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Part 1 RULES RELATING TO MEETINGS OF HAILSHAM TOWN COUNCIL

1. (A) Meetings of the Council shall be held at the Hailsham Town Council Offices, Market Square, Hailsham at 20:00 hours unless the Council otherwise decides at a previous meeting.
- (b) Questions from members of the public will commence at 20:00.
- (c) It should be noted that public statements should be concise and limited to three minutes per person.
- (d) The Meetings of Committees and Sub-Committees shall be held at the Town Council Chambers or at some other place or time as shall be decided.
- (e) Notices/Summonses to all meetings shall be issued with at least 3 (three) clear working days notice.

THE STATUTORY ANNUAL MEETING

2. (a) 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, AND
- (b) IN OTHER YEARS MAY BE HELD ON ANY OTHER DAY IN MAY AS DETERMINED BY THE COUNCIL.

MEETINGS

3. (a) IN ADDITION TO THE STATUTORY ANNUAL TOWN COUNCIL MEETING THE OTHER STATUTORY MEETINGS SHALL BE HELD IN EACH YEAR, AS NEAR AS CONVENIENT TO THE FIRST WEEK IN MARCH, JULY, OCTOBER AND DECEMBER
- (b) THE LOCAL GOVERNMENT ACT 1972, PARTICULARLY PARTS II AND IV AND VI OF THE 12TH SCHEDULE, PROVIDES THAT THE CHAIRMAN MAY CALL AN EXTRAORDINARY MEETING OF THE COUNCIL AT ANY TIME. IN ADDITION ANY TWO MEMBERS OF THE COUNCIL MAY SIGN A REQUISITION FOR AN EXTRAORDINARY MEETING AND PRESENT IT TO THE CHAIRMAN. IF THE CHAIRMAN REFUSES OR DOES NOT CALL A MEETING WITHIN SEVEN DAYS, ANY TWO MEMBERS MAY FORTHWITH CONVENE THE MEETING.

URGENCY PROCEDURE

4. Matters of urgency notified by, or to the Town Clerk, shall be referred to an Urgency Procedure Committee consisting of two Standing Committee chairmen, plus the Chairman of the Council, plus one lay councillor, plus the Town Clerk; or, three Standing Committee chairmen, plus one lay councillor, plus the Town Clerk; at the Town Clerk and Council Chairman's joint discretion.

CHAIRMAN OF THE MEETING

5. THE PERSON PRESIDING AT A MEETING MAY EXERCISE ALL THE POWERS AND DUTIES OF THE CHAIRMAN IN RELATION TO THE CONDUCT OF THE MEETING.
6. In the absence of the Chairman, the Vice-Chairman or, in their absence, THE PERSON ELECTED TO PRESIDE AT THE MEETING SHALL EXERCISE ALL THE POWERS AND DUTIES OF THE CHAIRMAN IN RELATION TO THE CONDUCT OF THE MEETING.

QUORUM

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

ORDER OF BUSINESS

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

9. AT EACH ANNUAL MEETING THE FIRST BUSINESS SHALL BE:
 - (a) TO ELECT A CHAIRMAN
 - (b) TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE OR, IF NOT THEN RECEIVED, TO DECIDE WHEN IT SHALL BE RECEIVED.
 - (c) IN THE ORDINARY YEAR OF ELECTION, THE COUNCIL TO FILL ANY VACANCIES LET 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 Vice-Chairman.
 - (f) To appoint committees, sub-committees and panels.
 - (g) To appoint representatives to outside bodies.
 - (h) To inspect any deeds and trust instruments in the custody of the Council.

Thereafter the business shall follow the order set out in S.O. No. 11

10. AT EVERY MEETING OTHER THAN THE ANNUAL GENERAL MEETING, THE FIRST BUSINESS SHALL BE TO APPOINT A CHAIRMAN IF THE CHAIRMAN AND VICE-CHAIRMAN BE ABSENT, AND TO RECEIVE SUCH DECLARATIONS OF ACCEPTANCE OF OFFICE (IF ANY) AS ARE REQUIRED BY LAW TO BE MADE OR IF NOT THEN RECEIVED, TO DECIDE WHEN THEY SHALL BE RECEIVED.
11. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency (see S.O. No. 12), shall be as follows:-
 - (a) To read and consider the Minutes provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - (b) AFTER CONSIDERATION TO APPROVE THE SIGNATURE OF THE MINUTES BY THE PRESIDING CHAIRMAN AS A CORRECT RECORD. The Chairman shall ensure that each page of the official copy of the minutes of the Council's proceedings is numbered, and shall initial each page.
 - (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 and consider Reports and Minutes of Committees.
 - (f) To consider resolutions or recommendations in the order in which they have been notified.
 - (g) To receive and consider reports from Officers of the Council.
 - (h) To receive and consider reports from the Council's representatives on other bodies.
 - (i) To receive reports from District and County Councillors
 - (j) To authorise the sealing of documents.
 - (k) Any other business specified in the summons.
 - (l) To answer questions from Councillors.
12. A motion to vary the order of business on the grounds of urgency:
 - (a) May be proposed by the Chairman or by any member, and if proposed by the Chairman, may be put to the vote without being seconded, and
 - (b) Shall be put to the vote without discussion.

RESOLUTIONS MOVED ON NOTICE

13. 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 Town Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Town Clerk at least 5 (five) clear working days before the next meeting of the Council.

14. The Town Clerk shall date every notice of motion or recommendation when received, shall number each notice in the order in which it was received and shall enter it in a book, which shall be open to inspection of every member of the Council.
15. The Town 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 the motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
16. If a motion 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.
17. 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.
18. Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.

RESOLUTIONS MOVED WITHOUT NOTICE

19. 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 motion or an amendment.
 - (m) To extend the time limit for speeches.
 - (n) To exclude the Press and Public. (see S.O. No. 57)
 - (o) To silence or eject from the meeting a member named for misconduct.

- (p) To give the consent of the Council where such consent is required by these Standing Orders.
- (q) To suspend any Standing Order. (*see S.O. No.82 below*)
- (r) To adjourn the meeting.

QUESTIONS

- 20.** A member may ask the Chairman, other Councillors or the Town Clerk any question concerning the business of the Council.
- 21.** No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- 22.** Every question shall be put and answered without discussion.
- 23.** A person to whom a question has been put may decline to answer.

APPOINTMENTS TO COMMITTEES

- 24.** The Council may at the Annual Meeting appoint standing committees, and may at any other time, appoint such other committees as are necessary, but subject to any statutory provision in that behalf;
 - (a) shall not appoint any member of a committee so as to hold office later than the next Annual Meeting, and
 - (b) May at any time dissolve or alter the membership of a committee.
- 25.** The Chairman and Vice-Chairman of the Council shall be voting members of every committee.

Part 2 RULES RELATING TO COMMITTEES AND SUB-COMMITTEES

SPECIAL MEETING

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

QUORUM

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

ORDER OF BUSINESS

28. Every committee shall at the Annual Meeting or its first meeting before preceding to any other business, elect a chairman, and may elect a vice-chairman, who shall hold office for a term not later than the next Annual Meeting of the Council.
29. At every meeting, other than the first meeting, the first business shall be to elect a Chairman for the meeting if the Chairman or Vice-Chairman is absent.
30. Agendas and supporting papers for all meetings of Committees will be sent to all Members of the Council no less than 3 (three) working days before the meeting.

APPOINTMENT OF SUB-COMMITTEES

31. Every committee may appoint sub-committees or advisory sub-committees, for the purpose to be specified by that committee.
32. The Committee will make the appointment of members to Sub-Committees.
33. The Standing Orders on rules of debate (except those parts relating 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 in so far as they are appropriate.
34. In view of the specialised and often emotional nature of the duties carried out by the Burials and Properties Committee, this committee shall be authorised to deal with such matters in cases of urgency, and make decisions as appropriate.
35. Members of committees, sub-committees and consultative panels, may (in cases of their own anticipated absenteeism at a specific meeting), appoint a substitute elected member at their own discretion, to attend a specified

meeting, who shall be permitted to speak and vote, in the place of that member. Notification of such substitution shall be given to the Town Clerk or Deputy Town Clerk, at least 5 clear days before the meeting is scheduled to take place (i.e. prior to publication of the summons/notice of the meeting).

VOTING ON COMMITTEES

- 36.** Members of committees and sub-committees, who are entitled to vote, shall vote by a show of hands.
- 37.** CHAIRMEN OF COMMITTEES AND SUB-COMMITTEES SHALL, IN THE CASE OF AN EQUALITY OF VOTES, HAVE A SECOND OR CASTING VOTE.

PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

- 38.** A member who has proposed a motion, which has been referred to any committee of which he/she is not a member, may explain his/her motion to the committee but shall not vote.
- 39.** Any Council member shall be entitled to be present as a spectator at the meetings of any committee or sub-committee of which he/she is not a member.

Part 3 RULES RELATING TO BOTH COUNCIL AND COMMITTEES

RULES OF DEBATE

- 40.** No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.
- 41.** (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, be reduced to writing and handed to him before it is further discussed or put to the meeting.
- (b) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
- (c) 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.
- (d) No speech shall exceed 5 minutes, except by the consent of the Council/committee.
- (e) An amendment shall be either:-
(i) To leave out words.
(ii) To leave out words and insert or add others.
(iii) To insert or add words.
- (e) An amendment shall not have the effect of negating the motion before the meeting.
- (f) 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.
- (g) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- (h) The mover of a resolution or an amendment shall have the right of reply not exceeding 5 minutes.
- (i) A member, other than the mover of the resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move the closure.
- (j) A member shall rise to make a point of order or a personal explanation. A personal explanation shall be confined to some material part of a former speech by the member, which may have been misunderstood.
- (k) A motion or amendment may be withdrawn by the proposer with the unanimous consent of the Council, which shall be signified without

discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

(l) 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 do leave the meeting.
- (vii) That the resolution be referred to a committee.
- (viii) To exclude the public and press.
- (ix) To adjourn the meeting.

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

(b) Members shall address the Chairman.

(c) If two or more members rise, the Chairman shall call upon one of them to speak and the others shall resume their seats.

(d) When the Chairman rises during a debate all other members shall be seated and silent.

43. A member shall stand when speaking unless permitted by the Chairman to sit on account of infirmity.

RIGHT OF REPLY

44. The mover of a resolution shall have a right of reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF RESOLUTION

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

RESCISSION OF PREVIOUS RESOLUTION

46. (a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special resolution carried by a majority of two-thirds of those present and voting.

VOTING

47. Members shall vote by show of hands, or, if at least 2 (two) members so request, by signed ballot.

48. IF A MEMBER SO REQUIRES, THE TOWN CLERK SHALL RECORD THE NAMES OF MEMBERS WHO VOTED ON ANY QUESTION SO AS TO SHOW WHETHER THEY VOTED FOR OR AGAINST IT.
49. (1) SUBJECT TO (2) and (3) BELOW, THE CHAIRMAN MAY GIVE AN ORIGINAL VOTE ON ANY MATTER PUT TO THE VOTE, AND IN THE CASE OF AN EQUALITY OF VOTES, MAY GIVE A CASTING VOTE EVEN THOUGH HE/SHE GAVE NO ORIGINAL VOTE.
- (2) IF THE PERSON PRESIDING AT THE ANNUAL MEETING WOULD HAVE CEASED TO BE A MEMBER OF THE COUNCIL BUT FOR THE STATUTORY PROVISIONS WHICH PRESERVE THE MEMBERSHIP OF THE CHAIRMAN AND VICE-CHAIRMAN UNTIL THE END OF THEIR TERM OF OFFICE, HE/SHE MAY NOT GIVE AN ORIGINAL VOTE IN AN ELECTION FOR CHAIRMAN.
- (3) THE PERSON PRESIDING MUST GIVE A CASTING VOTE WHENEVER THERE IS AN EQUALITY OF VOTES IN AN ELECTION FOR CHAIRMAN.

CLOSURE

50. At the end of any speech a member may, without comment, move “that the question be now put”, that “the debate be adjourned” or “that the debate be now adjourned” or “that the Council do not adjourn”. If such a motion is seconded and if the Chairman is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), he shall forthwith put the motion. If the motion “that the question be now put” is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

(Note: Where a meeting is adjourned, the subsequent proceedings are part of the original meeting and no new notices or agendas need be issued, except a notification of the date of continuation of the meeting, to members not present.)

VOTING ON APPOINTMENTS

51. Where more than two persons have been nominated for any position to be filled by the Council and the number of 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

52. 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 be considered in private.

INTERESTS

- 53.** IF ANY MEMBER HAS A PERSONAL INTEREST AS DEFINED BY THE CODE OF CONDUCT ADOPTED BY THE COUNCIL ON 14TH MAY 2007 THEN THEY SHALL DECLARE SUCH INTEREST AS SOON AS IT BECOMES APPARENT, DISCLOSING THE EXISTENCE OF THAT INTEREST AS REQUIRED.
- 54.** THE TOWN CLERK SHALL BE REQUIRED TO COMPILE AND HOLD A REGISTER OF MEMBER'S INTERESTS IN ACCORDANCE WITH AGREEMENT REACHED WITH THE MONITORING OFFICER OF THE RESPONSIBLE AUTHORITY AND/OR AS REQUIRED BY STATUTE
- 55.** If a candidate for any appointment under the Council is to his/her knowledge, related to any member of, or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Town Clerk. A candidate who so fails to do, shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Town Clerk shall report to the Council, or to the appropriate committee, any such disclosure. Where relationship to a member is disclosed, this Standing Order shall apply.
- 56.** The Town Clerk shall make known the purport of this Standing Order to every candidate.

ADMISSION OF THE PRESS AND PUBLIC TO MEETINGS

- 57.** ALL MEETINGS OF THE COUNCIL, ITS COMMITTEES, SUB-COMMITTEES AND PANELS, SHALL BE OPEN TO THE PUBLIC AND PRESS UNLESS TEMPORARILY EXCLUDED BY A RESOLUTION AS UNDER:

"That in view of the (special/confidential) nature of the business about to be transacted it is advisable in the public interest that the Public, and/or Press, be temporarily excluded (and are instructed to withdraw)."
- 58.** The Council shall state the special reason for exclusion. The four reasons for excluding the press and public are:-
 - (a) engagement terms of service, conduct and dismissal of employees;
 - (b) terms of tenders, and proposals and counter-proposals in negotiations for contracts;
 - (c) preparation of cases in legal proceedings;
 - (d) the early stages of any dispute.
- 59.** If a person's advice or assistance is needed, they may be invited (by name) to remain after the exclusion resolution is carried.
- 60.** At all meetings of the Council, the Chairman may at his/her discretion, and at a convenient time in the transaction of business, allow any members of the public to address the meeting in relation to the business to be transacted. Such sessions form part of the Council meeting in law and shall be duly minuted. The Code of Conduct, which was adopted by the Council on 14th May 2007, shall apply Members of the Council in respect of the entire

meeting. Where, however, members of the Council exercise their rights pursuant to Standing Order No. 59 above, members of the public shall be allowed to attend the meeting to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted.

61. At all meetings of the Council the Chairman may permit Members of the Council (including co-opted Members as defined by s.49 (7) Local Government Act 2000) who have prejudicial interest in relation to any item of business to be transacted at that meeting to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted. Such sessions form part of the Council meeting in law and shall be duly minuted. The Code of Conduct, which was adopted by the Council on 14th May 2007, shall apply to Members of the Council in respect of the entire meeting.
62. A period of up to 15 minutes shall be set aside at the beginning of each meeting, for the purpose of permitting members of the Public to address the meeting to ask questions on matters relevant to the responsibilities of the committee, sub-committee or panel, at the discretion of the presiding chairman.
63. THE TOWN CLERK SHALL AFFORD TO THE PRESS REASONABLE FACILITIES FOR TAKING THEIR REPORT OF ANY PROCEEDINGS AT WHICH THEY ARE ENTITLED TO BE PRESENT.
64. If a member of the public interrupts the proceedings at any meeting, the Chairman, may, after warning, order that they be removed from the Council Chamber and may adjourn the meeting for such period as is necessary to restore order.

DISORDERLY CONDUCT

- 65 a) ALL MEMBERS MUST OBSERVE THE CODE OF CONDUCT WHICH WAS ADOPTED BY THE COUNCIL ON 14TH MAY 2007 A COPY OF WHICH IS ANNEXED TO THESE STANDING ORDERS.
 - (b) No member shall, at a meeting, persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly, or IN SUCH A MANNER AS TO BRING THE COUNCIL INTO DISREPUTE.
 - (c) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (a) of this Order, 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 do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
 - (d) If either of the motions mentioned in paragraph (b) is disobeyed the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

Part 4 GENERAL

PROPER OFFICER

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

ACCOUNTS AND FINANCIAL STATEMENT

- 67.** The Process for dealing with the Council's accounts, financial statements and management reports is dealt with in the Council's Financial Regulations (a copy of which is annexed to these Standing Orders).
- 68.** The Responsible Finance Officer shall supply to each Member as soon as practicable after 31st March in each year a statement of the income and expenditure of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis for a year to 31st March shall be presented to each Member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval by the July meeting of the Council.

ESTIMATES/PRECEPT

- 69.** (a) The Council shall approve written estimates for the coming financial year at a meeting called for the purpose at end of January.
- (b) Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than the end of December.

FINANCIAL MATTERS (including Tenders and Contracts for Works and services)

- 70.** The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer.
- 1) 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;
 - e) procurement policies (subject to (2) below) including the setting of values for different procedures where the contract has an estimated value of less than £25,000.
- 2) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of 50,000 shall be procured on the basis of a formal tender as summarised in (3) below.
 - 3) Any formal tender process shall comprise the following steps;
 - i) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list. In addition at the discretion of the Council alternative companies maybe invited by three (3) weeks public notice to apply to be included within the tendering process;
 - ii) a specification of the goods, materials, services and the execution of works shall be draw up;
 - iii) tenders 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 of the Council;
 - v) tenders are then to be assessed and reported to the appropriate meeting of the Council or Committee.
 - 4) The Council shall not be obliged to accept the lowest or any tender, quote or estimate but the reason for accepting a tender other than the lowest, shall be recorded in the minutes.
 - 5) It shall be the duty of the Council to review the Financial Regulations of the Council annually or as required.

EXPENDITURE

- 71. (a) Cheques drawn on the bank account and all bank mandates shall be signed by two members of the cheque signatory panel and the Town Clerk. In the absence of the Town Clerk the Chairman of the Council and two other members must sign the cheque.

(b) The cheque signatory panel shall comprise of the Chairman and Vice-Chairman of the Council and the Chairman and Vice-Chairman of the Standing Committees and Planning Panel.

SEALING OF DOCUMENTS

- 72. (a) A document shall not be sealed on behalf of the Council unless it's sealing has been authorised by a resolution.

(b) 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.

LIAISON WITH COUNTY AND DISTRICT COUNCILLORS

- 73. Notice of all Council meetings, together with an invitation to attend, shall be sent to the County and District Councillor or Councillors for the appropriate division and wards.

CONFIDENTIAL BUSINESS

74. (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, or by a committee or sub-committee. Such reports and minutes will continue to be headed in the top right-hand corner "Contains items of CONFIDENTIAL business".
- (b) Any member in breach of the provisions of paragraph (a) of this Standing Order may be removed from any committee or sub-committee of the Council, by the Council.

INSPECTION OF DOCUMENTS

75. (a) ALL MINUTES KEPT BY THE COUNCIL AND BY ANY COMMITTEE SHALL BE OPEN FOR THE INSPECTION OF ANY MEMBER OF THE COUNCIL, and the Public, within 7 working days of the meeting.
- (b) The Minutes of the Council shall be open to inspection by any elector during normal office opening hours, or by appointment with the Town Clerk.
- (c) Prior to ratification by the Council, minutes of committee meetings, marked as 'draft' will be made available to the Public and copies shall be available at a nominal charge.
76. A member may, for the purpose of their 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.

UNAUTHORISED ACTIVITIES

77. 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 land 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 relevant committee or sub-committee.

CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

78. (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 Town Clerk shall make known the purport of the sub-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.

79. Standing Order No. 55 shall apply to tenders as if the person making the tender were a candidate for an appointment.

PLANNING APPLICATIONS

80. (a) The Council shall appoint, at the Annual Meeting, a Planning Consultative Panel, to meet at two-weekly intervals, for inspection of local planning applications submitted to the Council by the District Planning Authority for consultation and submission of observations; and other planning related matters only.
- (b) The Town Clerk shall, as received, keep record of the particulars of every planning application notified to the Council, and submit details within two weeks, to the next meeting of the appointed Planning Consultative Panel.
- (c) Copies of the Reports of the meetings of the Planning Consultative Panel, showing observations and comments sent to the District Planning Authority, shall be available for inspection by Council members within 3 working days of such meeting.

CODE OF CONDUCT ON COMPLAINTS

81. 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 Standards Board for England for consideration.

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

82. Any part of the Standing Orders except those printed in CAPITAL LETTERS may be suspended by resolution in relation to any specific item of business.
83. A motion 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

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