but, in the case of a motion “that the question be now put”, only if he is of the opinion that the question before the Council/committee has been sufficiently debated. If the motion “that the question be now put” is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council/committee shall not prejudice the mover’s right of reply at the resumption.

Disorderly Conduct

62. All members must observe the latest Code of Conduct of the Council a copy of which is annexed to these Standing Orders.

63. No member shall at a meeting persistently disregard the ruling of the chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute.**

64. If, in the opinion of the chairman a member has broken the provisions of Standing Order 63, the chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. **If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the local Standards Board.**

65. If either of the motions mentioned in Standing Order 64 is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

Right to Reply

66. 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 a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

Alteration of Resolution

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

Rescission of Previous Resolution

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

69. When a special resolution or any other resolution moved under the provisions of Standing Order 68 has been disposed of, no similar resolution may be moved within a further six months relating to the same business.

Voting On Appointments

70. 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

71. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order 107).

Resolutions on Expenditure

72. Any resolution (which is moved otherwise than in pursuance of a recommendation of the Resources Committee or of another committee after recommendation by the Resources Committee) and which, if carried, would, in the opinion of the Mayor, substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon (and the Resources Committee shall report on the financial aspect of the matters).

Expenditure

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

Sealing of Documents

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

75. The Council's Common seal shall alone be used for sealing documents. It shall be applied by the proper officer in the presence of two members who shall sign the document as witnesses.

Committees

76. The Council may at its 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.
- b. May appoint persons other than members of the Council to any Committee; and
- c. May subject to the provisions of Standing Orders 68 and 69 above at any time dissolve or alter the membership of any committee.
- d. The Mayor and Deputy Mayor, ex-officio, shall be voting members of every standing committee.

77. Unless already determined at the Annual Town Council Meeting 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.

Special Meeting

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

Working Groups

79. Every standing committee may appoint working groups for purposes to be specified by the committee.

Notices of meetings

80. Subject to Standing Order 78 or as amended by agreement in the Resources Committee or the Council, meetings of the Council, standing committees and sub-committees will take place on the dates shown in the Calendar of Meetings prepared by the Clerk and approved by the Council.

81. Agendas and times and place of meetings of the Council, standing committees and sub-committees and working groups shall be sent at least three clear working days in advance.

Quorums

82. 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 working group, the quorum of a standing committee, a sub-committee and of a working group, shall be one third of its members and a minimum of two members.

83. 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 working group meetings.

Advisory Committees

84. The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.

85. The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.

86. An advisory committee may make recommendations and give notice thereof to the Council.

87. An advisory committee may consist wholly of persons who are not members of the Council.

Voting in Committees/Working Groups

88. Members of committees and working groups entitled to vote, shall vote by show of hands

89. Chairmen of committees and groups shall in the case of an equality of votes have a second or casting vote.

Presence of Non-Members of Committees at Committee Meetings

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

91. Council member shall, unless the Council otherwise orders, be entitled to be present as a spectator at the meetings of any committee, sub-committee or working group of which he is not a member and may speak with the consent of the chairman.

Accounts and Financial Statements

92. Except as provided in the following Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Resources Committee, the Community Safety Committee and the Open Spaces Committee who shall have delegated power to authorise expenditure of such sum as shall be authorised by the Council at their Annual Meeting. Such expenditure under delegated power shall be reported to the next meeting of the Council and any proposed expenditure in excess of such authorised sum shall be referred to the meeting of the Council for approval.

93. Where it is necessary to make any urgent payment before it has been authorised by any Committee, such payment shall be certified as to its correctness and urgency by the Clerk who shall be authorised to approve expenditure up to an amount as defined by the Council at the Annual Meeting. Urgent expenditure above an amount defined by the Council at the Annual Meeting may be authorised by the Chairman of the Resources Committee or the Leader and with the agreement of two other signatories of Council cheques.

94. All payments ratified under Standing Order 93 shall be identified in the next schedule of payments before the Resources Committee.

95. The Clerk shall supply to each member as soon as practicable after each month a statement of the receipts and payments and bank reconciliation for the month of the Council. Quarterly management accounting statements shall be presented to the Resources Committee. The annual Accounts and Supporting Statement prepared on the appropriate accounting basis (income and expenditure and balance sheet) of the Council for the year to 31 March shall be presented to the Resources Committee at its May meeting. The Accounts and Supporting Statement of the Council (which is subject to internal and external audit) shall be presented to the Council for formal approval before the end of July.

Estimates / Precept

96. The council shall approve written estimates/precept for the coming financial year at or before its meeting in January.

97. Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than October.

Interests

98. If a member has a personal interest as defined by the latest Code of Conduct adopted by the Council then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

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

100. The Clerk is required to compile and hold a register of members' interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

101. If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where a relationship to a member is disclosed, Standing Orders 96 and 97 shall apply as appropriate.

102. The Clerk shall make known the purpose of Standing Order 99 to every candidate.

Canvassing of and Recommendations by Members

103. Canvassing of members of the Council or of any committee/group, 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.

104. A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

105.. Standing Orders Nos. 101, 102 and 104 shall apply to tenders as if the person making the tender were a candidate for an appointment.

Inspection of Documents

106. 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/group, and if copies are available shall, on request, be supplied for the like purpose with a copy.

107. All minutes kept by the Council and by any committee/working group shall be open for the inspection of any member of the Council.

Unauthorised Activities

108. No member of the Council or of any committee/group shall in the name of or on behalf of the Council:-

- a. Inspect any lands or premises which the Council has a right or duty to inspect; or
- b. Issue orders, instructions or directions

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

Admission of The Public and Press to Meetings

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

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

110. The Council shall state the special reason for exclusion.

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

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

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

Confidential Business

114. 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, committee or sub-committee as the case may be.

115. Any member in breach of the provisions of Standing Order 114 shall be removed from any committee of the Council by the Council.

Liaison with County and District Councillors

116. An Agenda for each meeting shall be sent, together with an invitation to attend, to the County Councillors and the District Councillors for the Town.

Planning Applications

117. The Clerk shall, as soon as it is received, record the following particulars of every planning application notified to the Council:-

- a. the date on which it was received
- b. the name of the applicant
- c. the place to which it relates;

118. The Clerk shall refer every planning application received to the Planning Committee to whom shall be delegated the power to make observations to the District Council and decisions on other planning matters.

Financial Matters

119. The Council shall consider and approve Financial Regulations drawn up by the Clerk.

120. Such Regulations shall include detailed arrangements for the following:

- a. the accounting records and systems of internal control;
- b. the assessment and management of risks faced by the Council;
- c. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
- d. the financial reporting requirements of members and local electors and procurement policies (subject to Order 121 below) including the setting of estimated values for different procedures where the contract has an estimated value less than that defined by the Council at the Annual Meeting.

121. Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of that defined by the Council at the Annual Meeting shall be procured on the basis of a formal tender as summarised in Standing Order 122.

122. Any formal tender process shall comprise the following steps:

- a. a public notice of intention to place a contract to be placed in a local newspaper, giving at least three weeks notice and in addition shall give notice of the intention to firms recommended by the District Council from its appropriate approved list of contractors :
- b. a specification of the goods, materials, services and the execution of works shall be drawn up;
- c. tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;
- d. tenders submitted are to be opened, after the stated closing date and time, by the Clerk in the presence of at least two members of Council;
- e. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.

123. For any contract of an estimated value of less than that as determined in Standing Order 121 tenders should be obtained as follows:

- a. For a contract up to an amount defined by the Council at the Annual Meeting, a minimum of one tender.
- b. For a contract exceeding the amount in Standing Order 123 a., a minimum of three tenders.

124 The Council, nor any Committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders Nos. 101,103 and 104 regarding improper activity.

125. If no tender is received (or the number of tenders received is less than the minimum specified in these Standing Orders) or where because of special circumstances the Council decides that exemption from the provisions of these Standing Orders is justified, the Council may make such arrangements for procuring goods or services or executing the works as it thinks fit. A decision by the Council to exempt the placing of a contract from the provisions of these Standing Orders shall be recorded in the Council Minutes.

Code of Conduct on Complaints

126. The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in such manner as adopted by the Council except for those complaints which should be properly directed to the local Standards Board for consideration.

Review, Variation, Revocation and Suspension of Standing Orders

127. The Standing Orders of the Council shall be subject to regular review, at least once every four years.

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

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

Standing Orders to be Given to Members

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

Gender

131. Throughout these Standing Orders references to the masculine gender shall include references to the feminine gender.

Revised April 2012