

# ROGATE PARISH COUNCIL

## STANDING ORDERS

All Standing Orders (“SO”) or parts thereof in **bold type** denote those which may not be suspended by resolution at a meeting (see SO 78).

### 1. MEETINGS

- (a) Subject to SO 2 and 3, meetings of the Council shall be held in each year on such dates at 7.30 p.m. (unless otherwise directed by the Council) and at such place as the Council may direct.
- (b) Smoking is not permitted at any meeting of the Council.

### 2. THE STATUTORY ANNUAL PARISH COUNCIL MEETING

(a) **In an election year the Statutory Annual Parish Council Meeting (“the Annual Meeting”) shall be held on or within 14 days following the day on which the members of the Council (“the members” unless the context requires clarification) are elected, take office.**

(b) In a year which is not an election year the Annual Meeting shall be held on such day in May as the Council may direct.

### 3. OTHER MEETINGS OF THE COUNCIL

In addition to the Annual Meeting at least three other statutory meetings of the Council shall be held in each year.

### 4. THE CHAIRMAN OF THE MEETING

The Chairman of a meeting of the Council shall be Chairman or Vice Chairman. In the absence of both, members Council will elect a Chairman who, may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

### 5. THE PROPER OFFICER

Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, that officer shall be the Clerk.

- (a) To receive declarations of acceptance of office and written undertakings to abide by the Council’s adopted Code of Conduct.
- (b) To receive and record notices disclosing interests at meetings.
- (c) To receive, file 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 for all Council meetings.

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### QUORUM

6. One-third or three members of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.
7. If a quorum is not present or if during a meeting the number of members present falls below the required quorum (for whatever reason including a declared interest), the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the chairman may fix.
8. The quorum relating to a committee or sub-committee is governed by SO 47.

### VOTING

9. Members shall vote by show of hands or, if at least two members so request, by ballot.
10. When there is no ballot a member may require, the Clerk to 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.
11.
  - (a) Subject to (b) and (c) below the Chairman of the meeting 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.
  - (b) If the Chairman of the Annual Meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Parish Council Chairman or Vice Chairman until the end of their term of office, he may not give an original vote in an election for Parish Council Chairman.
  - (c) The Chairman of the Annual Meeting must give a casting vote whenever there is an equality of votes in an election for Parish Council Chairman.

### ORDER OF BUSINESS

12. At each Annual Meeting the first business shall be:
  - (a) To elect the Parish Council Chairman.
  - (b) To receive the Parish Council Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.
  - (c) To elect the Parish Council's Vice Chairman.
  - (d) To receive the Parish Council's Vice Chairman's declaration of acceptance of office or to decide when it shall be received.

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- (e) In an election year to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- (f) To receive such declarations of acceptance of office and written undertakings to observe the Council's adopted code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.
- (g) In the event of representatives to outside bodies not being re elected to the Council; Council shall nominate a replacement / s. Representatives shall be conformed at the next meeting.
- (h) To appoint committees and sub-committees with membership to be confirmed at the next meeting.

Thereafter business shall follow the order set out in the SO 15.

13. At every meeting other than the Annual Meeting the first business shall be to appoint a chairman of the meeting if the Parish Council Chairman and Parish Council Vice Chairman be absent, and to receive such declarations of acceptance of office and written undertakings 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.

14. In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees and shall have regard to SO 38 when so doing.

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

- (a) To read and consider the Minutes; provided that, if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- (b) After consideration to approve the signature of the Minutes by the Chairman 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 receive such communications as the chairman of the meeting may wish to lay before the Council.
- (f) To answer questions from members.
- (g) To receive and consider reports and minutes of committees.

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- (h) To receive and consider resolutions or recommendations in the order in which they have been notified.
- (i) To authorise the sealing of documents.
- (j) If necessary, to authorise the signing of orders for payment.

### 16. URGENT BUSINESS

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

- (a) may be proposed by the chairman of the meeting or by any Councillor and, if proposed by the chairman, may be put to the vote without being seconded, and
- (b) shall be put to the vote without discussion.

### RESOLUTIONS MOVED ON NOTICE

17. Except as provided by these Standing Orders, no resolution may be moved unless the 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 7 clear working days before the next meeting of the Council.

18. The Clerk shall record the date on which every notice of resolution or recommendation was received by him, shall number each notice in the order in which it was received.

19. The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received, unless the member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.

20. If a resolution or recommendation specified in the summons 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.

21. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

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

### RESOLUTIONS MOVED WITHOUT NOTICE

23.

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

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- (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 SO 66 below).
- (o) To silence or eject from the meeting a member named for misconduct (see SO 33 below).
- (p) To give the consent of the Council where such consent is required by these Standing Orders.
- (q) To suspend any Standing Order, subject to SO 78 below.
- (r) To adjourn the meeting.

### QUESTIONS

24. A member may ask the Chairman or the Clerk any question concerning the business of the Council, provided three (3) clear working days notice of the question has been given to the person to whom it is addressed.
25. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
26. Every question shall be put and answered without discussion.
27. A person to whom a question has been put may decline to answer.

### RULES OF DEBATE

28. No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initiated by the Chairman of the meeting.
29. (a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the chairman of the meeting, be reduced to writing and handed to him before it is further discussed or put to the meeting.
- (b) A member, when seconding a resolution or amendment, may, if he then declares his intention to do so, reserve his speech until a later period of the debate.

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- (c) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
- (d) No speech by a mover of a resolution shall exceed four (4) minutes and no other speech shall exceed four (4) minutes except by consent of the meeting.
- (e) An amendment shall be either:
  - (i) to leave out words; or
  - (ii) to leave out words and add others; or
  - (iii) to insert or add words.
- (f) An amendment shall not have the effect of negating the resolution before the meeting.
- (g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- (h) A further amendment shall not be moved until the meeting has disposed of every amendment previously moved.
- (i) The mover of a resolution or of an amendment shall have a right of reply, not exceeding four (4) minutes.
- (j) A member, other than the mover of a resolution, shall not, without leave of the meeting, 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.
- (k) 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.
- (l) 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.
- (m) When a resolution is under debate no other resolution shall be moved except the following:
  - (i) To amend the resolution.
  - (ii) To proceed to the next business.
  - (iii) To adjourn the debate.
  - (iv) That the question be now put.
  - (v) That a member named be not further heard.
  - (vi) That a member named leave the meeting.
  - (vii) That the resolution be referred to a committee.
  - (viii) To exclude the public and press.

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(ix) To adjourn the meeting.

30. A member shall remain seated when speaking unless requested to stand by the Chairman of the meeting.

31 (a) The ruling of the Chairman of the meeting on a point of order or on the admissibility of a personal explanation shall not be discussed.

(b) Members shall address the Chairman of the meeting. If two or more members wish to speak, the chairman shall decide whom to call upon.

(c) Whenever the chairman of the meeting speaks during a debate all other members shall be silent.

### CLOSURE

32. At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such motion is seconded, the chairman of the meeting 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 meeting 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 meeting shall not prejudice the mover's right of reply at the resumption.

### DISORDERLY CONDUCT

33.

(a) All members must observe the newly adopted Code of Conduct which was adopted by the Council on 17 December 2012. A copy of the new Code of Conduct has been circulated but is also available upon request.

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

(c) If, in the opinion of the chairman of the meeting or clerk, a member has broken the provisions of paragraph (b) of this Standing Order, the chairman or clerk shall express that opinion to the meeting, 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 adopted code of conduct, that member is under a duty to report the breach to the clerk.

(d) If either of the motions mentioned in paragraph (c) of this Standing Order is disobeyed, the Chairman of the meeting or the clerk may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

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### RIGHT OF REPLY

34. 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

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

### RESCISSION OF PREVIOUS RESOLUTION

36.

(a) A decision (whether affirmative or negative) of the Council or of a committee operating under delegated powers shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least five (5) members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.

(b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Standing Order has been disposed of, no similar resolution may be moved within a further six months.

### VOTING ON APPOINTMENTS

37.

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 COUNCIL EMPLOYEES

38.

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 SO 68).

### RESOLUTIONS ON EXPENDITURE

39.

Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance Committee or of another committee after recommendation by the Finance Committee) and which, if carried, would, in the opinion of the Parish Council Chairman, substantially increase the expenditure upon any service which is under the management of the Council, or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council. Any

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committee affected by it shall consider whether it desires to report thereon and the Finance Committee shall report on the financial aspect of the matter.

### SEALING OF DOCUMENTS

40.

Where provided and approved by the Council, the Council's Common Seal shall alone be used for sealing official documents. It shall be applied by the proper officer in the presence of two members who shall sign the document as witnesses.

### COMMITTEES AND SUB-COMMITTEES

41.

The Council may appoint standing committees at the Annual Meeting and may at any other time appoint such other committees as are necessary, but, subject to any statutory provision in that behalf:

- (a) it shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- (b) it may appoint persons other than members to any committee.
- (c) it may, subject to SO 36, at any time dissolve or alter the membership of committee.

42. The Parish Council Chairman and Parish Council Vice Chairman shall be, ex-officio, voting members of every committee.

43. Every committee shall, at its first meeting and before proceeding to any other business, elect a chairman, and may elect a vice-chairman who shall hold office until the next Annual Meeting, and shall settle its programme of meetings for the year.

44. The Chairman of a committee or the Parish Council Chairman 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.

45. Every committee may appoint sub-committees for purposes to be specified by the committee.

46. The chairman and vice-chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.

47. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one-third of its members.

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

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### 49. ADVISORY COMMITTEES

- (a) The Council may create advisory committees and specify the names and number of members and the bodies to be invited to nominate members.
- (b) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- (c) An advisory committee may make recommendations and give notice thereof to the Council.
- (d) An advisory committee may consist wholly of persons who are not members of the Council.

### VOTING IN COMMITTEES AND SUB-COMMITTEES

50. Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by ballot.

51. Chairmen of committees and sub-committees shall have a second or casting vote in the case of an equality of votes.

### 52. PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS AND CIRCULATION OF AGENDAE

- (a) Any member of the Council shall, unless the Council otherwise directs, be entitled to be present as a spectator at the meetings of any committee or sub-committee of which he is not a member and may, by permission of the chairman of the meeting, speak on the subject under discussion but shall not vote.
- (b) A member who has proposed a resolution which has been referred to any committee or sub-committee of which he is not a member may explain his resolution to the committee or sub-committee but shall not vote.
- (c) All members of the Council and the local Press representatives shall receive a copy of all committee and sub-committee agendas.

### 53. ACCOUNTS FOR PAYMENT

- (a) Except as provided in paragraph (b) below or by statute, all accounts for payment and claims upon the Council shall be authorised by the Council, using its delegated powers from the Council under SO 76, and signed by two members.
- (b) Where it is necessary to make a payment not exceeding £ 1,000 before it has been authorised under paragraph (a) above, such payment shall be certified as to its correctness and urgency by the Clerk. Such payment may then be authorised for payment by the committee, if any, having charge of the business to which it relates or by the Clerk with the agreement of the Parish Council Chairman and the Parish Council Vice Chairman.
- (c) All payments ratified under paragraph (b) above shall be separately included in the next schedule of payments laid before the Council.

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### 54. FINANCIAL STATEMENTS

- (a) The Responsible Financial Officer shall supply to each member, as soon as practicable after 31 March in each year, a statement of the receipts and payments of the Council for the completed financial year.
- (b) A Financial Statement prepared on the appropriate accounting basis (either receipts and payments or income and expenditure) for the year to 31 March shall be presented to each member by 31 May next following.
- (c) The Statement of Accounts of the Council (which is subject to internal and external audit) shall be presented to the Council for formal approval prior to the date set by external audit for the return of the completed audit documentation.

### 55. PRECEPT

- (a) The Finance Committee shall make all recommendations to the Council in respect of the budget and precept for the coming financial year at a meeting held before the end of December.
- (b) The Council shall approve a budget and precept for the coming financial year at a meeting held before the end of January.
- (c) Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming financial year no later than 1st October and shall then be considered for recommendation to Council by the Finance Committee.

### INTERESTS

56. If a member has a non-pecuniary interest as defined by the Code of Conduct adopted by the Council on 17 December 2013 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

57. If a member who has declared a non-pecuniary interest then considers the interest to be a Pecuniary Interest, he must withdraw from the room or chamber during consideration of the item to which the interest relates.

58. Every Member is required by statute to declare their interests and the Clerk is required to compile and hold a register of member's interests in accordance with the monitoring officer. Legislation provides the following obligations:

1. The Localism Act 2011 provides for the disclosure by Members and co-opted members of committees of various interests: non-pecuniary and pecuniary, the latter also comprising Disclosable Pecuniary Interests (DPIs) as defined by section 30(3) of the Localism Act 2011 and Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012/1464 ('the Regulations').
2. The interests of Member's spouse, partner or civil partner are deemed to be interests of the Member himself or herself.

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3. Disclosure of interests and DPIs in particular involve the registration of interests in the Member's register of interests prescribed by the Monitoring Officer and at meetings.
4. DPIs comprise the interests set out in the schedule to the Regulations and the schedule to this scheme.
5. The Act specifies those actions which are prohibited. The Member or co-opted member having a DPI may not—
  - a. participate, or participate further, in any discussion of the matter at the meeting, or
  - b. participate in any vote, or further vote, taken on the matter at the meeting, and
6. Standing orders of the Council and the Code of Members' Conduct may provide for the exclusion of a Member or co-opted member from a meeting while any discussion or vote takes place in which the Member or co-opted member may not participate.
7. Failures to register a DPI or to declare a DPI at the relevant meetings are criminal offences as is prohibited participation. Such breaches are also breaches of the Council's Code of Members' Conduct.
8. Section 33(1) of the Localism Act 2011 provides that the Council may grant a dispensation to a Member who has a DPI to enable the Member:
  - a. to participate or to participate further in any discussion of the matter at the meeting and/or
  - b. to participate in any vote or further vote taken on the matter at the meeting.
9. A dispensation may only be granted in the following circumstances:
  - a. where the Member has made a written request to the proper officer (a form for which is appended to this scheme) and
  - b. where the Council considers that without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,
  - c. where the Council considers that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,
  - d. where the Council considers that granting the dispensation is in the interests of persons living in the Council's area,
  - e. where the Council considers that it is otherwise appropriate to grant a dispensation.
10. A dispensation must specify the period (not exceeding four years) for which it has effect.
11. The purpose of the standards regime of which the registration and disclosure of interests form part is intended to promote and maintain high standards of conduct by Members and co-opted members of committees having regard to the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Dispensations must respect the public's expectation that the business of a Council will be conducted transparently and a Member's participation shall be free from conflicts of interest. Accordingly, dispensations will be given sparingly.
12. Because the Part 1 Chapter 7 of the Localism Act 2011 and the Regulations do not provide for any general or specific dispensations the Council will grant to all Members (upon written request) a dispensation to speak and vote at any relevant meeting on the following:

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- a. the approval of the budget,
  - b. the approval of any borrowing under the Local Government Act 2003,
  - c. the making of the precept,
  - d. the making of the calculations under ss 49A, 49B of the Local Government Finance Act 1992,
  - e. the approval of an allowance, payment or indemnity to Members.
13. The general dispensations shall not apply
- a. if the DPI is not common to the Member and a significant proportion of the general public (except 12(e) above),
  - b. if the Council is prohibited from granting a dispensation or from permitting participation on grounds other than under the Localism Act 2011,
  - c. if the Member is prohibiting from participating on grounds other than under the interest provisions of the Localism Act 2011,
  - d. if the Member is biased or has predetermined the matter.
14. The DPI provisions are not engaged and a dispensation is not needed to enable the Council to consider whether or not to grant a dispensation.
15. The Council has resolved that dispensations shall be considered by the Council and the Clerk.

59. If a candidate for any appointment under the Council is, to his knowledge, related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified from such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where a relationship to a member is disclosed, SO 56, 57 and 58 shall apply as appropriate.

60. The Clerk shall make known the purpose of Standing Order 59 to every candidate.

61. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

(a) Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this paragraph of this Standing Order to every candidate.

(b) A member of the Council or of any committee shall not solicit for any person any appointment under the Council, or recommend any person for such appointment or for promotion; but, nevertheless, 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.

62. TENDERS

SO 59 and 61 shall apply to tenders as if the person making the tender were a candidate for an appointment.

INSPECTION OF DOCUMENTS

63. A member may for the purpose of his duty as such (but not otherwise) inspect any document in possession of the Council or a committee, and, if copies are available, shall on request be supplied for the like purpose with a copy.

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64. All Minutes kept by the Council and by any committee shall be open for the inspection of any member.

### 65. UNAUTHORISED ACTIVITIES

Unless authorised to do so by the Council or the relevant committee or sub-committee, no member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:

- (a) inspect any lands or premises which the Council has a right or duty to inspect; or
- (b) issue orders, instructions or directions on behalf of the Council.

### ADMISSION OF THE PRESS AND PUBLIC TO MEETINGS

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

"That in view of the special and 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."

67. The Council or committee shall state the special reason for exclusion.

68. 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.

69. 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.

70. Any member of the Public may attend meetings as an observer. A member of the public may be granted an opportunity to make representation. This must be requested in writing to the Clerk no less than 24 hours prior to the meeting and upon agreement with the Chairman. It is at the discretion of the Chairman as to whether Council responds to the representation verbally at the meeting or in writing with 7 days. If a member of the public interrupts the proceedings at any meeting, the chairman of the meeting, or the clerk 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.

### 71. CONFIDENTIAL BUSINESS

(a) No member of the Council or of any committee or sub-committee shall disclose to any person who is not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.

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(b) Any member in breach of the provisions of paragraph (a) above shall be removed by the Council from any committee or sub-committee and until such time that the matter is investigated.

### LIAISON WITH WEST SUSSEX COUNTY COUNCIL (WSCC) and CHICHESTER DISTRICT COUNCIL (CDC)

72. An agenda for each Council meeting and an invitation to attend may be sent to the Councillor for the time being of WSCC and CDC.

73. Unless the Council otherwise orders, a copy of each letter ordered to be sent to WSCC shall be transmitted to the County Councillor.

### 74. PLANNING COMMITTEE

(a) The Clerk shall record at the next Planning Committee, as soon as it is received, the following particulars of every planning application notified to the Council:

- (i) the date on which it was received;
- (ii) the name of the applicant; and
- (iii) the place to which it relates.

(b) The Clerk shall refer every planning application received to the Parish Council Chairman and the chairman of the Planning Committee or, in the chairman's absence, to the vice-chairman within a reasonable time.

(c) The Planning Committee shall have full delegated powers to comment on and pass to CDC and, as appropriate, WSCC the Council's views on all planning applications received by the Council and other planning matters referred to it.

(d) The Planning Committee shall have powers to consider and make recommendations to the Council on all highway matters referred to it and, in the case of matters requiring decision before the next meeting of the Council, shall act with full delegated powers of the Council.

### 75. COUNCIL

The Council shall have full powers to supervise, regulate and control the income and expenditure of the Council and to discharge such other of the Council's functions where urgency makes this desirable as either the Council or the Parish Council Chairman, in agreement with the Parish Council Vice Chairman, may assign to it, with the exception only of the Council's function with respect to issuing a precept for a rate or for the borrowing of money.

### 76. FINANCIAL REGULATIONS

(a) The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer. Such Financial Regulations shall be subject to regular review and at least once every four years.

(b) Such Regulations shall include detailed arrangements for the following:

- (i) the accounting records and systems of internal control;

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## STANDING ORDERS

- (ii) the assessment and management of risks faced by the Council;
- (iii) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
- (iv) the financial reporting requirements of members and local electors; and
- (v) procurement policies (subject to paragraph (b) below) including the setting of values for different procedures where the contract has an estimated value less than £50,000.

(c) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £140,000 may be subject to European Union Public Sector Procurement Rules and, if so subject, shall be subject to the procedure recommended by competent external advisers.

(c) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £10,000 but not affected by paragraph (b) above shall be procured on the basis of a formal tender as summarised in paragraph (d) below.

(d) Any formal tender process shall comprise the following steps:

- (i) a public notice of intention to place a contract to be placed in the local press;
- (ii) a specification of the goods, materials, services and the execution of works shall be drawn up;
- (iii) tenders are to be sent in a sealed marked envelope, to the Clerk by a stated date and time;
- (iv) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member;
- (v) tenders are then to be assessed and reported to the appropriate meeting of the Council or committee.

(e) Neither the Council nor any Committee is bound to accept the lowest tender, estimate or quote. Any tender notice shall contain an express reference to the matters set out in SO 59, 61 & 62 regarding improper activity.

### 77. CODE OF CONDUCT ON COMPLAINTS

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.

### 78. SUSPENSION OF STANDING ORDERS

Any or every part of these Standing Orders, except those paragraphs or parts thereof (not headings) printed in bold type, may be suspended by resolution in relation to any specific item of business.

### 79. ADDITION, VARIATION AND REVOCATION OF STANDING ORDERS

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.

### 80. PROVISION OF STANDING ORDERS TO MEMBERS

A copy of these Standing Orders shall be given to each member by the Clerk, upon delivery to him of the member's declaration of acceptance of office, disclosure of interests and a written undertaking to observe the members Code of Conduct as adopted by the Council on 17 December 2012.

# ROGATE PARISH COUNCIL

## STANDING ORDERS

These Standing Orders were revised in January 2013 by the Clerk to Rogate Parish Council and were adopted by Rogate Parish Council on January 28 2013 – minute 10/13. These are interim Standing Orders until NALC releases its model version later in 2013.