



HAILSHAM TOWN COUNCIL

NOTICE IS HEREBY GIVEN of a meeting of the HAILSHAM TOWN COUNCIL to be held in the Fleur-de-Lys Council Chambers, Market Square, Hailsham on

Wednesday, 28th January 2015 at 7.30 p.m.

Prior to commencement of the formal business of the meeting a period of not more than 15 minutes will be assigned for the purpose of permitting members of the Public to address the Council, or ask questions on matters relevant to responsibilities under the direction of this Council, at the discretion of the Chairman.

The order of formal business to be transacted will thereafter be as follows:

1. **APOLOGIES FOR ABSENCE:** To receive apologies for absence of elected members.
2. **DECLARATIONS OF INTEREST:** To receive notice of declarations of personal and prejudicial interest in respect of items on this agenda.
3. **OPERATION CRACKDOWN**
To receive a presentation from and ask questions of the Sussex Police Road Safety/ASD Co-ordinator
4. **COMMUNITY POLICING**
To receive a report from and ask questions of the local Community Sergeant
5. **CONFIRMATION OF MINUTES**
 - 5.1 To resolve that the Minutes and Reports of the **Meeting of Hailsham Town Council** held on 26th November 2014 (Ref: HTC/14/4/164-182) as printed and circulated, may be taken as read, confirmed as a correct record, and signed by the Chairman.
 - 5.2 **Matters Arising**
 - 5.3 To resolve that the Minutes and Reports of the **Meeting of Hailsham Town Council** held on 14th January 2015 (Ref: HTC14/5/183-187) as printed and circulated, may be taken as read, confirmed as a correct record, and signed by the Chairman
 - 5.4 **Matters Arising**
6. **COMMITTEE and PANEL REPORTS**

(A list of committee/panel minutes attached – Please notify the Town Clerk [email: john.harrison@hailsham-tc.gov.uk telephone: 01323 445731] as soon as possible if you wish to reserve an item on any of the following committees or panels)

 - 6.1 To (a) note the reserved paragraphs (minutes) of the Committee/Panel Reports

notified to the Town Clerk prior to the meeting, and

(b) receive request to reserve any additional paragraphs (minutes) of the Committee/Panel Reports

6.2 To receive “unreserved” paragraphs (minutes) of the following Reports of Committees/Panels (as printed and circulated), and approve and adopt the recommendations contained therein.

A. Finance, Budget and Resources Committee Meeting (21st January 2015)

B. Planning and Development Committee Meetings (9th December 2014 and 13th January 2015)

C. Business Enterprise Committee Meeting (15th January 2015)

D. Festivities and Events Committee Meetings (2nd December 2014 and 19th January 2015)

E. Council Projects and Assets Committee Meeting (15th December 2014)

6.3 To proceed through the “reserved” paragraphs consecutively (or as decided) and to resolve action before proceeding to the next reserved item.

7. UPDATE ON MATTERS IN PROGRESS

To receive a verbal report from the Town Clerk on matters in progress.

8. ANNUAL TOWN MEETING

To consider a change of date and venue for the Annual Town Meeting
(Report to follow, author John Harrison, Town Clerk)

9. REVIEW OF COUNCIL’S STANDING ORDERS

To consider recommended changes to the council’s standing orders – following consideration, this item to remain adjourned to the next ordinary meeting of the council in March 2015, in accordance with Standing Order No. 83. *(Report to follow, author John Harrison, Town Clerk).*

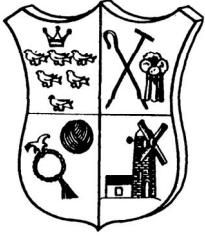
10. ELECTIONS ON 7TH MAY 2015

To consider whether to release Town Council officer time in offering assistance to Wealden District Council for the General, District and Parish elections on 7th May.
(Report to follow, author John Harrison, Town Clerk)

11. COUNCILLORS’ QUESTIONS/INFORMATION FORUM (at the Chairman’s discretion).



JOHN HARRISON
Town Clerk



HAILSHAM TOWN COUNCIL

MINUTES of the Meeting of Hailsham Town Council, held at the Fleur-de-Lys Council Chambers/Meeting Rooms, Market Square, Hailsham, on Wednesday 28th January 2015 at 7.30 p.m.

Public Question Time

Prior to commencement of the formal business of the meeting a period of not more than 15 minutes had been assigned for the purpose of permitting members of the public present to address the Assembly, or ask questions (on matters relevant to the responsibilities of the Town Council) at the invitation and discretion of the presiding Chairman.

HTC/14/
6/188 **Present:** Councillors: Mrs. S. J. Bentley (Chairman), W. A. Bentley, J. L. Blake, Mrs. M. Burt, Ms C. V. Collinson, N. A. Collinson, Mrs. J. Cook, R. T. Grocock, Mrs B. Holbrook, P. S. Holbrook, Ms A. O' Rawe (Vice-Chairman), G. G. Rowe, Mrs. M. Rowe, Mrs. D. Ryan, M. J. Ryan, Mrs. M. Skinner and C. Triandafyllou.

189 **Officers in Attendance:** J. Harrison (Town Clerk), M. Caira (Deputy Town Clerk and Business Enterprise Manager), D. Saxby and T. Hall.

190 **Apologies for Absence:**

Apologies for absence were received and accepted from Councillors N. S. Coltman, W. F. Crittenden, B. Marlowe, Mrs S. Henstock and J Puttick.

191 **Declarations of Interest**

None declared.

Operation Crackdown

192.1 Councillor W. A. Bentley declared an interest in this agenda item as he Vice-chairman of the Police and Crime Panel in Sussex.

192.2 Jim Stobart of the Vehicle Recovery Unit addressed the meeting. He said the aims of the unit were reduced ant-social driving, remind people of the rules of the road and reduce fatalities and injuries.

Police Report

193.1 Sgt. Mark Ritchie of Sussex Police presented a report on police activity in Hailsham.

He said he was the Neighbourhood Sergeant with a team of 11 PCSOs.

193.2 He highlighted the recent trouble in the town centre, particularly the vandalism and burglaries. He said that there were three distinct groups causing the problems: Youths causing minor scale problems, drunken after public houses closing time and career criminals from out of town.

193.3 Sgt. Ritchie said that the response units were now based in Eastbourne and Uckfield, rather than Hailsham.

193.4 Councillor W. Bentley thanked Sgt. Ritchie for his report and for being so candid. He assured Sgt. Ritchie that Hailsham Town Council would do whatever it could to help the Police.

193.5 Councillor W. Bentley said that he would like to organise a meeting with senior police officers, the Chamber of Commerce, the Federation of Small Businesses and some local businesses.

193.6 The Chairman thanked Sgt. Ritchie for coming to the meeting and giving his report.

197 **Confirmation of Previous Minutes**

RESOLVED that the Minutes and Reports of the meeting of Hailsham Town Council (Ref: HTC/14/4/164-182) held on 26th November 2014 were confirmed as a correct record, and signed by the Chairman.

198 **Matters Arising**

None.

199 **RESOLVED** that the Minutes and Reports of the meeting of Hailsham Town Council (Ref: HTC/14/5/183-187) held on 14th January 2015 were confirmed as a correct record, and signed by the Chairman.

200 **Matters Arising**

None.

201 **Committee and Panel Reports**

RESOLVED, after consideration in accordance with Standing Order 18(e), to receive the following reports of Committees, to approve and adopt the recommendations contained therein and the actions taken as reported therein.

F. Finance, Budget and Resources Committee (21st January 2015)

G. Planning and Development Committee (9th December 2014 and 13th January 2015)

H. Business Enterprise Committee (15th January 2014)

I. Festivities and Events Committee (2nd December 2014 & 19th January 2015)

J. Council Projects and Assets Committee (15th December 2014)

Business Enterprise Committee – 15th January 2015

- 202.1 Minute 41 – Hailsham Festival of Arts and Culture 2015
- 202.2 Councillor Blake asked why an edition of the Wealden Eye ran an advertisement in the magazine relating to an event ran by the Hailsham Festival of Arts and Culture 2015 in the magazine in conjunction with the Conservative Party.
- 202.3 Councillor Ms C. Collinson responded that she was the editor of the Wealden Eye and she would have taken an advert for the magazine from any political party if payment had been received. It was, in any case, not a matter for Hailsham Town Council.

Council Projects and Assets Committee – 15th December 2014

- 203.1 Minute 36 – Community Self Serve Initiative
- 203.2 Councillor Blake said he would like one member from the minority parties to have a seat on the Working Group.
- 203.3 Councillor W. Bentley said that the Working Group had met once already and there were no plans to meet again in the near future. It would be open to the new Council to make changes to the format and membership of the Working Group.

204 **Confidential Business**

RESOLVED that due to the special and confidential nature of the business about to be transacted, and possible disclosure of personal or legal information not in the public interest at the present time, the following items of business be transacted following the temporary exclusion of members of the Public and Press, in accordance with the Council's Standing Orders No. 57 and 58. The reason for exclusion is:

(b) terms of tenders, and proposals, and counter-proposals in negotiations for contracts.

Minute 38 – Hailsham Town Council Website Redevelopment

- 205.1 Councillor N. Collinson said that he had voiced concerns at the Council Assets and Projects Committee over the decision to award the contract to redevelop the Council's website to Tomango Limited. He was of the opinion that the contract should have been given to Demon Cheese. This was for the following reasons: they were a local company, they were the lower tender and officers had recommended Demon Cheese. He proposed that Council overturn the Council Projects and Assets Committee decision and instead award the contract to Demon Cheese.
- 205.2 Councillors Mrs. Skinner and Mrs. Holbrook who were both members of the Council Projects and Assets Committee and voted to award the contract to Tomango Limited said that they had listened to the presentations made at that meeting and considered Tomango Limited made the best bid.
- 205.3 Councillor G. Rowe questioned Councillor N. Collinson's reason of giving the contract to a Hailsham based company as he had not followed this criterion when the Town

Council newsletter was taken from a Hailsham company and given to an Uckfield company.

205.4 Councillor W. Bentley, as Chairman of the Council Projects and Assets Committee proposed that the Committee's resolution should be upheld. On being put to the vote this was agreed by 13 votes to 3.

206.5 No change to the minute resolution.

207 **Update on Matters in Progress**

The Town Clerk verbally updated the council on current activity, including the signage on the A22, the toilets and requested amendments, the recruitment of the receptionist, the broken window at Four Market Square, the project to establish a Community Interest Company with the Town Council's works team and East Sussex County Council, the developments being implemented under the remit of the 'Movement and Access Strategy for Hailsham and Hellingly' Steering Group and the requirements of the Government's recently published guidelines on openness and transparency.

Annual Town Meeting

208.1 The Town Clerk stated that it had previously been agreed that the Annual Town Meeting was to be held on 7th April 2015. However, as the purdah/'PERPS' period for the local elections started on 30th March 2015, it is considered it prudent to hold the ATM before this date.

208.2 The Town Clerk had provisionally booked the Hailsham Pavilion for Wednesday 18th March 2015 for the ATM. They had offered this facility free of charge for a free advertisement in the Town Crier.

208.3 Hailsham Community College had also offered their facilities at a cost.

208.4 A majority of the Council considered that the Hailsham Pavilion would be the most suitable venue for the meeting.

208.5 **RESOLVED** to amend the date of the Annual Town Meeting to 18th March 2015.

208.6 **RESOLVED** to delegate authority to the Town Clerk and Chairman of the Council to visit the Hailsham Pavilion and assess its suitability for the event and make the final decision on whether to hold the Annual Town Meeting at the Pavilion.

Review of Council's Standing Orders

209.1 The Town Clerk referred members to the officer's report circulated with the agenda and as Appendix HTC/14/209A to these minutes.

209.2 Discussion centred round the Chairman and Vice-chairman of the Council both having a seat on all Committees of the Council.

209.3 A proposal was made to accept the recommended changes to Hailsham Town Council's Standing Orders as circulated with the agenda and as Appendix

HTC/14/209A to these minutes, with the amendment that the Chairman and/or the Vice-chairman have a seat on all Council Committees; and that this item to remain adjourned until the next ordinary meeting of the Council in March 2015, in accordance with Standing Order No. 83.

Elections on 7th May 2015

210.1 The Town Clerk referred members to the officer's report circulated with the agenda and as Appendix HTC/14/210A to these minutes.

210.2 Discussion ensued.

210.3 **RESOLVED** that the Town Clerk ascertain officer's interest in taking part in polling duties for the General, District and Parish elections on 7th May 2015, and to refer this back to the next Council meeting.

211 **Councillors' Questions/Information Forum**

None.

There being no other business, the meeting closed at 9.19pm.

CHAIRMAN

Global/Minutes and Agendas/DS/ HTC Minutes 28th January 2015.

Report to	Hailsham Town Council
Date	28th January 2015
By	John Harrison, Town Clerk
Title of Report	Annual Town Meeting

Purpose

To consider a change of date and venue for the Annual Town Meeting.

Background

During the Annual Town Council Meeting on 23rd July 2014, the council resolved to provisionally agree to change the dates for the Annual Town Meeting in 2015 from 23rd April to 7th April 2015, to be held at the Civic Community Hall.

Ref HTC 14/2/141.1-141.2

The Town Clerk said that since resolving to the Annual Town Meeting on 23rd April 2015, he had been informed that the venue – the Civic Community Hall – was no longer available between 13th April and 15th May 2015.

RESOLVED to change the date of the 2015 Annual Town Meeting to Tuesday 7th April 2015.

This was a change from the original date due to the Town Clerk receiving an email advising that the Civic Community Hall was not available between 13 April 2015 and 15 May 2015 due to the elections. The Civic Community hall is booked for the meeting on that date

Election 'Purdah' Period

The election PERPS/'Purdah' period begins on 30 March 2015 and runs up until the election. There is a wide range of advice to parish/town councils regarding what can and cannot be done during this period, although it remains the position that during this period councils should continue 'business as usual' with the exception of any form of communication that may be perceived as politically motivated or promoting a political agenda

The DCLGs. *Code of recommended practice on local authority publicity*, (31 March 2011) which is issued as part of the provisions of the Local Government Act 1986 refers specifically to the period between the notice of an election and the election itself.

So, there is a need to ensure that there will be adherence to the part of the Code which states: '*Publicity should not deal with controversial issues or report views, proposals or recommendations in such a way that identifies them with individual members or groups of members. However, it is acceptable for the authority to respond in appropriate*

circumstances to events and legitimate service enquiries provided that their answers are factual and not party political.'

It should also be noted that the Code further states: *'Members holding key political or civic positions (i.e. in our case, the Mayor and Deputy-Mayor) should be able to comment in an emergency or where there is a genuine need for a member level response to an important event outside the authority's control. Proactive events arranged in this period should not involve members likely to be standing for election.'* "

The most recent SSALC issued guidelines regarding this period, as published in the SSALC November 2014 newsletter states as follows:

Purdah & Code of Recommended Practice on local authority publicity

What does it mean for town and parish councils ?

- *Prohibition on local authorities of material which appears to affect support for a political party*
- *There can be no expenditure for party political purposes*
- *Publicity should be issued with care during periods of heightened sensitivity – six weeks before an election*
- *It is not intended to stop the day to day work of a council*
- *Meetings continue, including Annual Meeting of the Council*

Guidance published by the Society for Local Council Clerks which is attached in full as an appendix to this report, helpfully sums up the issues and states that:

Council Events in the Purdah Period

What if the Town Mayor is hosting an event, sponsored by the Council? It is usually best to avoid holding such events during the 'purdah' period. If it is unavoidable, then do consider whether or not the members of your council divide along party-political lines. If so, extra care must be exercised to ensure that each of the political parties is given equal, or proportionate, representation in the invitation list or in the opportunity to buy tickets, and the Town Mayor must ensure that the event is not an opportunity for any person to make political speeches or display political banners, balloons or whatever. If the council is full of 'independents' the Town Mayor must simply assure that nobody (especially the town mayor) can be seen as using the event to promote his or anybody else's election.

Further Considerations

Legislation states that the Annual Parish/Town (Electors') meeting must be held annually between 1 March and 1 June.

The Parish/Town, District and Parliamentary General elections are scheduled for 7th May 2015.

The council knows from recent experience that the Annual Town meeting can at times become a 'politically charged' event.

It is now not possible to book the Community Civic Hall for any date leading up to the election 'purdah' period (i.e. from 1st to 30th March) excepting the evening of Friday 13th March.

The Town Clerk has therefore provisionally booked the Hailsham Pavilion for the evenings of Wednesday 18th and Thursday 19th March and also the main Hall at Hailsham Community College on those dates.

Recommendations

The council is recommended to agree to the rescheduling of the Annual Town Meeting to Wednesday 18th March.

The council is recommended to delegate authority to the Town Clerk, working in co-operation with the Town Mayor, to decide on the venue most suited to the event,

This will be dependent on the possible layout and the most favourable terms that can be negotiated for the hire, taking into account the need to hold the event in the same format as previous years, with space for stalls for invited external 'stakeholders' (CCG, WDC Planning, ESCC highways etc) and seating for approximately 100-150 members of the public

Report to **Hailsham Town Council**
Date **28th January 2015**
By **John Harrison, Town Clerk**
Title of Report **Review of Council's Standing Orders**

Purpose

To consider recommended changes to the council's standing orders – following consideration, this item to remain adjourned to the next ordinary meeting of the council in March 2015, in accordance with Standing Order no. 83

Background

Hailsham Town Council last reviewed and amended its standing orders in August 2012.

The National Association for Local Councils (NALC) has subsequently published its revised Model Standing Orders in 2013. This document is attached as an appendix to this report in full. This includes a subsequent amendment to allow for the change in legislation that allows the public access to record or film meetings.

These model standing orders include advice on how best to use them, this includes the advice that:

Model Standing Orders that are in bold type contain statutory requirements. It is recommended that councils adopt them without changing them. Other model standing orders not in bold are designed to help councils operate effectively but do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs.

Under the council's current Standing Orders (SO83): *any motion 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.*

Therefore on discussion and acceptance or amendments of the suggested Standing Orders below, any motion to adopt them will stand adjourned until the meeting of Hailsham Town Council scheduled for 25th March 2015.

Suggested Revised Standing Orders

The suggested revised standing orders immediately following are those recommended for adoption by the Town Clerk. These consist mostly of the 'model standing orders' as drafted by NALC, with some notable exceptions that are particular to Hailsham Town Council.

All text in black in the suggested revised SOs are from the current HTC SOs.

All text in purple in the suggested revised SOs are from the most recently published NALC Model SOs.

These suggested revised SOs do not represent any significant changes in the functioning of Hailsham Town Council but would bring about a modernisation of the standing orders in line with those recommended by NALC.

Following as appendices to this report are the Town Council's Current Standing orders, as last adopted in August 2013 and the NALC Model Standing Orders as most recently published.

Recommended Revised Standing Orders:

Hailsham Town Council Standing Orders – Review January 2015

1. Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings



a. Meetings of the Council shall be held at the Hailsham Town Council Offices, Market Square, Hailsham at 19:30 (7.30 p.m.) hours unless the Council otherwise decides at a previous meeting.

Questions from members of the public will commence at 19:30 (7.30 pm).

It should be noted that public statements should be concise and limited to three minutes per person.

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.

■ **b. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

■ **c. The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

■ **d. The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting**

■ ■ **e. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

f.. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

g. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the chairman of the meeting.

h.,A member of the public shall not speak for more than three minutes.

i. A question from a member of the public shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

j. A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.

k. A person who speaks at a meeting shall direct his comments to the chairman of the meeting.

l. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

m. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- (i) film, photograph or make an audio recording of a meeting;**
- (ii) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place later;**
- (iii) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting**

n. The press or any other person shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

o. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).

p. The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

q. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.

r. The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

See standing orders below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.

s. Voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question or abstained from voting. Such a request shall be made before moving on to the next item of business on the agenda.

If at least two members so request, voting on a question may be done by signed ballot.

t. The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors present and absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- v. if there was a public participation session; and
- vi. the resolutions made.

■ ■ ■ u. A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

■ v. No business may be transacted at a meeting of the council unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.

See standing orders below for the quorum of a committee or sub-committee meeting.

■ ■ ■ w. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x. A meeting shall not exceed a period of **three** hours.

2. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least five clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least **three** clear **working** days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f The decision of the Proper Officer as to whether or not to include the motion (and other items) on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

3. Motions at a meeting that do not require written notice

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

4. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

5. Committees and sub-committees

- a The Chairman and Vice-Chairman of the Council shall be voting members of every committee
- b **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- c **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- d **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- e The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall then permit a committee to **alter** the number and time of its meetings;
 - iv. shall appoint and determine the terms of office of members of such a committee;
 - v. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vi. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - viii. shall determine if the public may participate at a meeting of a committee;
 - ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xi. may dissolve a committee.
- f. Members of committees, sub-committees and panels, may (in cases of their own anticipated absenteeism at a specific meeting), appoint a substitute member of the council 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, Deputy Town Clerk, or Committee Clerk, prior to the commencement of that meeting and not later than by 12 noon on the day of the meeting

6. Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.
- d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- e The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.
- g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman (of the Council at the annual meeting of the council, the business of the annual meeting shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees
 - ix. Review of representation on or work with external bodies and arrangements for reporting back;

- x. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;;
- xi. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

7. Extraordinary meetings of the council and committees and sub-committees

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

8. Urgency Procedure

- a **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.**

9. Voting on appointments

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

10. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- h If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- i Only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- j One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- k A councillor may not move more than one amendment to an original or substantive motion.
- l The mover of an amendment has no right of reply at the end of debate on it.
- m Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- n Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- o During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- p A point of order shall be decided by the chairman of the meeting and his decision shall be final.

- q When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- r Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- s Excluding motions moved, the contributions or speeches by a councillor shall relate only to the motion under discussion

11. CLOSURE

- a. 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.)

12. Recission Of Previous Resolution

- 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.

13. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under the standing order 13b above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

14. Handling confidential or sensitive information

- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- d Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

15. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with these standing orders
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
“The chairman of this meeting does not believe that the minutes of the meeting of the (committee name) held on [date] were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

16. Code of conduct and dispensations

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Dispensations requests shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required
- h **A dispensation may be if having regard to all relevant circumstances the following applies:**
 - ii. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - iii. **granting the dispensation is in the interests of persons living in the council's area or**
 - iv. **it is otherwise appropriate to grant a dispensation.**

17. Code of conduct complaints

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall report this to the council.
- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take.
- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

18. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. Ensure that at least three clear days before a meeting of the council, a committee and a sub-committee a summons is served served on councillors, by email, or is posted to them, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer].
 - ii. **Ensure that the public are given notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**
 -
 - iii. include on the agenda all motions in the order received unless a councillor has given written notice at least three days before the meeting confirming his withdrawal of it;
 - iv. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - v. facilitate inspection of the minute book by local government electors;
 - vi. **receive and retain copies of byelaws made by other local authorities;**
 - vii. retain acceptance of office forms from councillors;
 - viii. retain a copy of every councillor's register of interests;
 - ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
 - x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
 - xii. arrange for legal deeds to be executed;
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
 - xiv. manage the recording of every planning application notified to the council and the council's response to the local planning authority;
 - xv. manage access to information about the council via the publication scheme; and

xvi. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.

19. Responsible Financial Officer

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

20. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide (England)]
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the council’s receipts and payments for each quarter;
 - ii. the council’s aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

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

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

21. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up or approved by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council’s accounts and/or orders of

- payments; and
 - v. procurement policies including the setting of values for different procedures where a contract has an estimated value of less than £25,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender**
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility or relevant terms of reference.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility or relevant terms of reference for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

22. Requests for information

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the relevant committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

23. Relations with the press/media

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

and/or other media.

24. Execution and sealing of legal deeds

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **The council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

25. Communicating with District and County councillors

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

26. Restrictions on councillor activities

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

27. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements (which are in bold), may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements (which are in bold), shall be proposed by a special motion, and when proposed and seconded, shall stand adjourned without discussion to the next ordinary meeting of the council.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

29. 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 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.**
- c. **Standing Order No. 29a and b (above) shall apply to tenders and contracts as if the person making the tender were a candidate for an appointment.**

30. Interests

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.

31. Planning Applications

- a. **The Council shall appoint, at the Annual Meeting, a Planning and Development Committee (or such committee with relevant terms of reference), to meet at three-weekly intervals, for inspection of local planning applications submitted to the Council by the Local Planning Authorities for consultation and submission of observations; and to consider and comment on all planning and development matters affecting the Town and Parish of Hailsham.**
- b. **The Town Clerk shall, as received, ensure the recording of the particulars of every planning application notified to the Council, and the submission of details to the next meeting of the appointed Planning and Development Committee (or such committee with relevant terms of reference), .**
- c. **Copies of the Reports of the meetings of the Planning and Development Committee (or such committee with relevant terms of reference), showing observations and comments sent to the Appropriate Planning Authority, shall be available for inspection by Council members within 3 (three) working days of such meeting.**

Appendix One – Current Hailsham Town Council Standing Orders:

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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 19:30 (7.30 p.m.) hours unless the Council otherwise decides at a previous meeting.
- (b) Questions from members of the public will commence at 19:30 (7.30 pm).
- (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 for all meetings shall be printed and displayed on the Town Council Public Notice boards and shall be published on the Town Council Public Website with at least 3 (three) clear working days notice.
- (f) Summonses and agendas for all meetings shall be issued by emailed electronic copy sent to Council Members, alternatively the Town Clerk shall, upon request, make a printed copy of summonses and agendas available for collection from the Town Council Offices in either case the electronic or printed copy shall be issued with at least 3 (three) clear working days notice. Council Members may request that printed copies are posted to their home address, however receipt within 3 (three) clear working days of the meeting will not apply.

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 ADDITON 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 {as detailed in S.O. No. 1(f)} 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 issued by emailed electronic copy sent to Council Members, alternatively the Town Clerk shall, upon request, make a printed copy of summonses and agendas available for collection from the Town Council Offices in either case the electronic or printed copy shall be issued with at least 3 (three) clear working days notice. Council Members may request that printed copies are posted to their home address however receipt within 3 (three) clear working days of the meeting will not apply.

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. **Members of committees, sub-committees and panels, may (in cases of their own anticipated absenteeism at a specific meeting), appoint a substitute member of the council 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, prior to the commencement of that meeting and not later than by 12 noon on the day of the meeting.

VOTING ON COMMITTEES

35. **Members of committees and sub-committees, who are entitled to vote, shall vote by a show of hands.**
36. **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

37. **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.**
38. **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

39. **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.**
40. **Members may during the course of a meeting use personal electronic equipment in the form of Laptops, Netbooks or Tablets to read meeting papers or to make notes. All telephone, photographic, video and sound capabilities of such equipment must be switched off or disabled for the duration of the meeting.**
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 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 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 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 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 Chairman and Vice-Chairman of the Council and appointed members of the Finance and Budget Oversight Committee and the Leader of the majority party council group, (if the Leader is not a committee member of the Finance and Budget Oversight Committee) shall be invited to form the Hailsham Town Council Cheque Signatory Panel. If any member wishes to decline this invitation an alternative member of the Council will be sought to serve as a signatory for each vacancy.

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 and Development Committee, to meet at three-weekly intervals, for inspection of local planning applications submitted to the Council by the Local Planning Authorities for consultation and submission of observations; and to consider and comment on all planning and development matters affecting the Town and Parish of Hailsham.**
- (b) **The Town Clerk shall, as received, keep record of the particulars of every planning application notified to the Council, and submit details to the next meeting of the appointed Planning and Development Committee.**
- (c) **Copies of the Reports of the meetings of the Planning and Development Committee, showing observations and comments sent to the Appropriate Planning Authority, shall be available for inspection by Council members within 3 (three) 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.**

Appendix Two – NALC Model Standing Orders

How to use model standing orders

Standing orders are the written rules of a local council. They are used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of a council but they may refer to them. A local council must have standing orders for the procurement of contracts.

Meetings of full council, councillors, the Responsible Financial Officer and Proper Officer are subject to many statutory requirements. A council should have standing orders to confirm those statutory requirements. A council should have standing orders to control the number, place, quorum, notices and other procedures for committee and sub-committee meetings because these are subject to fewer statutory requirements. If it does not, committees and sub-committees may adopt their own standing orders.

Model standing orders that are in bold type contain statutory requirements. It is recommended that councils adopt them without changing them. Other model standing orders not in bold are designed to help councils operate effectively but do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. For convenience, the word "councillor" is used in model standing orders and includes a non-councillor with or without voting rights unless otherwise stated.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes the term 'OR' provides alternative options for a council to choose from when determining standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the Responsible Financial Officer.

Model financial regulations are available to councils in membership of the National Association of Local Councils (NALC) or One Voice Wales (OVW).

List of model standing orders

1. Rules of debate at meetings
2. Disorderly conduct at meetings
3. Meetings generally
4. Committees and sub-committees
5. Ordinary council meetings
6. Extraordinary meetings of the council and committees and sub-committees
7. Previous resolutions
8. Voting on appointments
9. Motions for a meeting that require written notice to be given to the Proper Officer
10. Motions at a meeting that do not require written notice
11. Handling confidential or sensitive information
12. Draft minutes
13. Code of conduct and dispensations
14. Code of conduct complaints
15. Proper Officer
16. Responsible Financial Officer
17. Accounts and accounting statements
18. Financial controls and procurement
19. Handling staff matters
20. Requests for information
21. Relations with the press/media
22. Execution and sealing of legal deeds
23. Communicating with District and County or Unitary councillors
24. Restrictions on councillor activities
25. Standing orders generally

Model standing orders

8. Rules of debate at meetings

- r Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- s A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- t A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- u If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- v An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- w If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- x An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- y A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- z If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- aa Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time,

the order of which shall be directed by the chairman of the meeting.

- bb One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- cc A councillor may not move more than one amendment to an original or substantive motion.
- dd The mover of an amendment has no right of reply at the end of debate on it.
- ee Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- ff Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - vi. to speak on an amendment moved by another councillor;
 - vii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - viii. to make a point of order;
 - ix. to give a personal explanation; or
 - x. in exercise of a right of reply.
- gg During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

hh A point of order shall be decided by the chairman of the meeting and his decision shall be final.

ii When a motion is under debate, no other motion shall be moved except:

- x. to amend the motion;
- xi. to proceed to the next business;
- xii. to adjourn the debate;
- xiii. to put the motion to a vote;
- xiv. to ask a person to be no longer heard or to leave the meeting;
- xv. to refer a motion to a committee or sub-committee for consideration;
- xvi. to exclude the public and press;
- xvii. to adjourn the meeting; or
- xviii. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.

t Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

u Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed () minutes without the consent of the chairman of the meeting.

9. Disorderly conduct at meetings

d No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

e If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

f If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

10. Meetings generally

■ Full Council meetings

- Committee meetings
- Sub-committee meetings

- b **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- c **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- d **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- ■ e **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- f Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- g The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed () minutes unless directed by the chairman of the meeting.
- h Subject to standing order 3(f) above, a member of the public shall not speak for more than () minutes.
- i In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- j [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.

k A person who speaks at a meeting shall direct his comments to the chairman of the meeting.

l Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

■ ■ m **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.**

■ ■ n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

■ o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**

■ p **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

■ ■ ■ q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**

■ ■ ■ r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.

s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:
vii. the time and place of the meeting;
viii. the names of councillors present and absent;
ix. interests that have been declared by councillors and non-councillors with

voting rights;

- x. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- xi. if there was a public participation session; and
- xii. the resolutions made.

- ■ ■ u **(England) A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

(Wales) **A councillor or a non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts his right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the council.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.

- ■ ■ w **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

- x A meeting shall not exceed a period of () hours.

11. Committees and sub-committees

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

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

12. Ordinary council meetings

- k** In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.
- l** In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.
- m** If no other time is fixed, the annual meeting of the council shall take place at 6pm.
- n** (*England*) In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- o** (*Wales*) In addition to the annual meeting of the council, any number of other ordinary meetings may be held in each year on such dates and times as the council may direct.
- p** The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.
- q** The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.
- r** The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- s** In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council

shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.

t In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

u Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:

- i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4 above;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. (*England*) In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xv. Review of the council's and/or staff subscriptions to other bodies;
- xvi. Review of the council's complaints procedure;
- xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- xviii. Review of the council's policy for dealing with the press/media; and
- xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

13. Extraordinary meetings of the council and committees and sub-committees

e The Chairman of the Council may convene an extraordinary meeting of the council at any

time.

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

14. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least () councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

15. Voting on appointments

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

16. Motions for a meeting that require written notice to be given to the Proper Officer

- i A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- j No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least () clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- k The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- l If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least () clear days before the meeting.
- m If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- n Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

- o Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- p Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

17. Motions at a meeting that do not require written notice

- b The following motions may be moved at a meeting without written notice to the Proper Officer;
 - xviii. to correct an inaccuracy in the draft minutes of a meeting;
 - xix. to move to a vote;
 - xx. to defer consideration of a motion;
 - xxi. to refer a motion to a particular committee or sub-committee;
 - xxii. to appoint a person to preside at a meeting;
 - xxiii. to change the order of business on the agenda;
 - xxiv. to proceed to the next business on the agenda;
 - xxv. to require a written report;
 - xxvi. to appoint a committee or sub-committee and their members;
 - xxvii. to extend the time limits for speaking;
 - xxviii. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xxix. to not hear further from a councillor or a member of the public;
 - xxx. to exclude a councillor or member of the public for disorderly conduct;
 - xxxi. to temporarily suspend the meeting;
 - xxxii. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xxxiii. to adjourn the meeting; or
 - xxxiv. to close a meeting.

18. Handling confidential or sensitive information

- e The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- f Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

19. Draft minutes

- f If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- g There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- h The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- i If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
 - “The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- j Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

20. Code of conduct and dispensations

See also standing order 3(t) above.

England

- i All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- j Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- k Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- l **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- m A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- n A dispensation request shall confirm:
 - v. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - vi. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - vii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - viii. an explanation as to why the dispensation is sought.
- o Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the

start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required].

- p **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

Wales

- q **Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.**
- r All councillors shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.
- s **Dispensation requests shall be in writing and submitted to the standards committee of [the County Borough] OR [County Council] as soon as possible before the meeting that the dispensation is required for.**

21. Code of conduct complaints

- e Upon notification by the District or Unitary Council [(Wales) [County Borough] OR [County Council]] that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- f Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined [(England) and the council has agreed what action, if any, to take in accordance with standing order 14(d) below].
- g The council may:
- iii. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - iv. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
 - v. [(Wales) indemnify the councillor or non-councillor with voting rights in respect of his related legal costs and any such indemnity is subject to approval by a meeting of the full council.]

- h (England) Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

22. Proper Officer

- c The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- d The Proper Officer shall:
- i. **[at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda.]**
OR
[at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer].
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.
 - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.
 - iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming his withdrawal of it;
 - iv. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - v. facilitate inspection of the minute book by local government electors;
 - vi. **receive and retain copies of byelaws made by other local authorities;**
 - vii. retain acceptance of office forms from councillors;
 - viii. retain a copy of every councillor's register of interests;
 - ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
 - x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
 - xii. arrange for legal deeds to be executed;
See also standing order 22 below.

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the council to the [Chairman or in his absence the Vice-Chairman of the Council] OR [Chairman or in his absence Vice-Chairman (if any) of the () Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the council] OR [() committee];
- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.

See also standing order 22 below.

23. Responsible Financial Officer

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

24. Accounts and accounting statements

- f "Proper practices" in standing orders refer to the most recent version of [Governance and Accountability for Local Councils – a Practitioners' Guide (England)] OR [Governance and Accountability for Local Councils in Wales – A Practitioners' Guide].
- g All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- h The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the council's receipts and payments for each quarter;
 - ii. the council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

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

- i As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - iii. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
 - iv. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.

- j The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

25. Financial controls and procurement

- b The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - vi. the keeping of accounting records and systems of internal controls;
 - vii. the assessment and management of financial risks faced by the council;
 - viii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - ix. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - x. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than [£60,000].
- g Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- h **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of [£60,000] shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
- i Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - vii. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - viii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - ix. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - x. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - xi. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - xii. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.

- j Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- k **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

26. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council OR [the () committee] OR [the () sub-committee] is subject to standing order 11 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of [the () committee] OR [the () sub-committee] or, if he is not available, the vice-chairman of [the () committee] OR [the () sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to [the () committee] OR [the () sub-committee] at its next meeting.
- c The chairman of [the () committee] OR [the () sub-committee] or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the employee's job title]. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by [the () committee] OR [the () sub-committee].
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the chairman of [the () committee] OR [the () sub-committee] or in his absence, the vice-chairman of [the () committee] OR [the () sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the () committee] OR [the () sub-committee].
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the employee's job title] relates to the chairman or vice-chairman of [the () committee] OR [the () sub-committee], this shall be communicated to another member of [the () committee] OR [the () sub-committee], which shall be reported back and progressed by resolution of [the () committee] OR [the () sub-committee].
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.

- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to (post holder) and/or the Chairman of the Council OR [the () committee] OR [the () sub-committee].

27. Requests for information

- c Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- d Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the () committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

28. Relations with the press/media

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

29. Execution and sealing of legal deeds

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

- c A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- d **[Subject to standing order 22(a) above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**
The above is applicable to a council with a common seal.
OR
[Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.]
The above is applicable to a council without a common seal.

30. Communicating with District and County or Unitary councillors

- c An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the [(England) [District and County Council] OR [Unitary Council]] [(Wales) [County Borough] OR [County Council]] representing the area of the council.
- d Unless the council determines otherwise, a copy of each letter sent to the [(England) [District and County Council] OR [Unitary Council]] [(Wales) [County Borough] OR [County Council]] shall be sent to the ward councillor(s) representing the area of the council.

31. Restrictions on councillor activities

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

32. Standing orders generally

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

Report to	Hailsham Town Council
Date	28th January 2015
By	John Harrison, Town Clerk
Title of Report	Elections on 7th May 2015

Purpose

To consider whether to release Town Council officer time in offering assistance to Wealden District Council for the General, District and parish Elections on 7th May

Background

The General, District and Parish elections will all be held on the same day 7th may 2015. This is the first time 'in living memory' that all three elections have coincided.

In 2014 the Chief Executive of Wealden District Council issued a letter explaining the arrangements for the elections and also asking for potential volunteers amongst Parish Council staff to help work during the elections period including on polling day itself and subsequently during the counting process.

Considerations

The council is asked to consider whether it would be prepared for its office staff to work during the elections period, in whatever capacity is required by Wealden DC, without having to take that time as annual leave or be counted as absent from their Town Council roles.

This may include working during Polling Day or other days including overnight during the counting process, in any variety of roles.

For any election roles the staff volunteer for, which required them to work overnight or otherwise outside the hours of their usual Town Council roles, the council is asked to consider allowing this to count as time at work in their Town Council roles and therefore earn time of in lieu, granted on an hour for hour basis, to be taken immediately the time worked but not applicable as overtime. The exception to this is any time spent working on the elections during the weekends (for e.g. the letter below states that the District and Parish elections will take place on Saturday 9th May).

Any granting of these permissions is on the understanding that the Town Council services, including office services, will not be significantly compromised and the office will remain open at all usual times during polling day and the days immediately after when staff may be required to help.

Assuming this permission is granted, staff will be free to volunteer their availability to the District Council on their own basis according to their personal circumstances.

Dear Parish Clerk,

I am writing to advise you of the early planning arrangements for the 2015 Elections.

The combined Parliamentary, District, and Parish elections for Wealden in 2015 will be the largest and most complex set of elections ever undertaken by the returning office at Wealden. Never in recent times has the Parliamentary Election with its characteristically high turnout been combined with both the District and Parish Elections with their characteristic multi-ward and multi-candidate complexity. It should also be remembered that Wealden District and parish wards span four parliamentary constituencies. This means that ballot boxes will need to be transported between the Wealden polling stations and count centre and those of other returning officers in Bexhill, Eastbourne, and Lewes. In addition to local issues there have been nationally prescribed changes to the postal voting regime and the staffing of polling stations since the last Parliamentary election which have impacted both on the speed of processes and staffing resources.

Nevertheless, appropriate arrangements will have to be made to conduct all of the elections scheduled for Thursday 7th May 2015 according to law and best practice.

Plans and preparations are already underway. Premises have already been booked, along with transport and logistics procurement, IT arrangements, and staffing plans are in place, including an embargo on leave at the District Council over the election period. However, given the constraints in terms of the legal requirements, and the limitations on available staffing and space, I have had to make certain changes to arrangements that parishes might expect based upon experience of previous Parliamentary elections or District and Parish elections when they are conducted separately.

Firstly all polling for all elections will of course take place on Thursday 7th May 2015 between the hours of 7:00am and 10:00pm. In view of the parliamentary requirement to commence the count as soon as practicable within 4 hours of the closing of the poll, arrangements for the Parliamentary election will take precedence over all other elections.

This has implications for the count process, location and timing for the Parliamentary and the District and Parish elections.

The process of verification of all ballot boxes for all polls (required by law) followed by the count of the Parliamentary election will take place at East Sussex National (ESN) from 11:00 pm (depending upon timely receipt of ballot boxes) on the 7th May.

The 2010 Parliamentary election was the fastest recorded declaration ever for the Wealden constituency. With a turnout of 71.9% and 55,038 ballot papers, verification was achieved by 1:30 am and declaration followed at 3:30 am. If turnout is comparable, and depending upon the number of contested parish elections, we will have two to three times the number of ballot papers to handle for verification this time compared to 2010, and a comparable number of parliamentary papers from which to count votes by candidate. The entire process could take as much as 7 hours without recounts, suggesting a possible declaration time of between 6:00 am and 7:00 am if everything runs smoothly without re-counts.

In view of the above and the impact not only upon staff but also on election agents, I am proposing to hold the District and Parish counts on Saturday 9th May. Also in view of the fact that the count centre will have been set up and secured for the Parliamentary election, counts for all District Wards and all Parishes will take place at the East Sussex National. In terms of timing, my expectation is that the District count which will commence at 9 am, will take up to four hours. The Parish count will commence shortly after the conclusion of the District count.

I know these arrangements are a change from previous years and will doubtless throw up complications in some instances but I hope you will understand the challenges which the combined election brings. I will be providing more details about arrangements nearer the time, but I hope you will find this early "heads up" useful as I know you get asked about such matters both by existing and aspiring Parish Councillors.

In closing I have one more ask. If any of you are interested in participating in the elections either at a polling station or at the count, we are always in need of extra hands, this coming year more than ever. I appreciate that working in your own parish area might prove problematical, but we have plenty of opportunities in adjoining areas and I would be happy to number more parish clerks amongst the electoral staffing corps across the District. So if anyone is interested please do not hesitate to contact us on elections@wealden.gov.uk.

There will doubtless be many things I have not thought of so far. The more of those I can eliminate with your help prior to 7 May 2015 the better the experience will be for all of us and the electorate.

*Yours sincerely
Charles Lant
Returning Officer*