

HAILSHAM TOWN COUNCIL

NOTICE IS HEREBY GIVEN OF a meeting of the HAILSHAM TOWN COUNCIL to be held in the FLEUR-DE-LYS MEETING ROOM, MARKET STREET, HAILSHAM, BN27 2AE, on

Wednesday, 25th September 2019 at 7.30 p.m.

1. **PUBLIC FORUM:** 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 of the Council, at the discretion of the Chairman.
2. **APOLOGIES FOR ABSENCE:** To receive apologies for absence of council members
3. **DECLARATIONS OF INTEREST:** To receive declarations of disclosable pecuniary interests and any personal and prejudicial interest in respect of items on this agenda.
4. **CHAIRMAN'S UPDATE**
To receive a verbal update from the Chairman of Hailsham Town Council
5. **CONFIRMATION OF MINUTES**
To resolve that the Minutes of the Annual Meeting of Hailsham Town Council held on 17th July 2019 may be confirmed as a correct record and signed by the Chairman.
6. **COMMITTEE RECOMMENDATIONS TO COUNCIL**
To consider the following recommendations made by committees, which are outside of their terms of reference or otherwise were resolved as recommendations to full council:
 - 6.1 **Assets Management Committee 18.09.2019 – Chimney Repairs**
7. **NEIGHBOURHOOD PLAN COMMITTEE**
 - 7.1 To note the minutes of the Neighbourhood Plan Committee Meeting held on 13.08.2019
 - 7.2 To approve the Neighbourhood Plan Committee's delegated authority up to the next Town Council meeting
8. **WEALDEN WORKS**
To receive a presentation and request from Wealden Works
9. **HAILSHAM FORWARD**
To receive a presentation from the Hailsham Forward partnership detailing what has been achieved to date and what the plans are for the future, including how it is considered that the relationship with HTC will continue to function (as requested by the Town Council's Strategy Committee meeting 08.07.2019)
10. **STANDING ORDERS**

To consider the amendments to the Town Council's Standing orders moved at the last meeting held on 17.07.2019 and standing adjourned to this meeting.

11. HAILSHAM ASPIRES

To note an invitation for HTC to the Wealden District Council 'Hailsham Aspires' Project board and discuss what protocols or processes will be involved in HTC responding to the WDC project

12. DEFIBRILLATORS

To consider funding the replacement of a defibrillator cabinet at Vicarage Field Health Centre.

13. COMMITTEE MEMBERSHIP

To consider amendments to the council's committee membership

14. PLASTIC FREE HAILSHAM

To receive an update on the Plastic Free Hailsham Initiative

15. CONFIDENTIAL BUSINESS

To resolve that the press and public are excluded during the discussion on the **next three items** of the agenda (**16, 17, & 18**) as they concern: The terms of tenders and proposals and counter proposals in negotiation for contracts and/or The preparation of cases in legal proceedings.

(In accordance with the Council's Standing Orders No. 1E).

16. PERSIMMON HOMES - CONFIDENTIAL


To consider a request by Persimmon Homes

17. HAILSHAM BONFIRE - CONFIDENTIAL

To consider a representation received regarding Hailsham Bonfire

18. MOTION 169; CHANGING SPACES - CONFIDENTIAL

To consider a motion submitted to The Town Clerk by Cllr Powis, seconded by Cllr Ricketts, concerning the installation of a Changing Spaces facility



JOHN HARRISON
Town Clerk

HAILSHAM FORWARD CIC

Hailsham Forward History & Achievements September 2019

Hailsham Forward CIC - History

May 2011 - New council with an ambition to improve a failing town centre (28 empty shop units).

January 2012 – New post of Business Enterprise Manager and new committee set up to produce and then to start implementing a plan.

March 2012 - Hailsham The Way Forward Plan was adopted by the Council with five key themes:

- *ECONOMIC REVITALISATION OF THE BUSINESS COMMUNITY*
- *PROTECTING AND ENHANCING OUR NATURAL AND BUILT ENVIRONMENT*
- *EFFECTIVE AND SUSTAINABLE INFRASTRUCTURE*
- *SAFETY AND SECURITY IN THE WHOLE COMMUNITY*
- *HEALTH AND WELLBEING OF RESIDENTS AND VISITORS*

A copy of the Plan is attached at the end of this report

Summer 2012 – Mary Portas produced a plan for the Government to help failing town centres with a fund to kick start the process. Hailsham's bid for the £100,000 funding was not successful but was offered £10,000 by the government if it established a "Town Team" partnership to help the town centre, Hailsham Forward was born.

January 2013 – First meeting of the Executive Team – agreed that a plan needed to be produced following public consultation. In April/May 2013 Around 800 people attended the Pop-Up Shop in Vicarage Field and 369 questionnaires were completed.

Results of the questionnaire are attached at the end of this report.

March 2013 – Hailsham Forward in partnership with the Town Council and Hailsham and District Chamber of Commerce commissioned the former butchers shop in Vicarage Field to have a vinyl image of a restaurant scene placed on the windows to make a significant improvement to this dilapidated shop front. Hailsham Forward was also able to persuade the owners of the Quintin's to fit a vinyl image to an empty shop in the Quintin's centre.

Spring 2013 – Hailsham Forward Website established, providing information on the partnership together with contact details. The website is maintained by an external company, with project updates and minutes of meetings.

Summer 2013 – The Executive Team start work on several projects including: shop fronts, new market, town & shopping guide and events.

August 2013 – Hailsham Street Market established with £8,000 grant funding from East Sussex County Council. The market was a great success with over 25 market traders trading every Saturday. In more recent times it has been difficult to recruit and retain traders and the market is not the success it once was. The Council took over the management of the market in April 2018 and is currently reviewing the market to see if anything more can be done to attract more traders and shoppers to the market.

Autumn 2013 – Hailsham Town & Shopping Guide launched that detailed the town centre businesses, Weadlen District Council provided £2,000 funding for this project. Since then some of the businesses on industrial estates have been listed together with many of the community groups and the Hailsham Heritage Trail. The Guide is amended on a regular basis to ensure it is up to date. The Guide was produced and is maintained at no cost to the local businesses.

December 2013 – Working with the Council's Festivities Committee a large-scale Christmas Market was organised. Hailsham Forward was able to secure around 80 market stalls that filled the High Street. Hailsham Forward continues to work with the Council's Communities Committee to help plan events for the town.

January 2014 – Working with the Hailsham and District Chamber of Commerce several businesses were persuaded to renovate their shop fronts. These included Paydens Chemist, the Vicarage Field Shopping Centre and the former carpet shop in Station Road. Since the start of this work on shop fronts Hailsham Forward has been able to persuade many local businesses to renovate their premises, this can be witnessed today with most business premises in a good start of repair.

January 2014 – The Plan for Hailsham was agreed following the initial work of the Town Council in the production of Hailsham The Way Forward Plan and the public consultation that took place in the spring of 2013. The original plan is attached at the end of the report together with the current plan for Hailsham & Hellingly.

April 2014 – Hailsham Community Group Forum held its first meeting. The Forum was created as part of the plan to build a culture of collaboration within the town. This is a networking forum for all the local based community groups, the collective group will benefit from sharing experiences, ideas with other local groups and to overcome similar issues groups maybe struggling with. The group will also help develop a shared vision for Hailsham and bring together local people who want to make a difference to the town. The first Community Forum meeting was held on Thursday 3rd April 2014 where some 20 local community groups attended. Forums are held on a regular basis and facilitated by Jenny Seale and Julie Coates. The Forum has organised their own events, including a "what can I join event" in January 2018 and 2019,

these events have attracted a lot of interest and have provided many new members to some of the local community groups. In addition to these events the Lion's Fun Day was born out of the Forum and a fun community event has been held on the Recreation Ground for the past three summers.

April 2016 – Hailsham Card launched, Hailsham Forward working with Town City Cards put in funding to establish the Hailsham Card. The Hailsham Card helps promote businesses in Hailsham to the public. By offering discounts & limited offers to cardholders; businesses have gained new regular customers. The card has also created revenue for the businesses as the Hailsham Card is sold to the public as the businesses own loyalty card. Annual membership is £10 (RRP). The cardholders will be able to use the card in all the local businesses that are part of the scheme including any on-line businesses together with any other towns that are part of the scheme. The cards are aimed at independent businesses and provide cross promotion through the towns that are part of the scheme. The list of businesses has grown from the start of the scheme and the current list of businesses is as follows:

Hot Dogs Grooming, Ms Match, Chapter 12, Bea-utiful Print and Design, Knockhatch, Frame Works, Definitions Hair & Beauty, Fish Around, Stitch & Sew, Olivia B, John's Fish & Chips, Callenders Restaurant, Bebble's Langos, Now Charity Group, 1066 Falconry, Cold Fusion, Antiques and Allsorts, Experience Travel, Pizza Bella, The Beauty Retreat & Sussex Beauty Therapy, Elderflower Interiors, Hailsham Technology, Sussex Bed Centre, The Homely Maid, Equestrian Ruggies Laundry Services, Nails and Brows Beauty, Bucklers Restaurant, Bentleys Hair & Nails, Fit Factory, Maybugs, Go Waggy, The Deli, Bizzybirds Women's Networking Group, Kube Hair Design, Scholfes Tea Rooms, Royal Indian and Special Occasions

April 2017 – Hailsham Chamber of Commerce open Pop-Up Shop with the support of Hailsham Forward. The shop in the High Street remained open until the end of 2018 when it was let to one of the former tenants of the Pop-Up Shop.

April 2018 – Hailsham Active Spaces Programme, Western Road Recreation Ground. Hailsham Active working with Hailsham Forward identified a funding opportunity to provide a fitness programme for the Recreation Ground. An application to Fields In Trust secured £5,000 funding for the Active Spaces Programme for a 12-month period. The programme provides a free one-hour fitness session for residents. The take up has been good with over 20 people taking part each session. The group with support from Hailsham Active has organised a second session they pay for themselves and have continued to fund the original session following the initial 12-month period.

May 2018 – Hailsham Forward invited Hailsham Farmers' Market to join the Executive Team in order to provide direct assistance to the market, which has seen a steady decline in the number of traders and shoppers. Work is ongoing to find ways to improve the situation for the Farmers' Market.

January 2019 – Hailsham Forward confirms support to a Shop Local initiative, an interactive shop front for Hailsham. This provides local businesses the opportunity to advertise the business and provide details of any events promotions and coupons. These would be promoted through the 11,000 members of the current News and Talk Face book page. The address is local.hailsham.news. All businesses have a basic listing and would have to subscribe to be able to use the features of the service. A basic package costs a business £49 per annum, the ultimate package costs £249 per annum. The principal is to support and work with individual businesses to make the most of the “shop front”. The plan is to use the virtual shop window to develop into a real shop window for Hailsham town centre. The technology will motivate people to see what is available in the town. This is a website that is designed for mobile use and is not an app. There are plans to develop other local sites to promote jobs and events in the future

Spring 2019 – Hailsham Volunteer Hub created. The Hailsham Community Group Forum has identified the need for a volunteer hub, this will provide local people an opportunity to volunteer and local groups the opportunity to find volunteers as and when required. This is being organised out of Hailsham Foodbank and is managed by Julie Coates.

Summer 2019 – Hailsham Active Spaces Programme, Hailsham Country Park. Following the continued success of the programme at the recreation ground a further £5,000 funding has been secured from Fields In Trust to start a new Active Spaces programme at the Country Park. The industrial estates will be targeted for participants and a start date has yet to be finalised.

The two Active Spaces programmes are a great example of partnership working and will go a long way in supporting the objective of improving the physical and mental health of residents. Work continues to create a new network of cycle/walking/running paths in and around Hailsham and a new sports park for Hailsham and the surrounding area. A key objective is to support businesses by assisting their workforces to become healthier and therefore more productive with less time off work sick.

Empty Shops – Before Hailsham Forward was created there were 28 empty shops, in late 2018 there were 9. Whilst that number has gone up slightly since there has been a marked drop in this key indication on the health of a town centre. (The national vacancy rate IN April was 10.4%, Hailsham’s was 7.2%.) It cannot be a coincidence that this has happened during the time Hailsham Forward has been trying to improve the situation. Hailsham has nearly twice the number of independent businesses as the national average (The national rate is 35.9%, Hailsham’s is 69.1%). Independent businesses help the town to be unique, a key factor in improving footfall in the town. The fact that many independent businesses have decided to open in Hailsham demonstrates that people have the confidence to invest in the town.

Details of Springboards vacancy rate survey for April are attached for information.

Consultations – Hailsham Forward has continued to provide input into local plans, including the Wealden Local Plan, MASHH, Town Centre Redevelopment Plans, Hailsham Area Action Plan and has held several forums with residents and local businesses. It has also surveyed the industrial parks. It was denied any input into the Hailsham Neighbourhood Plan.

Partnership Working – Prior to the formation of a Town Team and Hailsham Forward Hailsham Town Council did not have any meaningful relationships with the local business community through the local Chamber, Federation of Small Businesses and Farmers' Market. Locally the Hailsham and District Chamber of Commerce represent over 100 businesses and the Federation of Small Businesses over 4,500 businesses. The Chamber is currently looking to expand into Polegate and the local industrial estates. It also, did not have any working relationships with other local councils with respect to the economic development of the town. The Hailsham Forward Partnership has been able to bring many organisations and individuals together over the past seven years to help improve the town. A key objective has always been to create a culture of collaboration, Hailsham Forward has gone a long way in bringing people together to make the town better.

An example of partnership working and the benefits of it are expressed by Hailsham Active:

Our first introduction to Hailsham Forward was via Paul Soane, who was very instrumental and positive for us, along with Nick Collinson, who again saw the benefits of our group and strongly suggested we be represented within Hailsham Forward as a way of gaining access to the town council, Wealden district council, our local MP... and as it transpired a meeting with the Minister for Sport (Tracey Crouch), a couple of years ago.

It was an interesting process of discovery, because at each stage, the information we were finding out was also new to every local councillor we met. In truth, Hailsham has missed out on many recreational facilities through lack of knowledge and probably, political moves supporting the north of Wealden. To highlight this, you need to look at the maps of deprivation, and link them to lack of greenspace. This information is produced by Wealden (they have to by law) but is mostly hidden from view.

If weren't to highlight these things, councillors would be none the wiser. The link from our point of view is essential.

The second part of the process is to recognise weakness in the system and look for solutions, to this end, the knowledge provided by Hailsham Forward and its collective groups represented, and I have to say, particularly Mickey Cairn, have led to some amazing changes, and indeed a willingness to change.

- A) Protecting what we have- Fields in Trust and Western road rec protected from development*
- B) Highlighting CIL money dedicated to recreation grounds which was due to go back to the developer this year – circa £250k (which the town council seemed unaware of 3 years ago – even though it had already been available for 7 years at that time!... on a very serious note, many councils try not to take this money... and this seemed to be the case until some people at Wealden (local*

people disturbed at WDC tactics and inaction) provided me with the unofficial information! – for new councillors, you need to have your wits about you going forward!

- C) Developing a plan to make cycling/walking routes a more integral part of the town – fully supported by Hailsham Forward*
- D) Helping new sports clubs get established – the new Hailsham town junior football club a great example with 90 children having joined since September 2018*
- E) Highlighting the need for greater sports and recreation provision – because as is proven beyond doubt (Public Health England/Sport England/various university studies) – a healthy town is a wealthy town – let's get even with other towns in our region!*
- F) Improvements to local sports clubs' grounds with some different support from the town council – earth-quaking, seed drilling etc annually (as is done via Hellingly Parish Council).*
- G) Linking Hellingly and Hailsham town councils on various plans for the future – looking at the bigger picture.*
- H) Setting up the 'Ourparks exercise scheme' – this is on the back of the protection of Western rec, via Fields in trust – originated by Hailsham Active in association with Hailsham Forward. For anyone not sure of the physical and mental benefits of this scheme (which we are growing), please have a look at the 5 minute video on our website www.hailshamactive.org.*
- I) Last but not least – there is a chance for us to mingle/network with the business community and charitable communities in the town through our regular Hailsham Forward meetings, and one example out of this has come the shared Hailsham Funday on the rec – between Hailsham Lions and Hailsham Active.*
- J) Hailsham Active is a CIC – all volunteers – no wages, as are most charities represented at the Hailsham Forward group... you would be insane to dispose of this link, and we are only one small part of the group.*

Personally, I can't see how the town council could have achieved these results without Hailsham Forward. It would be a very serious backwards step not to support and help Hailsham Forward evolve.

The Future – Hailsham Forward will continue to maintain all the projects highlighted in this report. It will continue to work with organisations and individuals that want to improve Hailsham. It will look at opportunities that fulfil the Plan for Hailsham and Hellingly and will look to Hailsham Town Council to continue to support the project with officer time and potential cash funding for specific projects.

An aerial photograph of the coastal town of Hailsingham. The town is built on a hillside overlooking the sea. It features a mix of traditional brick houses with red roofs and more modern buildings. A church with a prominent white spire is visible in the center. A large park area with trees and a playground is in the foreground. The sky is blue with scattered white clouds.

Hailsham THE WAY FORWARD...

“A vision for the future with an eye on the past...”

• Introduction

*"Outstandingly beautiful
Sussex countryside"*

'Acting as a gateway to the stunning South Downs National Park the market town of Hailsham sits proudly amongst the lowland forests and marshes of the Sussex Weald. Whilst we can all appreciate that the Town's proximity to the outstandingly beautiful Sussex countryside makes us very fortunate, we cannot be blind to the problems that exist in rural towns such as ours.

We recognise that Hailsham's town centre has become tired and is in need of improvement; we recognise that as our town expands, the road system will need to be increasingly well managed; we recognise that an increasing population can result in increased levels of antisocial behaviour and we recognise that these issues, and others, need to be borne in mind when we make decisions and plan for the future.

This document provides a focus for delivering the improvements we need to be sustainable. These improvements will keep us well placed in providing essential services to the people of the Sussex Weald and beyond - a role that has been central to Hailsham's identity for over 700 years.

Whilst there are enhancements that can be

realised in the short term, the plan is also a long term vision for Hailsham and many of the improvements may take a number of years to come into fruition.

Hailsham covers an area of 5,000 acres and has a population of approximately 20,500.

*"The largest town in the
Wealden District and larger
than the County Town of
Sussex"*

Hailsham and the neighbouring village of Hellingly have seen a rapid growth in recent years, with more homes yet to be built from planning permission already granted.

Wealden District Council's Local Development Framework (LDF) Strategic Sites Plan is prescribing further growth for Hailsham and Hellingly up to the year 2027, and will make Hailsham the largest town in the Wealden District and larger than the County Town of Lewes.

The final details of the LDF Strategic Sites Plan are yet to be determined and Hailsham - The Way Forward: A Vision For The Future With An Eye On The Past (referred to from hereon as the "Plan") is intended to form part of a Neighbourhood Plan that will complement the LDF and the aspirations of the local people.



CRIME IN HALSHAM

Hailsham is a safe town, falling below the national average for robbery, burglaries and other criminal offences. The table below shows the latest recorded regional crime figures - statistics are per 1,000 of the population within the local authority (Wealden) area in 2008/09).

| Offence | Locally | National average |
|-----------------------------|---------|------------------|
| Robbery | 0.1 | 1.6 |
| Burglary | 5.0 | 11.1 |
| Criminal damage | 9.7 | 17.4 |
| Drug offences | 1.4 | 4.5 |
| Fraud and forgery | 1.7 | 3.1 |
| Offences against vehicles | 5.3 | 11.1 |
| Sexual offences | 0.5 | 1.0 |
| Violence against the person | 5.8 | 16.8 |
| Other offences | 0.5 | 1.3 |

HALSHAM - THE WAY FORWARD: A VISION FOR THE FUTURE WITH AN EYE ON THE PAST

• 2

"Success will require input from the whole community"

Halsham Town Council will be a principal partner in establishing and delivering the Plan, but its success will require input from the whole community, including principal councils, the business associations, landlords and community groups to take an active part. The final document will represent your aspirations for Halsham over the coming years. Halsham's future is certainly a challenging one, but it will be well worth the effort.

The Plan is important for everyone who wants Halsham to thrive: residents, businesses, community organisations or visitors to the town.

Essentially, it shows how we can make the most out of Halsham. This document will represent the combined work of many organisations and will evolve to reflect the emerging needs of the whole community, as detailed above.



Preliminary work carried out by Halsham Town Council has highlighted a number of key objectives Halsham needs to realise, as summarised below:

1. **ECONOMIC REVITALISATION OF THE BUSINESS COMMUNITY**
2. **PROTECTING AND ENHANCING OUR NATURAL AND BUILT ENVIRONMENT**
3. **EFFECTIVE AND SUSTAINABLE INFRASTRUCTURE**
4. **SAFETY AND SECURITY IN THE WHOLE COMMUNITY**
5. **HEALTH AND WELLBEING OF RESIDENTS AND VISITORS**

Within the following pages you will find some of the key challenges the town faces, some of what we would like to achieve, a number of the things we are already doing and then some key visions to tackle these challenges.



HALSHAM - THE WAY FORWARD: A VISION FOR THE FUTURE WITH AN EYE ON THE PAST

• 3

• Economic Revitalisation of the Business Community

THE KEY CHALLENGES...

- The High Street lacks the retail offer of nearby Eastbourne. Existing shops are often in various states of disrepair and the number of empty retail units further discourages residents and visitors.
- The industrial parks are compromised by the relatively poor road infrastructure both within the town and to the major road networks, in addition to the absence of HGV parking.
- Employers are challenged by the lack of local suitably trained staff.
- The level of business rents and business rates deterring business start-ups in Hailsham.

WHAT WE WANT TO ACHIEVE...

- A thriving town centre and town-wide business community.
- A vibrant diverse and independent economy.
- A place for young people to find suitable employment.
- A community space that residents and visitors want to visit and enjoy.

"A good town is like a good party: people stay longer than really necessary because they are enjoying themselves" Jan Gehl

WHAT WE ARE ALREADY DOING...

- Appointed Business Enterprise Manager.
- Working with local business organisations and shop landlords to improve buildings both occupied and empty.
- Reinstituted themed town centre events/markets.
- Provision of Tourist Information Services within the Town Council Offices.
- Provision of Christmas lighting scheme.

KEY VISIONS

- ✓ Pedestrian friendly High Street/parking time restrictions
- ✓ Regular town market
- ✓ Skills Development Centre
- ✓ Review business rents and rates with landlords and Wealden District Council
- ✓ Shop frontages and signage improvements
- ✓ Creation of a Community Meeting/Focal Point in the town centre
- ✓ More tourist information services
- ✓ Loyalty Scheme
- ✓ Marketing and Promotion of the town
- ✓ Local producers to sell locally



HALSHAM - THE WAY FORWARD: A VISION FOR THE FUTURE WITH AN EYE ON THE PAST

• 4

• Protecting and Enhancing Our Natural and Built Environment



THE KEY CHALLENGES...

- The town needs to ensure that there is no more loss of historic buildings or valued features within the town.
- Improving the infrastructure without harming the natural and built environment.
- Developments prescribed in the Local Development Framework.
- Securing beneficial parks play parks and open spaces, from developers, whilst making improvements to existing facilities.

WHAT WE WANT TO ACHIEVE...

- Retaining the individual character of the town and its buildings whilst enhancing the streetscape.
- Pride of place for residents.
- Maintaining and celebrating the Towns Heritage.
- Halsham as a good place to live work and visit.
- Retaining and enhancing the natural environment of the whole town.

WHAT WE ARE ALREADY DOING...

- Providing daily litter picking service in the town centre area to supplement Wealden District Council's service.
- Well established Halsham In Bloom activities that have continued to enhance the town in many ways.
- Established an Environmental Charter.
- Established a Conservation Area within the Town.
- Supporting local clubs and organisations through the Council's Grant Awarding Policy.

KEY VISIONS



- ✓ Maintenance and protection of the Conservation Area
- ✓ Review and update the town's Environmental Charter
- ✓ Consideration of environmental issues in the Council's decision making processes
- ✓ Continuation of the Halsham In Bloom project
- ✓ Planning and Development Committee to continue to provide robust feedback.



• Effective and Sustainable Infrastructure

THE KEY CHALLENGES...

- A significant increase in the number of new houses in the past few years has not been matched by improvements in the infrastructure of the town.
- Getting the right balance between encouraging people in their vehicles into the town and removing through traffic that congests the town.
- Managing the development that will come out of the LDF over the next fifteen years.
- The current economic situation.

"Significant improvements in the infrastructure to the town"

WHAT WE WANT TO ACHIEVE

- Significant improvements in the infrastructure, as detailed above, to the town that resolves the current shortfalls and has the capacity to cope with the developments prescribed in the LDF for Halsham and Hellingly.
- A significant increase in the number of people using public transport locally.
- An increase in the number of footpaths and cycle paths in and around the town to encourage more people to walk and cycle.
- A lorry and coach park to service the industrial parks and tourism trade.

WHAT WE ARE ALREADY DOING...

- Providing feedback to the LDF that prescribes the requirement for infrastructure to be in place before any further development is carried out in and around Halsham.
- Established a Halsham Bus Alliance to improve passenger transport.
- Providing senior citizens with a rail card concession to encourage use of public transport.
- Underwriting the cost of the pre 9am start for the senior citizen bus travel on the Town Bus Service.

KEY VISIONS

- ✓ Continue to provide robust feedback to Wealden District and East Sussex County Councils to ensure that their key decisions affecting the development of Halsham are matched with the appropriate and sustainable improvements in infrastructure.
- ✓ Create a central bus station.
- ✓ Develop an integrated public transport policy to encourage people to leave their cars at home.
- ✓ Continue to encourage the use of public transport via rail and bus concessions.
- ✓ Change street lighting to part night lighting in some parts of the town.
- ✓ Install more litter bins where possible in the town centre, and encourage people to use them.



• Safety and Security of the Whole Community

THE KEY CHALLENGES...

- A reduction in crime, when local crime rates are extremely low.
- A reduction in the fear of crime.
- A reduction in anti-social behaviour.
- Reducing the traffic chaos around schools during the morning and afternoon school runs.
- A reduction in anti-social driving, especially speeding throughout the town.

"A reduction in crime levels and in the fear of crime"

WHAT WE WANT TO ACHIEVE...

- A reduction in crime levels and in the fear of crime.
- The community feeling safe whilst allowing the local young people to have their own space and time.
- Eliminate the traffic chaos around schools.
- Encourage the business community to invest in more CCTV.
- A reduction in anti social driving, and overall safer roads.

"Works with the police to reduce the impact of antisocial parking"

WHAT WE ARE ALREADY DOING...

- Safer Wealden Partnership/Joint Action Group.
- Trading Standards 'No Cold Calling Zones'.
- CCTV Partnership with Sussex Police.
- PCSO sponsorship.
- Provision of Youth Services including detached work
- Support to the Tony Tack Skate Park Development.

KEY VISIONS

- ✓ Work with the local schools and police to reduce the impact of anti-social parking as a result of parents dropping off and collecting children from schools
- ✓ Support East Sussex Trading Standards to expand the No Cold Calling Zones to cover the whole of Hailsham
- ✓ Encourage local residents to establish Neighbourhood Watch schemes across the town
- ✓ Continue with the CCTV Partnership arrangement with Sussex Police and investigate extending the scheme where the need arises
- ✓ Continue to sponsor PCSOs
- ✓ Partnership working with Targeted Youth Support to expand youth facilities.



HALSHAM - THE WAY FORWARD: A VISION FOR THE FUTURE WITH AN EYE ON THE PAST

7

• Health and Wellbeing of Residents and Visitors

*"A comprehensive health service
for the local community"*

WHAT WE ARE ALREADY DOING...

- Supporting local clubs and organisations through the Council's Grant Awarding Policy.
- Continuing to negotiate with Taylor Wimpey to provide a sports/community hall at the Welbury Farm Development.
- Finalising the establishment of an adult gym at Western Road Recreation Ground.
- Providing support to the Arts in Hailsham.
- Established a working party with the local NHS.

KEY VISIONS

- ✓ Develop a partnership with all the local health providers.
- ✓ Finalise the design and financial arrangements for the new sports / community hall at Welbury Farm.
- ✓ Secure new or enhanced existing sports and leisure facilities through developer contributions. These are to include play parks, public open spaces and formal sports areas.
- ✓ Work with young people to encourage them to take up and continue with sports and leisure activities.
- ✓ Support appropriate adult social care developments in the town.
- ✓ Establish more cycle lanes and footpaths throughout the town linking into the Cuckoo Trail and any new developments.
- ✓ Improve the provision of allotments.



THE KEY CHALLENGES...

- Securing better health service provision in Hailsham during a time of significant change in the National Health Service, and continued expansion of the town.
- Encouraging young people to be involved in sport and leisure activities.
- Encouraging healthy eating especially in young people.
- Provision of suitable adult social care services to meet an aging population.

WHAT WE WANT TO ACHIEVE...

- A comprehensive local health service for the whole community.
- A wide range of facilities for the whole community.
- Healthy eating at all schools.
- Continue use of good sports facilities such as Freedom Leisure.
- More people involved in leisure activities and healthy eating.
- Sufficient adult social care services for the whole community.

*"Support appropriate adult social
care developments in the town"*



• Summary

This draft Plan is the starting point for the future of Halsham. The work carried out by the Town Council in identifying the issues Halsham face are represented by the five key objectives detailed in the Plan, of which the main visions are highlighted below.



The Plan will be consulted upon as it is vital that the principal agencies and the public are consulted and buy into this project, in order that the key objectives can be realised. A detailed Action Plan will be produced following consultation, and will be specified within three categories:

> **Short Term** (up to 18 months)

> **Medium Term** (19-36 months)

> **Long Term** (over 37 months)

Both the overall objectives and individual actions will be developed over a period of time. The Town Council will be working to establish a Partnership between the Town Council, principal authorities, local business and community groups and other interested parties, to agree the objectives and the responsibilities for delivering the Plan. The overall Plan and detailed action plan will be continually reviewed and updated as part of regular meetings to be held between the partners.

Funding: The Town Council has already allocated funding for the cost of the Business Enterprise Manager and administrative support and has also allocated a project fund of £26,840 to support this project. Other funding to support agreed actions may be secured through developer contributions (Section 106), East Sussex County Council economic development support, Government project funding, private investment from the shopping centre owners and private landlords, as well as external funding schemes such as those organised by the National Lottery.

• Glossary of Terms

Action - Specific task or decision to complete, complement or achieve an initiative or priority set out in the Plan.

Business Enterprise Manager - Officer employed by Halsham Town Council to work with the Council and its partners in respect of the economic revitalisation of Halsham.

CCTV - Closed Circuit Television Surveillance system operated within the town of Halsham by Sussex Police and Halsham Town Council.

Conservation Area - An area of Halsham that has been awarded protected status in order to ensure that the heritage of the town centre is safeguarded.

Economic Revitalisation - A reversal of decline in the businesses in Halsham to increase employment, business activity, and visitors to the town centre.

Environmental Charter - Halsham Town Council recognises the existing pleasant environment of the town and is committed to its retention and improvement. At present, it works towards this end through its planning, and amenity functions, which seek to protect the local physical environment, in the widest sense, through a range of environmental policies, programmes and working practices. This Charter intends to take Council's commitment a step further-it aims to address issues which have a wider, even global, impact.

Halsham Bus Alliance - Objective to promote the greater use of sustainable public transport in and around Halsham.

Halsham In Bloom - A Committee of Halsham Town Council with the objectives to enhance the environment of the parish of Halsham, promote the heritage of Halsham, encourage community participation and civic pride,

encourage young people in the community to value their surroundings and contribute to their environment by participating in community projects, actively promote recycling both within Halsham in Bloom projects and in the community and coordinate the town's entry into the South & South East in Bloom regional competition.

Infrastructure - Basic physical structures need for the operation of the Town, such as roads, water supply and treatment, electricity supply, telecommunications, schools and community facilities.

Local Development Framework (LDF) Strategic Sites Plan - The Local Development Framework (LDF) will consist of a collection of planning documents. The LDF will provide the framework for planning in Wealden. The strategic Sites Development Plan Documents identifies the key strategic sites for development which are central to the delivery of the LDF. This includes the allocation of housing, business and other sites required over the LDF period, detailing how they will be delivered, when and by whom, whilst ensuring that major new development delivers maximum benefit to the local community.

NHS – National Health Service.

Neighbourhood Plan - A new way of helping the local community of Halsham to influence the planning for the area in which they live and work. unwelcome practice of cold calling.



• Glossary of Terms - Continued

No Cold Calling Zone - Managed by East Sussex County Council-Trading Standards, the purpose of the Zone is to discourage cold calling from specific residential areas – The scheme provides householders with the opportunity to collectively discourage the often

Objective - A desired result planned to be achieved.

PCSO - Police Community Support Officer.

Planning & Development Committee - Hailsham Town Council is a consultee in the planning legislative process, it is the responsibility of the planning & development committee to receive and respond to planning applications, planning appeals and applications for certificate of lawful development from Wealden District Council, East Sussex County Council and the South Downs National Park local Planning Authorities.

Principal Councils – East Sussex County Council and Wealden District Council.

Safer Wealden Partnership/JAG - Partnership of Wealden District Council, East Sussex County Council, parish and town councils, local police, fire service and probation service; responsible for reducing crime and disorder and improving the quality of life for residents.

Section 106 – Section 106 (S106) of the Town and Country Planning Act 1990 allows a local planning authority (LPA) to enter into a legally-binding agreement or planning obligation with a landowner in association with the granting of planning permission. The obligation is termed a Section 106 Agreement. These agreements are a way of

addressing matters that are necessary to make a development acceptable in planning terms. They are increasingly used to support the provision of services and infrastructure, such as highways delivering, recreational facilities, education, health and affordable housing.

Skills Development Centre - To encourage young people to develop the necessary skills to meet the demands of local and regional employers and to provide young people with relevant information to increase their opportunities for work and career progression.

The Way Forward – The formal name of the Plan presented

Trading Standards - Part of East Sussex County Council whose function is to enforce consumer related legislation.

Vision - A brief description of the ultimate outcome that Hailsham and its prospective partners are working towards.



HAILSHAM F→RWARD

**PUBLIC CONSULTATION
2013**

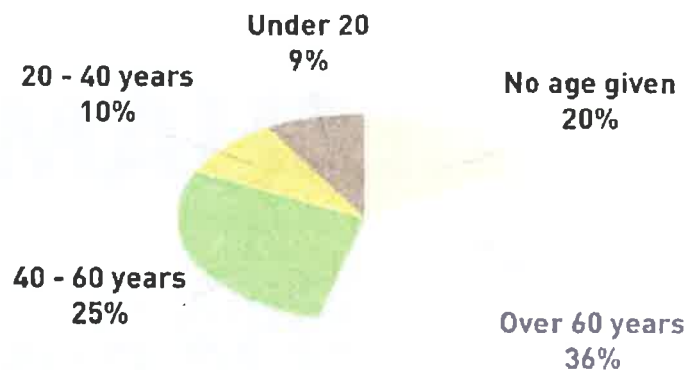


THE RESULTS

369

NUMBER OF COMPLETED
QUESTIONNAIRES

218 BY WOMEN



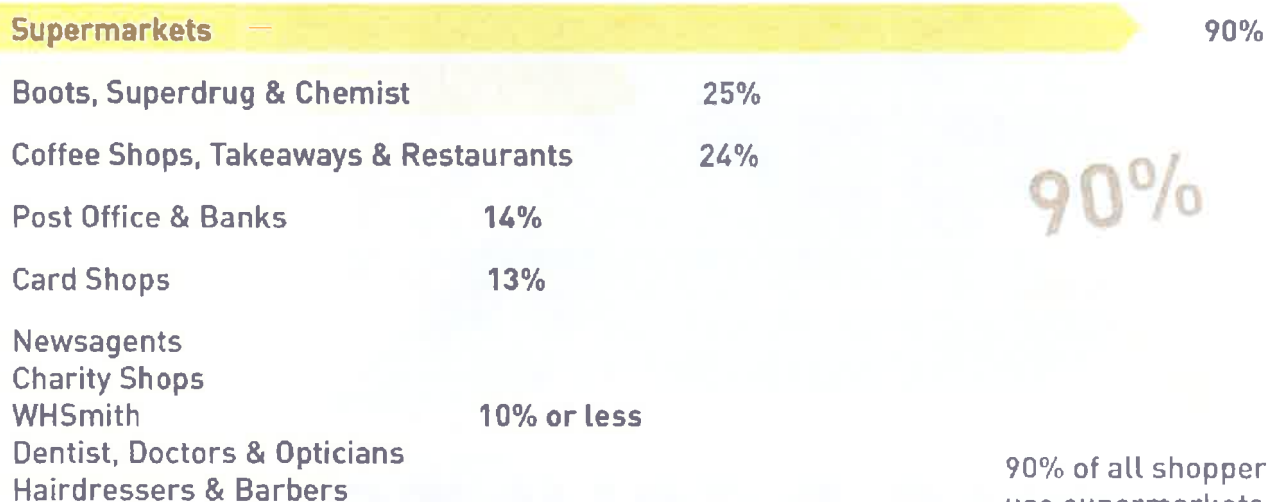
PARTICIPANTS' AGE GROUPS

306 of the participants are from
Hailsham and 63 from outside

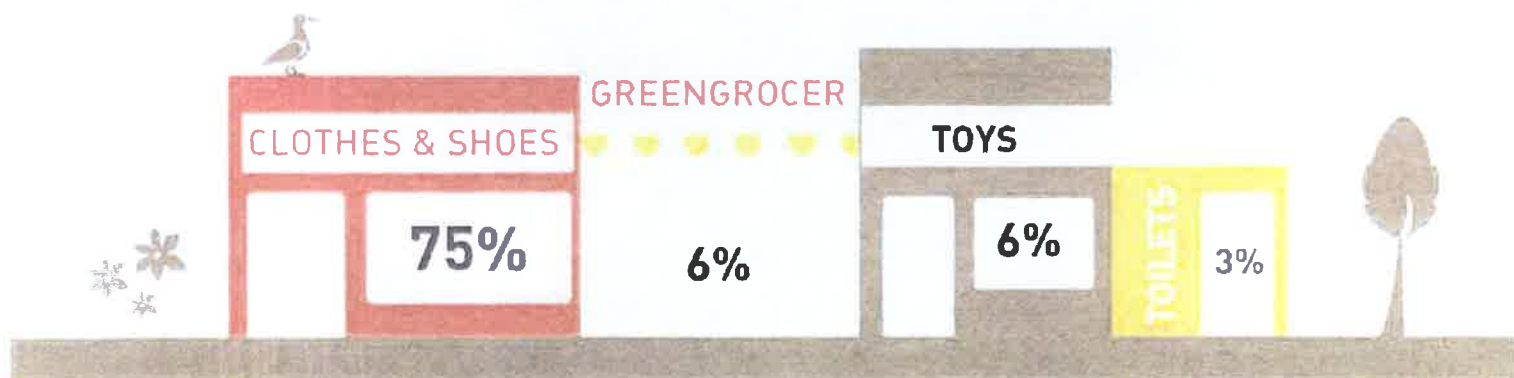
1. SHOPPING IN THE TOWN CENTRE

MOST POPULAR SHOPS & FACILITIES IN THE TOWN CENTRE:

USED BY



MOST WANTED SHOPS & FACILITIES FOR THE TOWN CENTRE:



2. SHOPPING IN THE INDUSTRIAL PARKS

MOST POPULAR

SHOPS & SERVICES IN THE INDUSTRIAL PARKS:



All shoppers in the industrial parks use Argos, Wickes, Jollyes and Car Servicing

86%

86% of all shoppers in the town centre also use services in the industrial parks

MOST WANTED SHOPS & SERVICES FOR THE INDUSTRIAL PARKS:

Homeware
GARDEN CENTRE
DIY

LARGEST OTHER
CATEGORY



60% of all shoppers would like to see more DIY & Homeware stores in Hailsham's industrial parks

MONEY SPENT IN HAILSHAM

AVERAGE SPEND
PER VISIT TO
HAILSHAM:

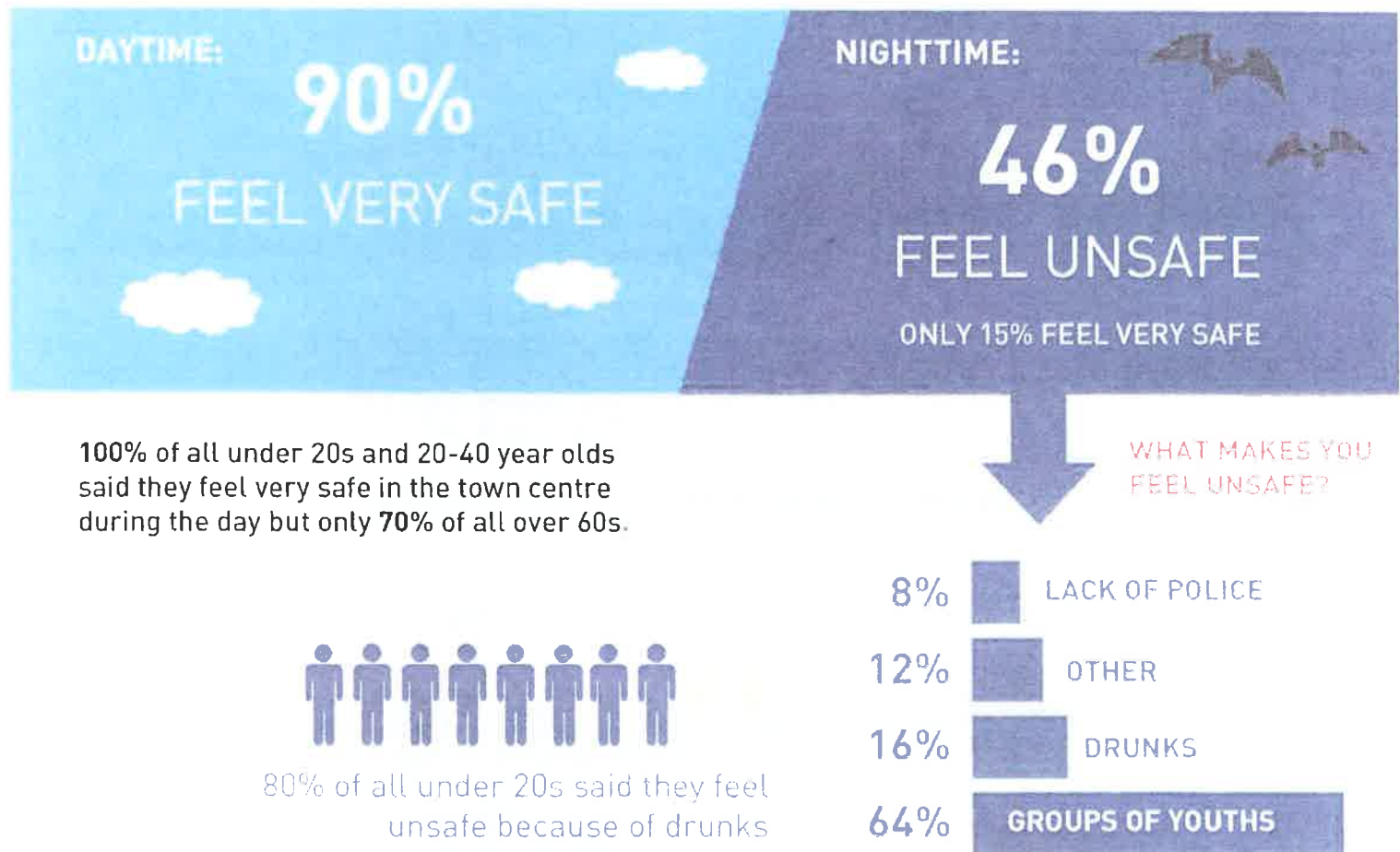
27%
spend on average
over £50



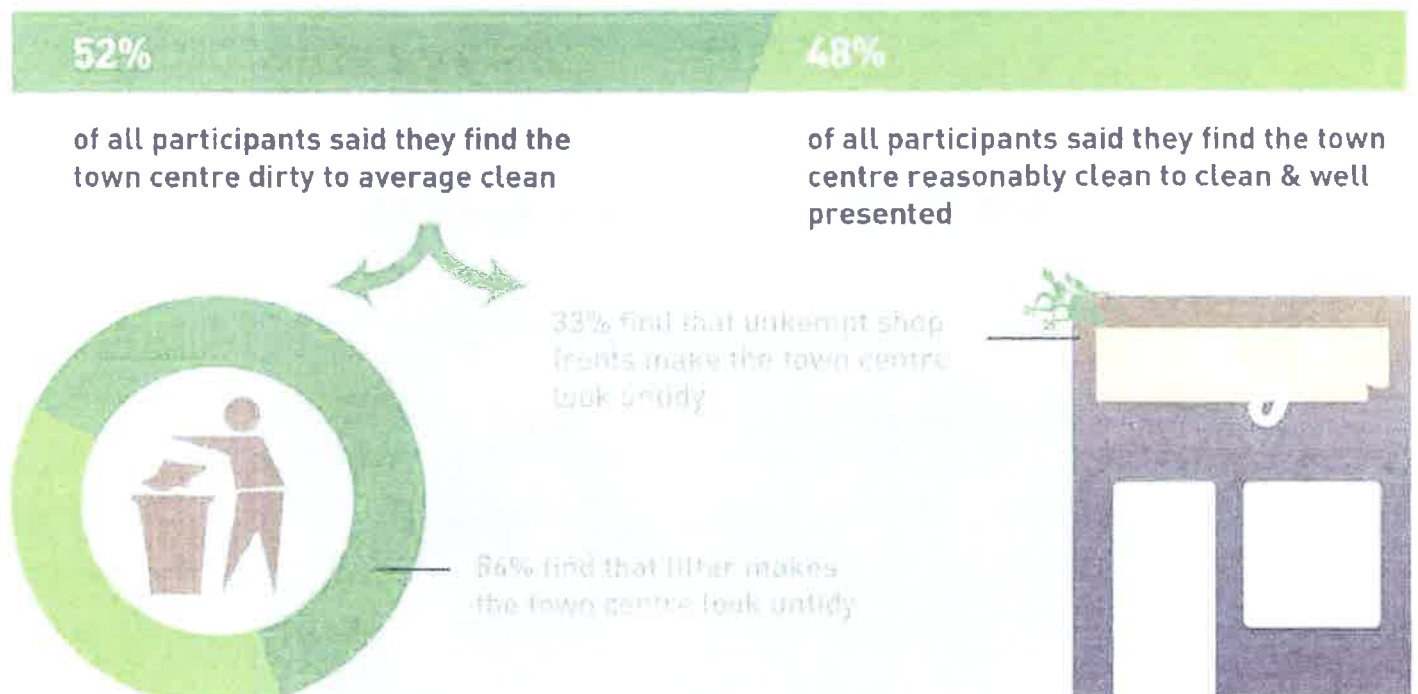
9%
spend on average
under £10

64%
spend on average
£10 - £50

3. SAFETY IN THE TOWN CENTRE



4. CLEANLINESS OF THE TOWN CENTRE



5. GETTING INTO HAILSHAM

2% cycle



3% use a bus

45% walk



49% use a car



* The remaining 1% used taxi, moped or mobility scooter for transport

EASE OF TRANSPORT:



DIFFICULT



The main issues reported by car drivers are traffic congestion, disrupted traffic flow and parking



EASY

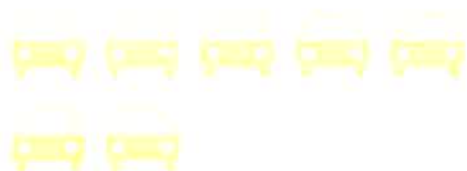
VERY EASY



VERY EASY



Bus services are seen as a viable option by 67% of the over 60s but only by 27% of the 40 - 60s



70% of all participants are aware of Hailsham's 2000 free car park spaces

HAILSHAM FORWARD CIC

Hailsham & Hellingly Business Plan Action Points

Introduction

The original plan was established following public consultation in 2013. The list is reviewed annually in July and the current objectives were established following the review in April 2019 and are listed below. Results of the recent public consultation undertaken as part of developing Hailsham Town Council's Neighbourhood Plan will be assessed and considered as part of future reviews of this plan.

This 'short list' comprises:

- Building a culture of collaboration
- Specialist Markets
- Town Centre Floral Displays
- Zero tolerance on dilapidated buildings
- Promotion of Hailsham's markets including the Farmers' Market
- Improvements to public transport infrastructure
- Movement and access around Hailsham and Hellingly
- Industrial Estates Access and Parking
- Communication with parties both inside and outside Hailsham
- Town & Shopping Guide – maintain and expand scheme to include more local information
- Sports & Youth Facilities – improvement to health & wellbeing of residents
- Provision of low cost start up business units.
- Establish Keep Trade Local Campaign
- Encourage links between education and business focussing on employment & training
- Safety & Security
- Hailsham FM & Hailsham News

To add a little more detail to these headings here are a few words to give a flavour of each.

Building a Culture of Collaboration

During and after the consultation process it became clear that there are many groups operating in and around the town that are all doing excellent work, aiding either directly or indirectly to improve the town for the residents and business community, however all have a limited reach in terms of gaining new support and all appear to suffer from a degree of apathy when it comes to getting people to come out and get involved. By creating a forum or platform for community groups, sports clubs, associations and interest groups to meet and share ideas and projects a more holistic approach to the marketing of, and involvement with the activities around the town can be achieved. The Hailsham Fun Day, held in July is a great example of how the community groups can come

together to create an activity for the whole town to enjoy, whilst raising the profile of the town and community groups within the town.

Specialist Markets

As a further development of the now successful events and markets in Hailsham it is intended to develop the events and markets to attract more businesses and visitors to the town.

Town Centre Floral Displays

By working with the business community Hailsham Forward would like to add to and compliment the excellent work done by Environment Hailsham in the town centre.

Zero Tolerance on dilapidated buildings

Working in partnership with the Hailsham Chamber of Commerce and other parties Hailsham Forward intends to communicate with landlords and tenants, and then instigate the desired changes by introducing the relevant people to each other and providing resources to facilitate work to be carried out.

Promotion of Hailsham's markets including the Farmers' Market

The markets in Hailsham add value and variety to the local shopping offer and will continue to be supported and promoted with the Street Market and other activities in the town.

Improvements to public transport infrastructure

Hailsham Forward had a clear message from the consultation process that this was a key issue for the town and its residents and as such gathered a good deal of information that will be useful in the context of delivering the public transport infrastructure needed in and around Hailsham. The development of the South Wealden Plan and the Hailsham Town Council Neighbourhood Plan will further inform the process of determining the public transport infrastructure required to meet the demands of an expanding town.

Movement and Access around Hailsham and Hellingly

Building on the excellent work that the MASHH group has started, the work of the group will need to consider Wealden's emerging Local Plan and the potential additional circa 2,500 homes for the area; as it develops solutions to keep the town's traffic moving. Part of the solutions must be to create a network of cycle/walking and running paths that connect all parts of the town including the connections between green spaces. Getting people out of cars for short journeys will reduce the pressure on the roads and car parks and will also have an impact on the environment. It is vital that these networks are part of the planning of new developments to avoid the difficult retro fit of connecting existing communities with the standards outlined in the Sports and Youth Facilities section below.

Industrial Estates Access and Parking

The feedback from the businesses that engaged in the original consultation showed a need for some attention to this increasing problem. The Hailsham Forward Executive Team has recently met with

the key East Sussex County Council member and officer to determine all the issues that the businesses on Hailsham's industrial parks face and how to start to address these. Further discussions with the businesses on the industrial estates will aid formulation of plans.

Communication with parties both inside and outside Hailsham

Often overlooked is the process of actually telling people what is going on – Hailsham Forward has seen evidence of this on many levels, not least with the Street Market, where, when talking to people outside of Hailsham in the surrounding villages, the message that a regular market was operating was somewhat lost – and many of these people are the very people we need. So, the plan would be to engage with surrounding parish, borough and district councils, similar town teams and external community groups to, in a similar way to the item of 'Building a Culture of Collaboration', cooperate with and cross promote events, issues and ideas. This can also go some way to ensuring that similar events don't clash, but also ensure that the best promotion of "what's on" takes place.

Town & Shopping Guide

The online guide is active and the QR Code signs are now available throughout the town centre, the Guide allows visitors to the town to see exactly the shops and businesses in the High Street area. The original concept for the scheme was to cover the business and industrial estates also, and this piece of work needs now to be started to expand the reach of the scheme.

Sports & Youth Facilities

There is a distinct need to deliver improved sporting leisure and youth facilities within the town. Hailsham is lucky to have the newly refurbished Freedom Leisure Centre; however, this only caters for one aspect of sport in the town. The good work of the various sports clubs and associations in and around the town (under the umbrella of the reinvigorated Hailsham Active formally Hailsham and District Sports Alliance) have a wide range of needs, which the new housing developments around the town could go some way to funding.

The national charity Fields in Trust champions the provision of outdoor spaces for sport, play and recreation and has published widely used and accepted benchmark standards 'Guidance for Outdoor Sport and Play – Beyond the Six Acre Standard'. Hailsham should use these guidelines as a minimum benchmark to ensure that adequate outdoor recreation space is provided to benefit residents and visitors to the town.

The current vision is to create a network of cycling/walking/running tracks that connect the town through the established Cuckoo Line. A recent report produced by cyclist Chris Boardman for Manchester highlighted the need for any cycle-path network created should be one which a 12-year-old would want to use. People do the easiest thing, so whatever we create must be easy, attractive and safe- all three, in that order, to convince those that do not cycle, walk or run already, to venture out in significant numbers.

Hailsham Forward can and should be involved in the 'health and wellbeing' of the town and its residents – something that sport delivers!

Provision of low cost start up business units

The Leap Cross small unit business centre has been designated for housing by WDC. There is a need for low cost start-up units in the town that Leap Cross has provided in the past. Hailsham Forward will work with WDC and part of the Local Plan to identify and secure such facilities for the future.

Establish Keep Trade Local Campaign

Hailsham Forward has agreed to support the Hailsham Shop Local initiative created by local businesses man. Local businesses pay a fee to have an interactive on-line business listing that is promoted to the extensive local audience that subscribes to the Hailsham News social media platform.

Encourage links between education and business focussing on employment & training

Establish and coordinate a forum for education providers, job centre plus, Hailsham Works the Now Charity Group and businesses to engage and discuss the needs and constraints each party to develop relevant vocational training and experience leading to job opportunities for the young people of Hailsham, reduce overall unemployment and any local skill gaps that exist.

Safety & Security

Establish more police presence within the town centre and industrial estates to reduce crime and the fear of crime.

Increase the provision of more attractions and events in the town centre to increase the public's use of the town which will help reduce the fear of crime. Extended use of the town centre especially at night will help bring about the cultural change required and reduce the anti social behaviour experienced and perceived in the town centre.

The provision of more sports and youth services as described above will also assist in the reduction of crime and the fear of crime in Hailsham.

Hailsham FM & Hailsham News

The local news, information and feedback provided by local radio and social media is invaluable to the town and Hailsham Forward will continue to work with both these organisations to ensure that local information and feedback is available and used as part of the work of the partnership and other interested parties.

Summary

There are many different strands to the work schedule proposed above, and all will take a differing amount of time, effort and run to varied timescales.

The delivery of the plan will provide a range of benefits to Hailsham including the increase in the number of visitors to the town and surrounding area.

Hailsham Forward has already built a reputation for being able to deliver in very short timescales projects that people showed interest in and the important thing for Hailsham Forward now is to focus on the projects that it can have a direct influence over or involvement in.

In a similar fashion to with the Street Market project, the format for delivery on these key issues would be to establish smaller working parties operating within a framework within set out by the executive team and reporting back to the wider stakeholder base at regular intervals.

Springboard vacancy rate - April 2019

10.4%

This survey

10.4%

Previous survey

9.2%

Last year's survey

The National Town Centre Vacancy Rate was 10.4% in April 2019.

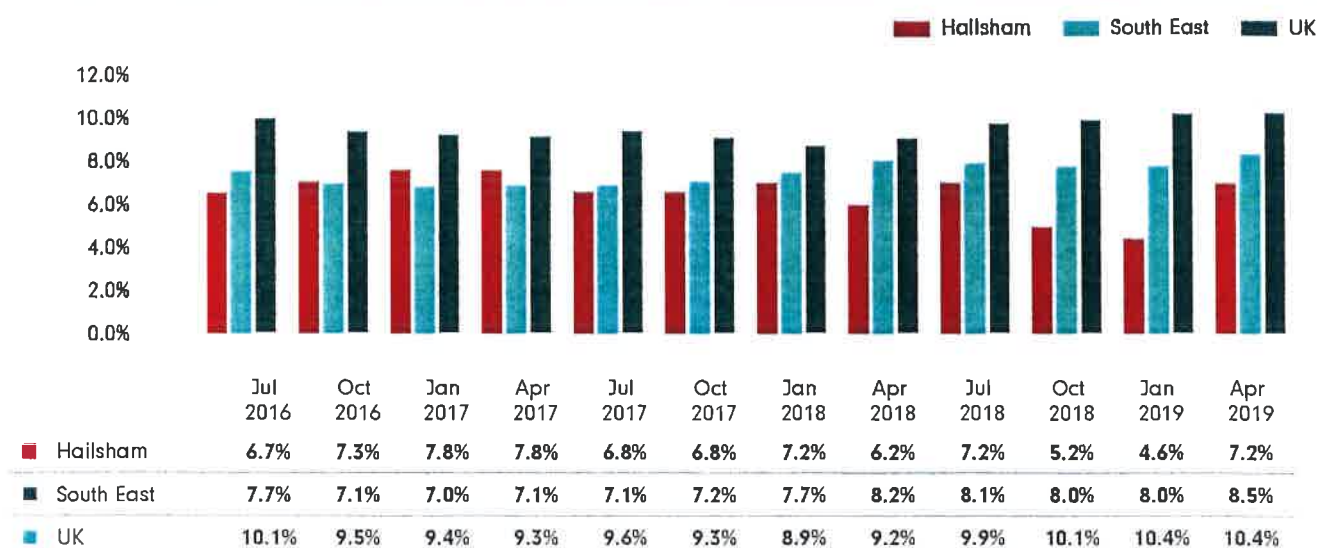
This is level with the vacancy rate of 10.4% in January 2019 which, in turn, was a 0.3% rise on the 10.1% vacancy rate recorded in October 2018.

The result this quarter, is also 1.2% higher than the same quarter last year and remains higher than the benchmark low of 8.7% recorded in January 2016.

Table of results

| | Vacancy rate (%) ground floor units | Independent units (%) |
|------------|--|-----------------------|
| Hailsham | 7.2% | 69.1% |
| South East | 8.5% | 35.3% |
| UK | 10.4% | 35.9% |

Long term trend



Report to: Hailsham Town Council

Date: 25th September 2019

By: John Harrison, Town Clerk

Title of Report: Standing Orders

PURPOSE:

To consider amendments to the Town Council's Standing Orders moved at the last meeting held on 17.07.2019 and standing adjourned to this meeting.

BACKGROUND:

It is a requirement that the Town Council's Standing Orders are reviewed annually. A decision was made not to review at the last Annual Council Meeting as many of the council were new and unfamiliar with the Standing orders.

Attached below are:

- The current Hailsham Town Council Standing Orders with the suggested amendments in red
- The National Association of Local Councils 'Model Standing Orders' for reference

From that document:

"Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them".

Standing Orders in bold in the HTC document are mandatory statutory requirements and cannot be amended, other than minor amendments to the wording that do not change the substantive meaning of the standing order.

RECOMMENDED AMENDMENTS TO HAILSHAM TOWN COUNCIL'S STANDING ORDERS FROM HTC MEETING 10.07.2019:

RESOLVED that Council makes the following amendments to its Standing Orders:

Standing Order 1 (a) Council starting times be 7.00pm

Standing Order 27 (b) to be removed

Standing Orders to be made gender neutral throughout.

And that they stand adjourned until the Council meeting on 25th September 2019.

Hailsham Town Council

Standing Orders



Hailsham
TOWN COUNCIL

This version – last amended and reviewed:
September 2019

CONTENTS

| S.O. | | Page No. |
|-------------|--|-----------------|
| 1 | Meetings Generally | 4 |
| 2 | Motions for a meeting that require written notice to be given to the Proper Officer | 7 |
| 3 | Motions at a meeting that do not require written notice | 8 |
| 4 | Handling confidential or sensitive information | 8 |
| 5 | Committees and sub-committees | 8 |
| 6 | Ordinary council meetings | 10 |
| 7 | Extraordinary meetings of the council and committees and sub-committees | 11 |
| 8 | Voting on appointments | 12 |
| 9 | Rules of debate at meetings | 12 |
| 10 | Closure | 14 |
| 11 | Rescission Of Previous Resolution | 14 |
| 12 | Disorderly conduct at meetings | 14 |
| 13 | Handling confidential or sensitive information | 14 |
| 14 | Draft minutes | 15 |
| 15 | Code of conduct and dispensations | 15 |
| 16 | Code of conduct complaints | 16 |
| 17 | Proper Officer | 17 |
| 18 | Responsible Financial Officer | 18 |
| 19 | Accounts and accounting statements | 18 |
| 20 | Financial controls and procurement | 19 |

| S.O. | | Page No |
|-------------|---|----------------|
| 21 | Responsibilities to provide information | 21 |
| 22 | Responsibilities under Data Protection Legislation | 22 |
| 23 | Relations with the press/media | 22 |
| 24 | Execution and sealing of legal deeds | 22 |
| 25 | Communicating with District and County councillors | 22 |
| 26 | Restrictions on councillor activities | 23 |
| 27 | Standing orders generally | 23 |
| 28 | Canvassing Of and Recommendations by Members | 23 |
| 29 | Interests | 24 |
| 30 | Planning Applications | 24 |

Hailsham Town Council Standing Orders – Review July 2018

1. Meetings |Generally

- F** Full Council meetings
- C** Committee meetings
- S** Sub-committee meetings

FCS a. Meetings of the Council shall be held at the Hailsham Town Council Offices, Market Square, Hailsham at **19:00 (7.00 p.m.)** hours unless the Council otherwise decides at a previous meeting.

Questions from members of the public will commence at **19:00 (7.00 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.

F 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.

F 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.

C 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

FC 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 **their** 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.

FC m. A person may not orally report or comment about a meeting as it takes place if **they are 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**

FC 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.

F 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 **their absence be done by, to or before the Vice-Chairman of the Council (if any).**

F 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.

FCS 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.

- FCS** **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 **their** casting vote whether or not **they** 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.

- FCS** **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 **their** 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 **their right to participate and vote on that matter.**

- F** **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.

- FCS** **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.**

- CS
- x. A meeting shall not exceed a period of three hours.
 - y. If three council committee members present at a meeting of a Committee or Sub-Committee request it not to exercise its executive powers, or any delegated authority it has as defined in its terms of reference, in respect of a matter under consideration, then it shall not do so and shall make a recommendation to Council instead. This will then be debated fully at the next meeting of full council and no decision shall be made except by resolution of full council.

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/or 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 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 Town Clerk or the Deputy Town Clerk by mid-day on the day of the meeting that they are unable to attend
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee.

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 they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.**
- g The Vice-Chairman of the Council, if any, unless they resign or become 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, they 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, they shall preside at the meeting until a new Chairman of the Council has been elected. They 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 **their** 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. 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 exerciseable by the chairman of the meeting.

9. 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 **their** 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 **they** 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 **they consider** has been breached or specify the other irregularity in the proceedings of the meeting **they are** concerned by.
- p A point of order shall be decided by the chairman of the meeting and **their** 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

10. 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), **they** shall forthwith put the motion. If the motion “that the question be now put” is carried, **they** shall call upon the mover to exercise or waive **their** 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.)

11. Rescission 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.

12. 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 12b 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.

13. Management of Information

- a. The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data)

which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of the personal data.

- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential or personal data without legal justification.

14. 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, **they** 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 **their** 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.

15. 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 **they have** 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 **they have** a disclosable pecuniary interest. **They** may return to the meeting after it has considered the matter in which **they** had the interest.
- c Unless **they have** 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 **they have** another interest if so required by the council's code of conduct. **They** may return to the meeting after it has considered the matter in which **they** 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 granted 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.**

16. 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 them. Such action excludes disqualification or suspension from office.**

17. 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 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 **their** 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.

18. 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.

19. 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.

20. 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 **Where the estimated value of a public contract exceeds £25,000 (net of VAT) the council must comply with Articles 109 to 114 of the 2015 regulations Regulation 110 which provides that the council must advertise a contract opportunity, is summarized below as follows:**
- a) It must advertise the contract opportunity on the "Contract Finder" website – Whether or not it advertises the opportunity elsewhere.
 - b) It must advertise the contract opportunity on Contract Finder within 24 hours of advertising elsewhere.

Further details regarding this process can be found in the Council's Financial Regulations.

- e 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.
- f 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.
- g **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for public works contract (or other thresholds determined by the European Commission every two years and published in the Official of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- h **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published by OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

21. Responsibilities to provide information

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

22. Responsibilities Under Data Protection Legislation

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

23. Relations with the press/media

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

24. Execution and sealing of legal deeds

- 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. **[REMOVE]**
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after they have delivered their acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

28. 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. 28a and b (above) shall apply to tenders and contracts as if the person making the tender were a candidate for an appointment.

29. Interests

If a candidate for any appointment under the Council is to **their** knowledge, related to any member of, or the holder of any office under the Council, **they** and the person to whom **they are** 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.*

30. 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.

MODEL STANDING ORDERS 2018 (ENGLAND)

**National Association of Local Councils (NALC)
109 Great Russell Street
London
WC1B 3LD**

020 7637 1865 | nalc@nalc.gov.uk | www.nalc.gov.uk

© NALC 2018. All rights are reserved. No part of this publication may be reproduced or used for commercial purposes without the written permission of NALC save that councils in membership of NALC have permission to edit and use the model standing orders in this publication for their governance purposes.

Permission is given to use NALC's logo in the presented format only.

| | |
|--|-----------|
| INTRODUCTION..... | 4 |
| 1. RULES OF DEBATE AT MEETINGS | 6 |
| 2. DISORDERLY CONDUCT AT MEETINGS | 8 |
| 3. MEETINGS GENERALLY | 8 |
| 4. COMMITTEES AND SUB-COMMITTEES..... | 12 |
| 5. ORDINARY COUNCIL MEETINGS..... | 13 |
| 6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES..... | 15 |
| 7. PREVIOUS RESOLUTIONS | 15 |
| 8. VOTING ON APPOINTMENTS | 16 |
| 9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER..... | 16 |
| 10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE..... | 17 |
| 11. MANAGEMENT OF INFORMATION | 17 |
| 12. DRAFT MINUTES | 18 |
| 13. CODE OF CONDUCT AND DISPENSATIONS..... | 19 |
| 14. CODE OF CONDUCT COMPLAINTS..... | 20 |
| 15. PROPER OFFICER..... | 21 |
| 16. RESPONSIBLE FINANCIAL OFFICER | 22 |
| 17. ACCOUNTS AND ACCOUNTING STATEMENTS..... | 22 |
| 18. FINANCIAL CONTROLS AND PROCUREMENT | 23 |
| 19. HANDLING STAFF MATTERS..... | 25 |
| 20. RESPONSIBILITIES TO PROVIDE INFORMATION..... | 26 |
| 21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION | 26 |
| 22. RELATIONS WITH THE PRESS/MEDIA | 27 |
| 23. EXECUTION AND SEALING OF LEGAL DEEDS | 27 |
| 24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS | 28 |
| 25. RESTRICTIONS ON COUNCILLOR ACTIVITIES | 28 |
| 26. STANDING ORDERS GENERALLY..... | 28 |

INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council’s 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 council’s Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council’s needs. It is NALC’s view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

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

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), 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.

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

| | |
|------------------------|---|
| Full Council meetings | ● |
| Committee meetings | ● |
| Sub-committee meetings | ● |

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice 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].**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed () minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than () minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i [A person shall 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.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- 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 there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) 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 and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

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

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

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

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

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

- w **If a meeting is or becomes inquorate no business shall be transacted**
and the meeting shall be closed. The business on the agenda for the meeting
● shall be adjourned to another meeting.
- x A meeting shall not exceed a period of () hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), 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;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- 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 decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) 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 there is one, 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 annual 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 shall 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 annual 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 shall give a casting vote in the case of an equality of votes.

- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business 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;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable 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 policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, 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 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 shall 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 call an extraordinary meeting within () days of having been requested to do so by () members of the committee [or the sub-committee], any () members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. 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, 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) has been disposed of, no similar motion may be moved for a further six months.

8. 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.

9. 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 for which it is tabled 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 () clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least () clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. 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 other 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 or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

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

12. **DRAFT MINUTES**

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

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

 "The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

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

- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - 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;**
 - 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.**

14. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District or Unitary 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, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - 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 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.**

15. **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. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, 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;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority 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 (if there is one) of the Council] OR [Chairman or in his absence Vice-Chairman (if there is one) 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 there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. **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.

17. **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".
- 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 (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) 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 (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

- iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or**

other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

- g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. 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.
- 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 (if there is one) 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 member of staff's job title]. The reviews and appraisal shall be reported in writing and are 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 member of staff (or other members of staff) 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 member of staff'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 as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

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

22. **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.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

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

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

The above is applicable to a Council with a common seal.

OR

[Subject to standing order 23(a), 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.

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

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

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised 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.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal 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.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d 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: 25th September 2019

By: John Harrison, Town Clerk

Title of Report: Hailsham Aspires

PURPOSE:

To note an invitation for HTC to the Wealden district Council 'Hailsham Aspires' project board and discuss what protocols or processes will be involved in HTC responding to the WDC Project.

Council is asked to note the following invitation from Wealden District Council:

The sponsor board for the Hailsham TC redevelopment project have been considering the importance of having a representative from the Town Council on the board as the project is hopefully taken forward over the next few years

Therefore I have been asked by Trevor Scott CE of WDC to formally invite the Mayor of Hailsham Town Council to attend future meetings of the VF Sponsor Board.

The attendance of the current and any future holders of the post its is hoped will be a clear signal of the key leadership role the town is to play as to how the project is first formulated and in time developed .

The next meeting of the VF Sponsor Board Meeting will be held on the 13th November at 2pm in the Wealden DC offices. Future meeting will likely be held quarterly and the dates will be confirmed at November's meeting.

We look forward to the current Mayor - Cllr Paul Holbrook attendance and input at the November meeting .

Council is also asked to consider what protocols or processes will be involved in HTC responding to the WDC Project.

(for e.g. to include the project as a standing item on a council or committee agenda, to ensure the Town Council is fully represented at the Sponsor Board meetings?)

Report to: Hailsham Town Council

Date: 25th September 2019

By: John Harrison, Town Clerk

Title of Report: Defibrillators

PURPOSE:

To consider funding the replacement defibrillator cabinet at Vicarage Field,

BACKGROUND:

In 2015 Hailsham Town Council arranged to have five public access, externally positioned defibrillator units positioned in and around the town.

The locations of these units are: Vicarage Field Health Centre, Hailsham Police Station, Hailsham Library, Chandlers BMW, Hailsham east Community centre. The location and installation of the units was agreed with the building owners, and in some cases it was a requirement that the installation be carried out by that organisations approved contractors (for e.g. at the health centre, the NHS contractors did the installation).

These units are external units, therefore they are sufficiently robust to protect the expensive equipment they contain from the elements and are wired into the building to ensure the fan that controls temperature and the electronic mechanism for accessing the defibrillator pads are constantly in use. The defibrillators themselves are accessed by phoning 999 and asking for the combination code for the cabinet. Each cabinet has therefore been registered with the relevant emergency service.

It has also been necessary to commission the Eastbourne Area Community First Responders to do monthly checks on the units and on occasion it has been necessary to purchase new pads for the defibrillator units as they have a limited shelf life.

The original cabinets purchased are now outside of their warranty and it has become apparent that there is a fault with the cabinet installed at the Vicarage Field Health Centre. Electricians have examined this unit and advised:

Inspected unit - as before . Unit was beeping due to sensor not setting due to latch not connecting . This is a manufacturer's fault - recommend new DEFIB unit.

The unit is persistently beeping which is causing a nuisance, and therefore requires replacement. It is currently disconnected and noted as 'Out of Order'.

Financial Implications:

When originally ordered in 2015 the cost of the units was as follows:

- iPad SP1 AED Defibrillator (Semi-Automatic or Fully Automatic Version) - £841.75 + VAT
- DefibSafe External Cabinet - £540.00 + VAT

Ongoing contract with Eastbourne First Responders: £500.00

Replacement iPad SP1 Adult defibrillator pads £35.00

The council has previously used the leftover amount from the original fund to cover the contract and replacement parts and pads. There is currently £282.28 left in 'Defib budget'.

The replacement cabinet will require professional installation. The Health Centre have informed the Town Clerk that it is preferable if their electrical contractor installs the unit and then re-charge the council.

Council is asked to consider:

Whether to purchase a new defibrillator cabinet for the Health Centre, with funding from the community contingency fund (at approximately £600 for a new unit plus installation costs TBC).

Whether to agree NOT to purchase a new unit and instead use the existing defibrillator at the James West Centre with a cabinet purchased from existing Hall Maintenance budget, thus making a saving.

Report to: Hailsham Town Council

Date: 25th September 2019

By: John Harrison, Town Clerk

Title of Report: Committee Membership

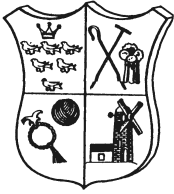
Purpose:

To consider amendments to the Council's Committee Membership.

MEMBERSHIP OF COMMITTEES, SUB-COMMITTEES and WORKING GROUPS 2019-2020 (AS AT 20.09.2019)

| Total Posts (5X7 = 35 + 2) | 37 | % of Council | Committee Seats Per Group | Seats Occupied | Difference |
|------------------------------------|-----------|---------------------|--------------------------------------|-----------------------|-------------------|
| Council Make Up | 18 Seats | 100.00% | 37.0 | 0 | |
| Conservative | 6 | 33.33% | 12.3 | 13 | 1 |
| Liberal Democrat | 6 | 33.33% | 12.3 | 11 | -1 |
| Independent (K. Hinton) | 1 | 5.56% | 2.1 | 3 | 1 |
| Independent (M. Laxton) | 1 | 5.56% | 2.1 | 2 | 0 |
| Independent (K. Nicholls) | 1 | 5.56% | 2.1 | 2 | 0 |
| Independent (T. Powis) | 1 | 5.56% | 2.1 | 2 | 0 |
| Independent (J. Puttick) | 1 | 5.56% | 2.1 | 2 | 0 |
| Independent (A.M. Ricketts) | 1 | 5.56% | 2.1 | 2 | 0 |
| | 18 | 100.00% | 37.0 | 37 | 0 |

| | STANDING COMMITTEES | | | | | SUB COMMITTEES |
|--------------------|---------------------------------------|------------------------|---------------------|---------------------|-----------------------------------|---------------------------|
| Committee | Finance, Budget, Resources & Staffing | Planning & Development | Communities | Assets Management | Neighbourhood Planning | Post Office Working group |
| 1 | Ben Granville | Anne-Marie Ricketts | Anne-Marie Ricketts | Ben Granville | Kevin Balsdon | Anne-Marie Ricketts |
| 2 | Trevor Powis | Kevin Balsdon | Karen Nicholls | Trevor Powis | Karen Nicholls | David Cottingham |
| 3 | Kelvin Hinton | Craig Tasane (V) | Chris Bryant | Chris Bryant | David Cottingham | Mary Laxton |
| 4 | Gavin Blake-Coggins (C) | John Puttick (C) | Alexa Clarke (C) | Kelvin Hinton (V) | Kelvin Hinton | Amanda O'Rawe |
| 5 | Paul Holbrook | Amanda O'Rawe | Gavin Blake-Coggins | Craig Tasane | Mary Laxton (C) | Paul Holbrook |
| 6 | Richard Grocock (V) | Barbara Holbrook | Amanda O'Rawe | Mary Laxton | John Puttick (V) | Nigel Coltman |
| 7 | Nigel Coltman | Paul Holbrook | Nigel Coltman (V) | Paul Holbrook | Paul Holbrook | |
| 8 | | | | Richard Grocock (C) | Nigel Coltman | |
| Substitutes | | | | | | |
| 1 | Chris Bryant | Gavin Blake-Coggins | Kevin Balsdon | Nigel Coltman | Alexa Clarke | Alexa Clarke |
| 2 | David Cottingham | Alexa Clarke | Ben Granville | David Cottingham | Barbara Holbrook | Gavin Blake-Coggins |
| 3 | Mary Laxton | Nigel Coltman | Barbara Holbrook | Barbara Holbrook | | |
| 4 | Amanda O'Rawe | Ben Granville | Trevor Powis | Amanda O'Rawe | | |
| 5 | | Mary Laxton | Craig Tasane | John Puttick | | |
| 6 | | Amanda O'Rawe | | | | |
| 7 | | Trevor Powis | | | | |
| 8 | | | | | | |
| | | | | | Lay members Frank Berry | |



HAILSHAM TOWN COUNCIL

NOTICE IS HEREBY GIVEN OF a meeting of the HAILSHAM TOWN COUNCIL to be held in the FLEUR-DE-LYS MEETING ROOM, MARKET STREET, HAILSHAM, BN27 2AE, on

Wednesday, 25th September 2019 at 7.30 p.m.

1. **PUBLIC FORUM:** 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 of the Council, at the discretion of the Chairman.
2. **APOLOGIES FOR ABSENCE:** To receive apologies for absence of council members
3. **DECLARATIONS OF INTEREST:** To receive declarations of disclosable pecuniary interests and any personal and prejudicial interest in respect of items on this agenda.
4. **CHAIRMAN'S UPDATE**
To receive a verbal update from the Chairman of Hailsham Town Council
5. **CONFIRMATION OF MINUTES**
To resolve that the Minutes of the Annual Meeting of Hailsham Town Council held on 17th July 2019 may be confirmed as a correct record and signed by the Chairman.
6. **COMMITTEE RECOMMENDATIONS TO COUNCIL**
To consider the following recommendations made by committees, which are outside of their terms of reference or otherwise were resolved as recommendations to full council:
 - 6.1 **Assets Management Committee 18.09.2019 – Chimney Repairs**
7. **NEIGHBOURHOOD PLAN COMMITTEE**
 - 7.1 To note the minutes of the Neighbourhood Plan Committee Meeting held on 13.08.2019
 - 7.2 To approve the Neighbourhood Plan Committee's delegated authority up to the next Town Council meeting
8. **WEALDEN WORKS**
To receive a presentation and request from Wealden Works
9. **HAILSHAM FORWARD**
To receive a presentation from the Hailsham Forward partnership detailing what has been achieved to date and what the plans are for the future, including how it is considered that the relationship with HTC will continue to function (as requested by the Town Council's Strategy Committee meeting 08.07.2019)
10. **STANDING ORDERS**

To consider the amendments to the Town Council's Standing orders moved at the last meeting held on 17.07.2019 and standing adjourned to this meeting.

11. HAILSHAM ASPIRES

To note an invitation for HTC to the Wealden District Council 'Hailsham Aspires' Project board and discuss what protocols or processes will be involved in HTC responding to the WDC project

12. DEFIBRILLATORS

To consider funding the replacement of a defibrillator cabinet at Vicarage Field Health Centre.

13. COMMITTEE MEMBERSHIP

To consider amendments to the council's committee membership

14. PLASTIC FREE HAILSHAM

To receive an update on the Plastic Free Hailsham Initiative

15. CONFIDENTIAL BUSINESS

To resolve that the press and public are excluded during the discussion on the **next three items** of the agenda (**16, 17, & 18**) as they concern: The terms of tenders and proposals and counter proposals in negotiation for contracts and/or The preparation of cases in legal proceedings.

(In accordance with the Council's Standing Orders No. 1E).

16. PERSIMMON HOMES - CONFIDENTIAL


To consider a request by Persimmon Homes

17. HAILSHAM BONFIRE - CONFIDENTIAL

To consider a representation received regarding Hailsham Bonfire

18. MOTION 169; CHANGING SPACES - CONFIDENTIAL

To consider a motion submitted to The Town Clerk by Cllr Powis, seconded by Cllr Ricketts, concerning the installation of a Changing Spaces facility



JOHN HARRISON
Town Clerk

HAILSHAM FORWARD CIC

Hailsham Forward History & Achievements September 2019

Hailsham Forward CIC - History

May 2011 - New council with an ambition to improve a failing town centre (28 empty shop units).

January 2012 – New post of Business Enterprise Manager and new committee set up to produce and then to start implementing a plan.

March 2012 - Hailsham The Way Forward Plan was adopted by the Council with five key themes:

- *ECONOMIC REVITALISATION OF THE BUSINESS COMMUNITY*
- *PROTECTING AND ENHANCING OUR NATURAL AND BUILT ENVIRONMENT*
- *EFFECTIVE AND SUSTAINABLE INFRASTRUCTURE*
- *SAFETY AND SECURITY IN THE WHOLE COMMUNITY*
- *HEALTH AND WELLBEING OF RESIDENTS AND VISITORS*

A copy of the Plan is attached at the end of this report

Summer 2012 – Mary Portas produced a plan for the Government to help failing town centres with a fund to kick start the process. Hailsham's bid for the £100,000 funding was not successful but was offered £10,000 by the government if it established a "Town Team" partnership to help the town centre, Hailsham Forward was born.

January 2013 – First meeting of the Executive Team – agreed that a plan needed to be produced following public consultation. In April/May 2013 Around 800 people attended the Pop-Up Shop in Vicarage Field and 369 questionnaires were completed.

Results of the questionnaire are attached at the end of this report.

March 2013 – Hailsham Forward in partnership with the Town Council and Hailsham and District Chamber of Commerce commissioned the former butchers shop in Vicarage Field to have a vinyl image of a restaurant scene placed on the windows to make a significant improvement to this dilapidated shop front. Hailsham Forward was also able to persuade the owners of the Quintin's to fit a vinyl image to an empty shop in the Quintin's centre.

Spring 2013 – Hailsham Forward Website established, providing information on the partnership together with contact details. The website is maintained by an external company, with project updates and minutes of meetings.

Summer 2013 – The Executive Team start work on several projects including: shop fronts, new market, town & shopping guide and events.

August 2013 – Hailsham Street Market established with £8,000 grant funding from East Sussex County Council. The market was a great success with over 25 market traders trading every Saturday. In more recent times it has been difficult to recruit and retain traders and the market is not the success it once was. The Council took over the management of the market in April 2018 and is currently reviewing the market to see if anything more can be done to attract more traders and shoppers to the market.

Autumn 2013 – Hailsham Town & Shopping Guide launched that detailed the town centre businesses, Weadlen District Council provided £2,000 funding for this project. Since then some of the businesses on industrial estates have been listed together with many of the community groups and the Hailsham Heritage Trail. The Guide is amended on a regular basis to ensure it is up to date. The Guide was produced and is maintained at no cost to the local businesses.

December 2013 – Working with the Council's Festivities Committee a large-scale Christmas Market was organised. Hailsham Forward was able to secure around 80 market stalls that filled the High Street. Hailsham Forward continues to work with the Council's Communities Committee to help plan events for the town.

January 2014 – Working with the Hailsham and District Chamber of Commerce several businesses were persuaded to renovate their shop fronts. These included Paydens Chemist, the Vicarage Field Shopping Centre and the former carpet shop in Station Road. Since the start of this work on shop fronts Hailsham Forward has been able to persuade many local businesses to renovate their premises, this can be witnessed today with most business premises in a good start of repair.

January 2014 – The Plan for Hailsham was agreed following the initial work of the Town Council in the production of Hailsham The Way Forward Plan and the public consultation that took place in the spring of 2013. The original plan is attached at the end of the report together with the current plan for Hailsham & Hellingly.

April 2014 – Hailsham Community Group Forum held its first meeting. The Forum was created as part of the plan to build a culture of collaboration within the town. This is a networking forum for all the local based community groups, the collective group will benefit from sharing experiences, ideas with other local groups and to overcome similar issues groups maybe struggling with. The group will also help develop a shared vision for Hailsham and bring together local people who want to make a difference to the town. The first Community Forum meeting was held on Thursday 3rd April 2014 where some 20 local community groups attended. Forums are held on a regular basis and facilitated by Jenny Seale and Julie Coates. The Forum has organised their own events, including a "what can I join event" in January 2018 and 2019,

these events have attracted a lot of interest and have provided many new members to some of the local community groups. In addition to these events the Lion's Fun Day was born out of the Forum and a fun community event has been held on the Recreation Ground for the past three summers.

April 2016 – Hailsham Card launched, Hailsham Forward working with Town City Cards put in funding to establish the Hailsham Card. The Hailsham Card helps promote businesses in Hailsham to the public. By offering discounts & limited offers to cardholders; businesses have gained new regular customers. The card has also created revenue for the businesses as the Hailsham Card is sold to the public as the businesses own loyalty card. Annual membership is £10 (RRP). The cardholders will be able to use the card in all the local businesses that are part of the scheme including any on-line businesses together with any other towns that are part of the scheme. The cards are aimed at independent businesses and provide cross promotion through the towns that are part of the scheme. The list of businesses has grown from the start of the scheme and the current list of businesses is as follows:

Hot Dogs Grooming, Ms Match, Chapter 12, Bea-utiful Print and Design, Knockhatch, Frame Works, Definitions Hair & Beauty, Fish Around, Stitch & Sew, Olivia B, John's Fish & Chips, Callenders Restaurant, Bebble's Langos, Now Charity Group, 1066 Falconry, Cold Fusion, Antiques and Allsorts, Experience Travel, Pizza Bella, The Beauty Retreat & Sussex Beauty Therapy, Elderflower Interiors, Hailsham Technology, Sussex Bed Centre, The Homely Maid, Equestrian Ruggies Laundry Services, Nails and Brows Beauty, Bucklers Restaurant, Bentleys Hair & Nails, Fit Factory, Maybugs, Go Waggy, The Deli, Bizzybirds Women's Networking Group, Kube Hair Design, Scholfes Tea Rooms, Royal Indian and Special Occasions

April 2017 – Hailsham Chamber of Commerce open Pop-Up Shop with the support of Hailsham Forward. The shop in the High Street remained open until the end of 2018 when it was let to one of the former tenants of the Pop-Up Shop.

April 2018 – Hailsham Active Spaces Programme, Western Road Recreation Ground. Hailsham Active working with Hailsham Forward identified a funding opportunity to provide a fitness programme for the Recreation Ground. An application to Fields In Trust secured £5,000 funding for the Active Spaces Programme for a 12-month period. The programme provides a free one-hour fitness session for residents. The take up has been good with over 20 people taking part each session. The group with support from Hailsham Active has organised a second session they pay for themselves and have continued to fund the original session following the initial 12-month period.

May 2018 – Hailsham Forward invited Hailsham Farmers' Market to join the Executive Team in order to provide direct assistance to the market, which has seen a steady decline in the number of traders and shoppers. Work is ongoing to find ways to improve the situation for the Farmers' Market.

January 2019 – Hailsham Forward confirms support to a Shop Local initiative, an interactive shop front for Hailsham. This provides local businesses the opportunity to advertise the business and provide details of any events promotions and coupons. These would be promoted through the 11,000 members of the current News and Talk Face book page. The address is local.hailsham.news. All businesses have a basic listing and would have to subscribe to be able to use the features of the service. A basic package costs a business £49 per annum, the ultimate package costs £249 per annum. The principal is to support and work with individual businesses to make the most of the “shop front”. The plan is to use the virtual shop window to develop into a real shop window for Hailsham town centre. The technology will motivate people to see what is available in the town. This is a website that is designed for mobile use and is not an app. There are plans to develop other local sites to promote jobs and events in the future

Spring 2019 – Hailsham Volunteer Hub created. The Hailsham Community Group Forum has identified the need for a volunteer hub, this will provide local people an opportunity to volunteer and local groups the opportunity to find volunteers as and when required. This is being organised out of Hailsham Foodbank and is managed by Julie Coates.

Summer 2019 – Hailsham Active Spaces Programme, Hailsham Country Park. Following the continued success of the programme at the recreation ground a further £5,000 funding has been secured from Fields In Trust to start a new Active Spaces programme at the Country Park. The industrial estates will be targeted for participants and a start date has yet to be finalised.

The two Active Spaces programmes are a great example of partnership working and will go a long way in supporting the objective of improving the physical and mental health of residents. Work continues to create a new network of cycle/walking/running paths in and around Hailsham and a new sports park for Hailsham and the surrounding area. A key objective is to support businesses by assisting their workforces to become healthier and therefore more productive with less time off work sick.

Empty Shops – Before Hailsham Forward was created there were 28 empty shops, in late 2018 there were 9. Whilst that number has gone up slightly since there has been a marked drop in this key indication on the health of a town centre. (The national vacancy rate IN April was 10.4%, Hailsham’s was 7.2%.) It cannot be a coincidence that this has happened during the time Hailsham Forward has been trying to improve the situation. Hailsham has nearly twice the number of independent businesses as the national average (The national rate is 35.9%, Hailsham’s is 69.1%). Independent businesses help the town to be unique, a key factor in improving footfall in the town. The fact that many independent businesses have decided to open in Hailsham demonstrates that people have the confidence to invest in the town.

Details of Springboards vacancy rate survey for April are attached for information.

Consultations – Hailsham Forward has continued to provide input into local plans, including the Wealden Local Plan, MASHH, Town Centre Redevelopment Plans, Hailsham Area Action Plan and has held several forums with residents and local businesses. It has also surveyed the industrial parks. It was denied any input into the Hailsham Neighbourhood Plan.

Partnership Working – Prior to the formation of a Town Team and Hailsham Forward Hailsham Town Council did not have any meaningful relationships with the local business community through the local Chamber, Federation of Small Businesses and Farmers' Market. Locally the Hailsham and District Chamber of Commerce represent over 100 businesses and the Federation of Small Businesses over 4,500 businesses. The Chamber is currently looking to expand into Polegate and the local industrial estates. It also, did not have any working relationships with other local councils with respect to the economic development of the town. The Hailsham Forward Partnership has been able to bring many organisations and individuals together over the past seven years to help improve the town. A key objective has always been to create a culture of collaboration, Hailsham Forward has gone a long way in bringing people together to make the town better.

An example of partnership working and the benefits of it are expressed by Hailsham Active:

Our first introduction to Hailsham Forward was via Paul Soane, who was very instrumental and positive for us, along with Nick Collinson, who again saw the benefits of our group and strongly suggested we be represented within Hailsham Forward as a way of gaining access to the town council, Wealden district council, our local MP... and as it transpired a meeting with the Minister for Sport (Tracey Crouch), a couple of years ago.

It was an interesting process of discovery, because at each stage, the information we were finding out was also new to every local councillor we met. In truth, Hailsham has missed out on many recreational facilities through lack of knowledge and probably, political moves supporting the north of Wealden. To highlight this, you need to look at the maps of deprivation, and link them to lack of greenspace. This information is produced by Wealden (they have to by law) but is mostly hidden from view.

If weren't to highlight these things, councillors would be none the wiser. The link from our point of view is essential.

The second part of the process is to recognise weakness in the system and look for solutions, to this end, the knowledge provided by Hailsham Forward and its collective groups represented, and I have to say, particularly Mickey Cairn, have led to some amazing changes, and indeed a willingness to change.

- A) Protecting what we have- Fields in Trust and Western road rec protected from development*
- B) Highlighting CIL money dedicated to recreation grounds which was due to go back to the developer this year – circa £250k (which the town council seemed unaware of 3 years ago – even though it had already been available for 7 years at that time!... on a very serious note, many councils try not to take this money... and this seemed to be the case until some people at Wealden (local*

people disturbed at WDC tactics and inaction) provided me with the unofficial information! – for new councillors, you need to have your wits about you going forward!

- C) Developing a plan to make cycling/walking routes a more integral part of the town – fully supported by Hailsham Forward*
- D) Helping new sports clubs get established – the new Hailsham town junior football club a great example with 90 children having joined since September 2018*
- E) Highlighting the need for greater sports and recreation provision – because as is proven beyond doubt (Public Health England/Sport England/various university studies) – a healthy town is a wealthy town – let's get even with other towns in our region!*
- F) Improvements to local sports clubs' grounds with some different support from the town council – earth-quaking, seed drilling etc annually (as is done via Hellingly Parish Council).*
- G) Linking Hellingly and Hailsham town councils on various plans for the future – looking at the bigger picture.*
- H) Setting up the 'Ourparks exercise scheme' – this is on the back of the protection of Western rec, via Fields in trust – originated by Hailsham Active in association with Hailsham Forward. For anyone not sure of the physical and mental benefits of this scheme (which we are growing), please have a look at the 5 minute video on our website www.hailshamactive.org.*
- I) Last but not least – there is a chance for us to mingle/network with the business community and charitable communities in the town through our regular Hailsham Forward meetings, and one example out of this has come the shared Hailsham Funday on the rec – between Hailsham Lions and Hailsham Active.*
- J) Hailsham Active is a CIC – all volunteers – no wages, as are most charities represented at the Hailsham Forward group... you would be insane to dispose of this link, and we are only one small part of the group.*

Personally, I can't see how the town council could have achieved these results without Hailsham Forward. It would be a very serious backwards step not to support and help Hailsham Forward evolve.

The Future – Hailsham Forward will continue to maintain all the projects highlighted in this report. It will continue to work with organisations and individuals that want to improve Hailsham. It will look at opportunities that fulfil the Plan for Hailsham and Hellingly and will look to Hailsham Town Council to continue to support the project with officer time and potential cash funding for specific projects.

An aerial photograph of the coastal town of Hailsingham. The town is built on a peninsula, with a mix of traditional brick houses and modern developments. A prominent church with a white spire is visible in the center. The town is bordered by the sea on one side and a large area of trees and greenery on the other. The sky is blue with scattered white clouds.

Hailsham THE WAY FORWARD...

“A vision for the future with an eye on the past...”

• Introduction

*"Outstandingly beautiful
Sussex countryside"*

'Acting as a gateway to the stunning South Downs National Park the market town of Hailsham sits proudly amongst the lowland forests and marshes of the Sussex Weald. Whilst we can all appreciate that the Town's proximity to the outstandingly beautiful Sussex countryside makes us very fortunate, we cannot be blind to the problems that exist in rural towns such as ours.

We recognise that Hailsham's town centre has become tired and is in need of improvement; we recognise that as our town expands, the road system will need to be increasingly well managed; we recognise that an increasing population can result in increased levels of antisocial behaviour and we recognise that these issues, and others, need to be borne in mind when we make decisions and plan for the future.

This document provides a focus for delivering the improvements we need to be sustainable. These improvements will keep us well placed in providing essential services to the people of the Sussex Weald and beyond - a role that has been central to Hailsham's identity for over 700 years.

Whilst there are enhancements that can be

realised in the short term, the plan is also a long term vision for Hailsham and many of the improvements may take a number of years to come into fruition.

Hailsham covers an area of 5,000 acres and has a population of approximately 20,500.

*"The largest town in the
Wealden District and larger
than the County Town of
Sussex"*

Hailsham and the neighbouring village of Hellingly have seen a rapid growth in recent years, with more homes yet to be built from planning permission already granted.

Wealden District Council's Local Development Framework (LDF) Strategic Sites Plan is prescribing further growth for Hailsham and Hellingly up to the year 2027, and will make Hailsham the largest town in the Wealden District and larger than the County Town of Lewes.

The final details of the LDF Strategic Sites Plan are yet to be determined and Hailsham - The Way Forward: A Vision For The Future With An Eye On The Past (referred to from hereon as the "Plan") is intended to form part of a Neighbourhood Plan that will complement the LDF and the aspirations of the local people.



CRIME IN HALSHAM

Hailsham is a safe town, falling below the national average for robbery, burglaries and other criminal offences. The table below shows the latest recorded regional crime figures - statistics are per 1,000 of the population within the local authority (Wealden) area in 2008/09).

| Offence | Locally | National average |
|-----------------------------|---------|------------------|
| Robbery | 0.1 | 1.6 |
| Burglary | 5.0 | 11.1 |
| Criminal damage | 9.7 | 17.4 |
| Drug offences | 1.4 | 4.5 |
| Fraud and forgery | 1.7 | 3.1 |
| Offences against vehicles | 5.3 | 11.1 |
| Sexual offences | 0.5 | 1.0 |
| Violence against the person | 5.8 | 16.8 |
| Other offences | 0.5 | 1.3 |

HALSHAM - THE WAY FORWARD: A VISION FOR THE FUTURE WITH AN EYE ON THE PAST

• 2

"Success will require input from the whole community"

Halsham Town Council will be a principal partner in establishing and delivering the Plan, but its success will require input from the whole community, including principal councils, the business associations, landlords and community groups to take an active part. The final document will represent your aspirations for Halsham over the coming years. Halsham's future is certainly a challenging one, but it will be well worth the effort.

The Plan is important for everyone who wants Halsham to thrive: residents, businesses, community organisations or visitors to the town.

Essentially, it shows how we can make the most out of Halsham. This document will represent the combined work of many organisations and will evolve to reflect the emerging needs of the whole community, as detailed above.



Preliminary work carried out by Halsham Town Council has highlighted a number of key objectives Halsham needs to realise, as summarised below:

1. **ECONOMIC REVITALISATION OF THE BUSINESS COMMUNITY**
2. **PROTECTING AND ENHANCING OUR NATURAL AND BUILT ENVIRONMENT**
3. **EFFECTIVE AND SUSTAINABLE INFRASTRUCTURE**
4. **SAFETY AND SECURITY IN THE WHOLE COMMUNITY**
5. **HEALTH AND WELLBEING OF RESIDENTS AND VISITORS**

Within the following pages you will find some of the key challenges the town faces, some of what we would like to achieve, a number of the things we are already doing and then some key visions to tackle these challenges.



HALSHAM - THE WAY FORWARD: A VISION FOR THE FUTURE WITH AN EYE ON THE PAST

• 3

• Economic Revitalisation of the Business Community

THE KEY CHALLENGES...

- The High Street lacks the retail offer of nearby Eastbourne. Existing shops are often in various states of disrepair and the number of empty retail units further discourages residents and visitors.
- The industrial parks are compromised by the relatively poor road infrastructure both within the town and to the major road networks, in addition to the absence of HGV parking.
- Employers are challenged by the lack of local suitably trained staff.
- The level of business rents and business rates deterring business start-ups in Hailsham.

WHAT WE WANT TO ACHIEVE...

- A thriving town centre and town-wide business community.
- A vibrant diverse and independent economy.
- A place for young people to find suitable employment.
- A community space that residents and visitors want to visit and enjoy.

"A good town is like a good party: people stay longer than really necessary because they are enjoying themselves" Jan Gehl

WHAT WE ARE ALREADY DOING...

- Appointed Business Enterprise Manager.
- Working with local business organisations and shop landlords to improve buildings both occupied and empty.
- Reinstituted themed town centre events/markets.
- Provision of Tourist Information Services within the Town Council Offices.
- Provision of Christmas lighting scheme.

KEY VISIONS

- ✓ Pedestrian friendly High Street/parking time restrictions
- ✓ Regular town market
- ✓ Skills Development Centre
- ✓ Review business rents and rates with landlords and Wealden District Council
- ✓ Shop frontages and signage improvements
- ✓ Creation of a Community Meeting/Focal Point in the town centre
- ✓ More tourist information services
- ✓ Loyalty Scheme
- ✓ Marketing and Promotion of the town
- ✓ Local producers to sell locally



• Protecting and Enhancing Our Natural and Built Environment



THE KEY CHALLENGES...

- The town needs to ensure that there is no more loss of historic buildings or valued features within the town.
- Improving the infrastructure without harming the natural and built environment.
- Developments prescribed in the Local Development Framework.
- Securing beneficial parks play parks and open spaces, from developers, whilst making improvements to existing facilities.

WHAT WE WANT TO ACHIEVE...

- Retaining the individual character of the town and its buildings whilst enhancing the streetscape.
- Pride of place for residents.
- Maintaining and celebrating the Towns Heritage.
- Halsham as a good place to live work and visit.
- Retaining and enhancing the natural environment of the whole town.

WHAT WE ARE ALREADY DOING...

- Providing daily litter picking service in the town centre area to supplement Wealden District Council's service.
- Well established Halsham In Bloom activities that have continued to enhance the town in many ways.
- Established an Environmental Charter.
- Established a Conservation Area within the Town.
- Supporting local clubs and organisations through the Council's Grant Awarding Policy.

KEY VISIONS



- ✓ Maintenance and protection of the Conservation Area
- ✓ Review and update the town's Environmental Charter
- ✓ Consideration of environmental issues in the Council's decision making processes
- ✓ Continuation of the Halsham In Bloom project
- ✓ Planning and Development Committee to continue to provide robust feedback.



• Effective and Sustainable Infrastructure

THE KEY CHALLENGES...

- A significant increase in the number of new houses in the past few years has not been matched by improvements in the infrastructure of the town.
- Getting the right balance between encouraging people in their vehicles into the town and removing through traffic that congests the town.
- Managing the development that will come out of the LDF over the next fifteen years.
- The current economic situation.

"Significant improvements in the infrastructure to the town"

WHAT WE WANT TO ACHIEVE

- Significant improvements in the infrastructure, as detailed above, to the town that resolves the current shortfalls and has the capacity to cope with the developments prescribed in the LDF for Halsham and Hellingly.
- A significant increase in the number of people using public transport locally.
- An increase in the number of footpaths and cycle paths in and around the town to encourage more people to walk and cycle.
- A lorry and coach park to service the industrial parks and tourism trade.

WHAT WE ARE ALREADY DOING...

- Providing feedback to the LDF that prescribes the requirement for infrastructure to be in place before any further development is carried out in and around Halsham.
- Established a Halsham Bus Alliance to improve passenger transport.
- Providing senior citizens with a rail card concession to encourage use of public transport.
- Underwriting the cost of the pre 9am start for the senior citizen bus travel on the Town Bus Service.

KEY VISIONS

- ✓ Continue to provide robust feedback to Wealden District and East Sussex County Councils to ensure that their key decisions affecting the development of Halsham are matched with the appropriate and sustainable improvements in infrastructure.
- ✓ Create a central bus station.
- ✓ Develop an integrated public transport policy to encourage people to leave their cars at home.
- ✓ Continue to encourage the use of public transport via rail and bus concessions.
- ✓ Change street lighting to part night lighting in some parts of the town.
- ✓ Install more litter bins where possible in the town centre, and encourage people to use them.



• Safety and Security of the Whole Community

THE KEY CHALLENGES...

- A reduction in crime, when local crime rates are extremely low.
- A reduction in the fear of crime.
- A reduction in anti-social behaviour.
- Reducing the traffic chaos around schools during the morning and afternoon school runs.
- A reduction in anti-social driving, especially speeding throughout the town.

"A reduction in crime levels and in the fear of crime"

WHAT WE WANT TO ACHIEVE...

- A reduction in crime levels and in the fear of crime.
- The community feeling safe whilst allowing the local young people to have their own space and time.
- Eliminate the traffic chaos around schools.
- Encourage the business community to invest in more CCTV.
- A reduction in anti social driving, and overall safer roads.

"Works with the police to reduce the impact of antisocial parking"

WHAT WE ARE ALREADY DOING...

- Safer Wealden Partnership/Joint Action Group.
- Trading Standards 'No Cold Calling Zones'.
- CCTV Partnership with Sussex Police.
- PCSO sponsorship.
- Provision of Youth Services including detached work
- Support to the Tony Tack Skate Park Development.



KEY VISIONS

- ✓ Work with the local schools and police to reduce the impact of anti-social parking as a result of parents dropping off and collecting children from schools
- ✓ Support East Sussex Trading Standards to expand the No Cold Calling Zones to cover the whole of Hailsham
- ✓ Encourage local residents to establish Neighbourhood Watch schemes across the town
- ✓ Continue with the CCTV Partnership arrangement with Sussex Police and investigate extending the scheme where the need arises
- ✓ Continue to sponsor PCSOs
- ✓ Partnership working with Targeted Youth Support to expand youth facilities.



HALSHAM - THE WAY FORWARD: A VISION FOR THE FUTURE WITH AN EYE ON THE PAST

7

• Health and Wellbeing of Residents and Visitors

*"A comprehensive health service
for the local community"*

WHAT WE ARE ALREADY DOING...

- Supporting local clubs and organisations through the Council's Grant Awarding Policy.
- Continuing to negotiate with Taylor Wimpey to provide a sports/community hall at the Welbury Farm Development.
- Finalising the establishment of an adult gym at Western Road Recreation Ground.
- Providing support to the Arts in Hailsham.
- Established a working party with the local NHS.

KEY VISIONS

- ✓ Develop a partnership with all the local health providers.
- ✓ Finalise the design and financial arrangements for the new sports / community hall at Welbury Farm.
- ✓ Secure new or enhanced existing sports and leisure facilities through developer contributions. These are to include play parks, public open spaces and formal sports areas.
- ✓ Work with young people to encourage them to take up and continue with sports and leisure activities.
- ✓ Support appropriate adult social care developments in the town.
- ✓ Establish more cycle lanes and footpaths throughout the town linking into the Cuckoo Trail and any new developments.
- ✓ Improve the provision of allotments.



THE KEY CHALLENGES...

- Securing better health service provision in Hailsham during a time of significant change in the National Health Service, and continued expansion of the town.
- Encouraging young people to be involved in sport and leisure activities.
- Encouraging healthy eating especially in young people.
- Provision of suitable adult social care services to meet an aging population.

WHAT WE WANT TO ACHIEVE...

- A comprehensive local health service for the whole community.
- A wide range of facilities for the whole community.
- Healthy eating at all schools.
- Continue use of good sports facilities such as Freedom Leisure.
- More people involved in leisure activities and healthy eating.
- Sufficient adult social care services for the whole community.

*"Support appropriate adult social
care developments in the town"*



• Summary

This draft Plan is the starting point for the future of Halsham. The work carried out by the Town Council in identifying the issues Halsham face are represented by the five key objectives detailed in the Plan, of which the main visions are highlighted below.



The Plan will be consulted upon as it is vital that the principal agencies and the public are consulted and buy into this project, in order that the key objectives can be realised. A detailed Action Plan will be produced following consultation, and will be specified within three categories:

> **Short Term** (up to 18 months)

> **Medium Term** (19-36 months)

> **Long Term** (over 37 months)

Both the overall objectives and individual actions will be developed over a period of time. The Town Council will be working to establish a Partnership between the Town Council, principal authorities, local business and community groups and other interested parties, to agree the objectives and the responsibilities for delivering the Plan. The overall Plan and detailed action plan will be continually reviewed and updated as part of regular meetings to be held between the partners.

Funding: The Town Council has already allocated funding for the cost of the Business Enterprise Manager and administrative support and has also allocated a project fund of £26,840 to support this project. Other funding to support agreed actions may be secured through developer contributions (Section 106), East Sussex County Council economic development support, Government project funding, private investment from the shopping centre owners and private landlords, as well as external funding schemes such as those organised by the National Lottery.

• Glossary of Terms

Action - Specific task or decision to complete, complement or achieve an initiative or priority set out in the Plan.

Business Enterprise Manager - Officer employed by Halsham Town Council to work with the Council and its partners in respect of the economic revitalisation of Halsham.

CCTV - Closed Circuit Television Surveillance system operated within the town of Halsham by Sussex Police and Halsham Town Council.

Conservation Area - An area of Halsham that has been awarded protected status in order to ensure that the heritage of the town centre is safeguarded.

Economic Revitalisation - A reversal of decline in the businesses in Halsham to increase employment, business activity, and visitors to the town centre.

Environmental Charter - Halsham Town Council recognises the existing pleasant environment of the town and is committed to its retention and improvement. At present, it works towards this end through its planning, and amenity functions, which seek to protect the local physical environment, in the widest sense, through a range of environmental policies, programmes and working practices. This Charter intends to take Council's commitment a step further-it aims to address issues which have a wider, even global, impact.

Halsham Bus Alliance - Objective to promote the greater use of sustainable public transport in and around Halsham.

Halsham In Bloom - A Committee of Halsham Town Council with the objectives to enhance the environment of the parish of Halsham, promote the heritage of Halsham, encourage community participation and civic pride,

encourage young people in the community to value their surroundings and contribute to their environment by participating in community projects, actively promote recycling both within Halsham in Bloom projects and in the community and coordinate the town's entry into the South & South East in Bloom regional competition.

Infrastructure - Basic physical structures need for the operation of the Town, such as roads, water supply and treatment, electricity supply, telecommunications, schools and community facilities.

Local Development Framework (LDF) Strategic Sites Plan - The Local Development Framework (LDF) will consist of a collection of planning documents. The LDF will provide the framework for planning in Wealden. The strategic Sites Development Plan Documents identifies the key strategic sites for development which are central to the delivery of the LDF. This includes the allocation of housing, business and other sites required over the LDF period, detailing how they will be delivered, when and by whom, whilst ensuring that major new development delivers maximum benefit to the local community.

NHS – National Health Service.

Neighbourhood Plan - A new way of helping the local community of Halsham to influence the planning for the area in which they live and work. unwelcome practice of cold calling.



• Glossary of Terms - Continued

No Cold Calling Zone - Managed by East Sussex County Council-Trading Standards, the purpose of the Zone is to discourage cold calling from specific residential areas – The scheme provides householders with the opportunity to collectively discourage the often

Objective - A desired result planned to be achieved.

PCSO - Police Community Support Officer.

Planning & Development Committee - Hailsham Town Council is a consultee in the planning legislative process, it is the responsibility of the planning & development committee to receive and respond to planning applications, planning appeals and applications for certificate of lawful development from Wealden District Council, East Sussex County Council and the South Downs National Park local Planning Authorities.

Principal Councils – East Sussex County Council and Wealden District Council.

Safer Wealden Partnership/JAG - Partnership of Wealden District Council, East Sussex County Council, parish and town councils, local police, fire service and probation service; responsible for reducing crime and disorder and improving the quality of life for residents.

Section 106 – Section 106 (S106) of the Town and Country Planning Act 1990 allows a local planning authority (LPA) to enter into a legally-binding agreement or planning obligation with a landowner in association with the granting of planning permission. The obligation is termed a Section 106 Agreement. These agreements are a way of

addressing matters that are necessary to make a development acceptable in planning terms. They are increasingly used to support the provision of services and infrastructure, such as highways delivering, recreational facilities, education, health and affordable housing.

Skills Development Centre - To encourage young people to develop the necessary skills to meet the demands of local and regional employers and to provide young people with relevant information to increase their opportunities for work and career progression.

The Way Forward – The formal name of the Plan presented

Trading Standards - Part of East Sussex County Council whose function is to enforce consumer related legislation.

Vision - A brief description of the ultimate outcome that Hailsham and its prospective partners are working towards.



HAILSHAM F→RWARD

**PUBLIC CONSULTATION
2013**

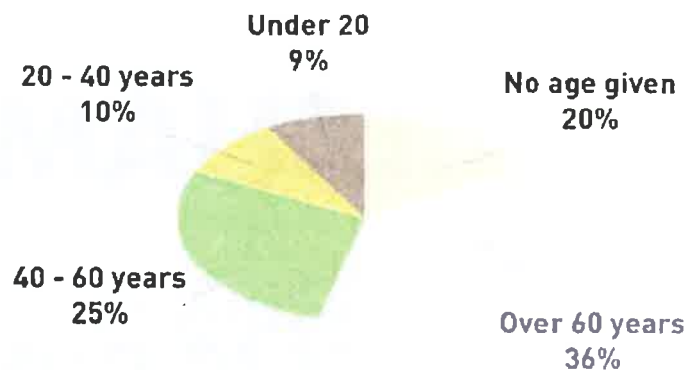


THE RESULTS

369

NUMBER OF COMPLETED QUESTIONNAIRES

218 BY WOMEN

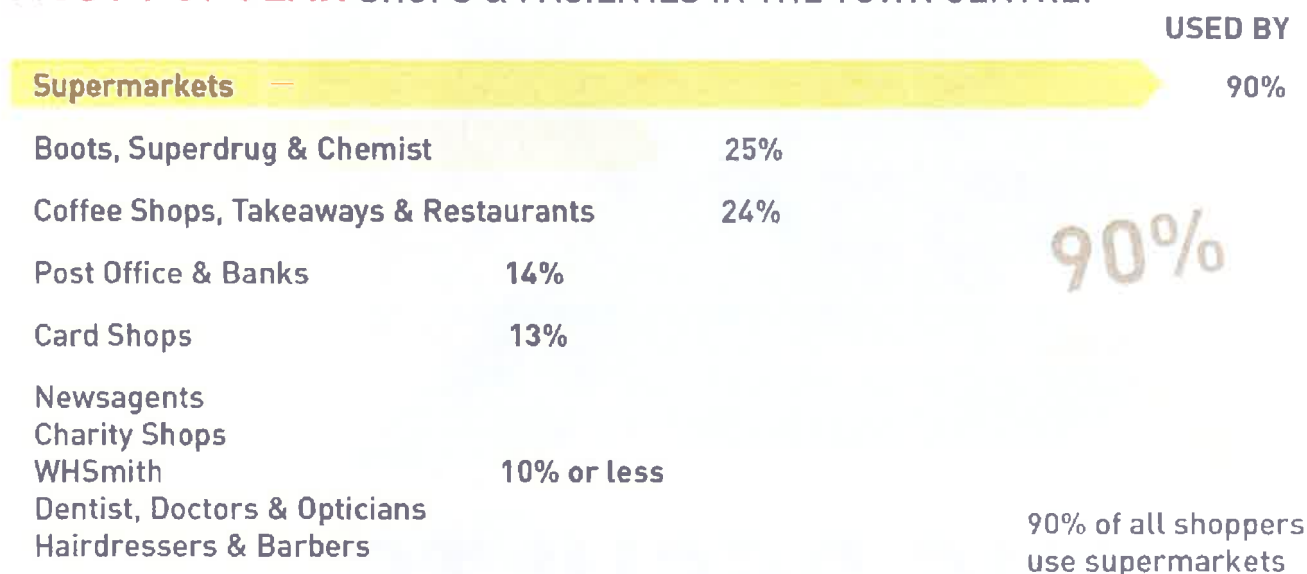


PARTICIPANTS' AGE GROUPS

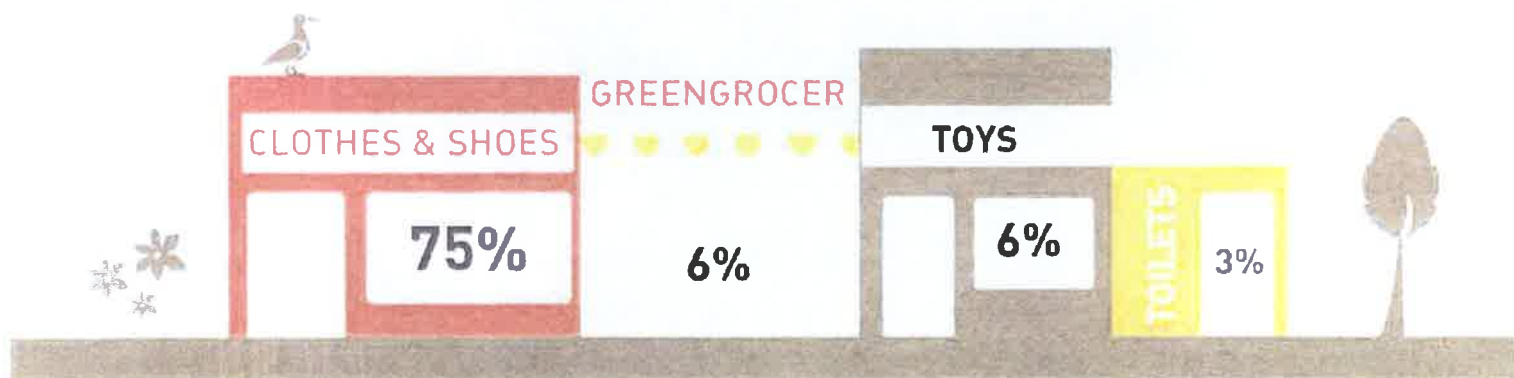
306 of the participants are from Hailsham and 63 from outside

1. SHOPPING IN THE TOWN CENTRE

MOST POPULAR SHOPS & FACILITIES IN THE TOWN CENTRE:



MOST WANTED SHOPS & FACILITIES FOR THE TOWN CENTRE:



2. SHOPPING IN THE INDUSTRIAL PARKS

MOST POPULAR

SHOPS & SERVICES IN THE INDUSTRIAL PARKS:



All shoppers in the industrial parks use Argos, Wickes, Jollyes and Car Servicing

86%

86% of all shoppers in the town centre also use services in the industrial parks

MOST WANTED SHOPS & SERVICES FOR THE INDUSTRIAL PARKS:

Homeware
GARDEN CENTRE
DIY

LARGEST OTHER
CATEGORY



60% of all shoppers would like to see more DIY & Homeware stores in Hailsham's industrial parks

MONEY SPENT IN HAILSHAM

AVERAGE SPEND
PER VISIT TO
HAILSHAM:

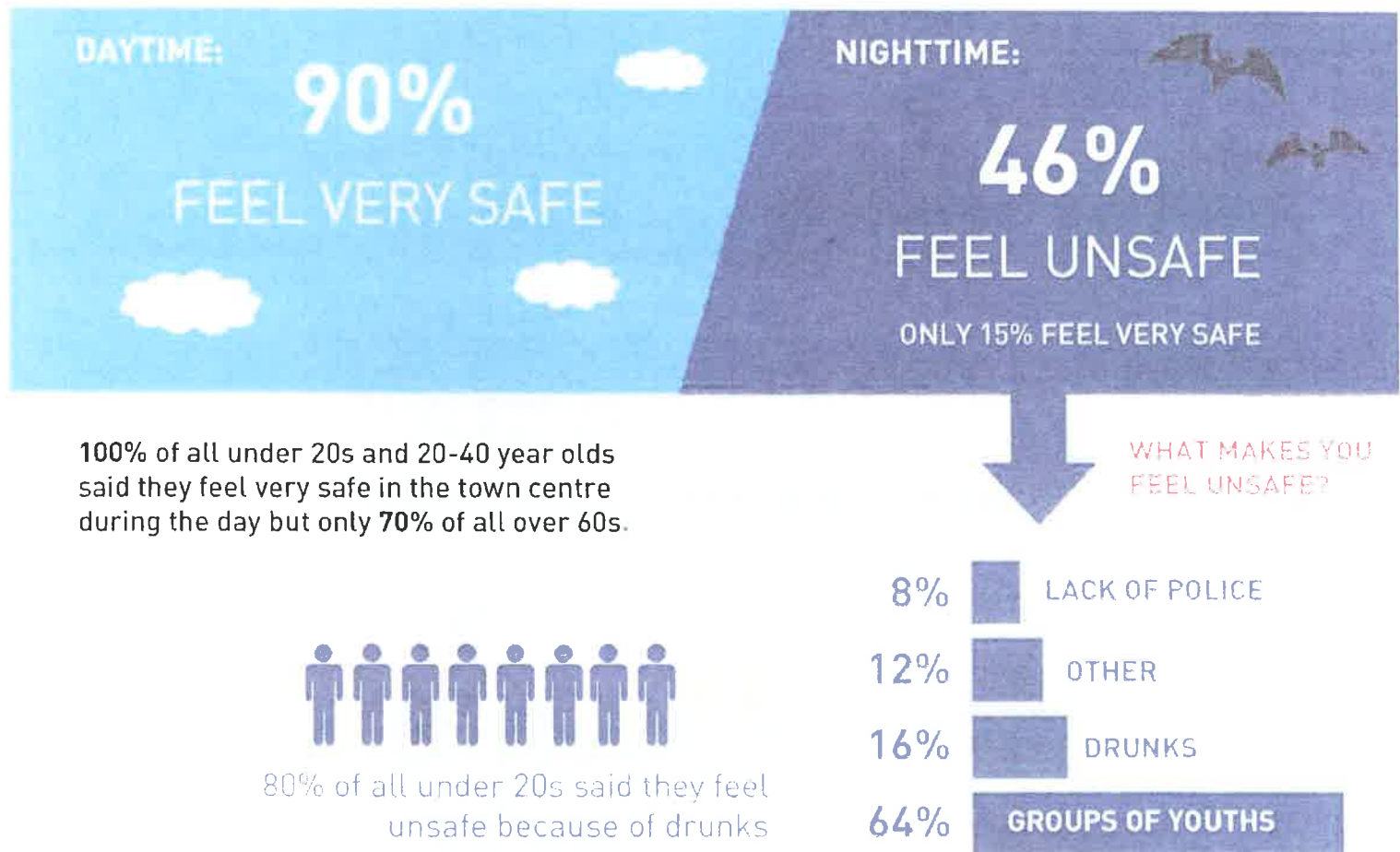
27%
spend on average
over £50



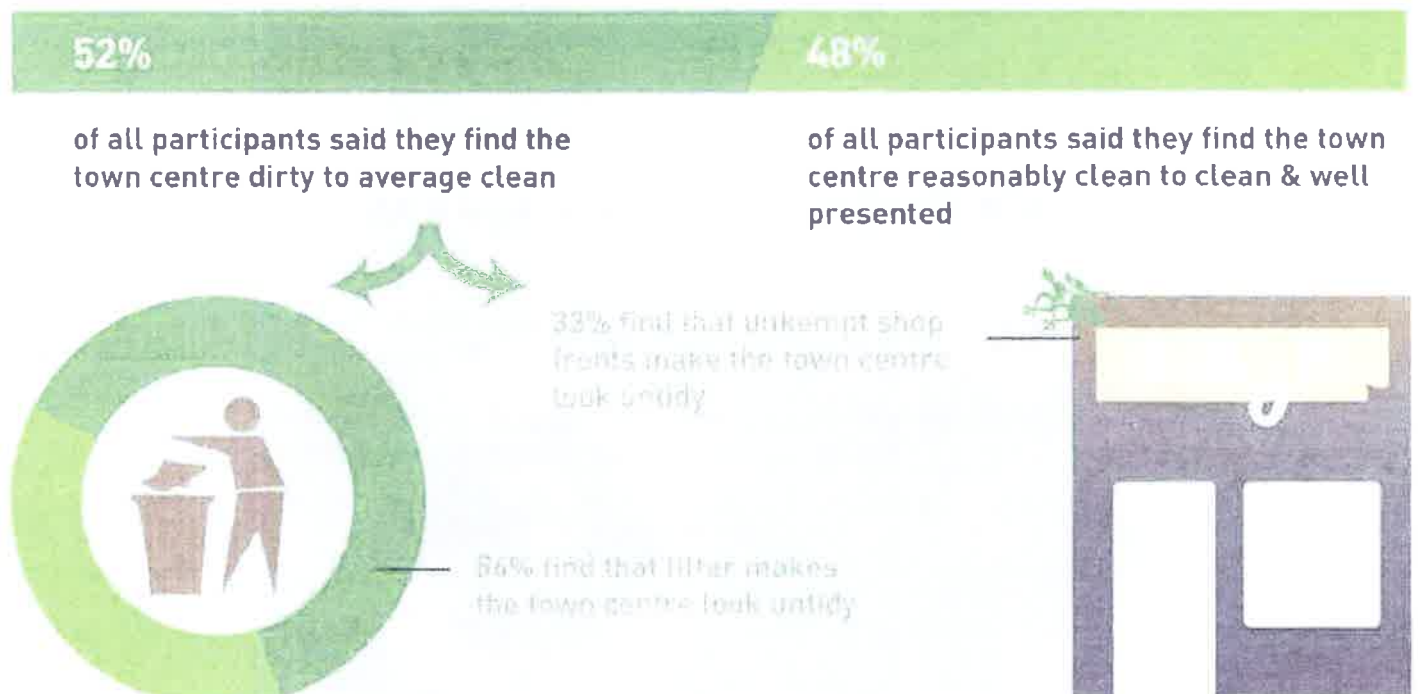
9%
spend on average
under £10

64%
spend on average
£10 - £50

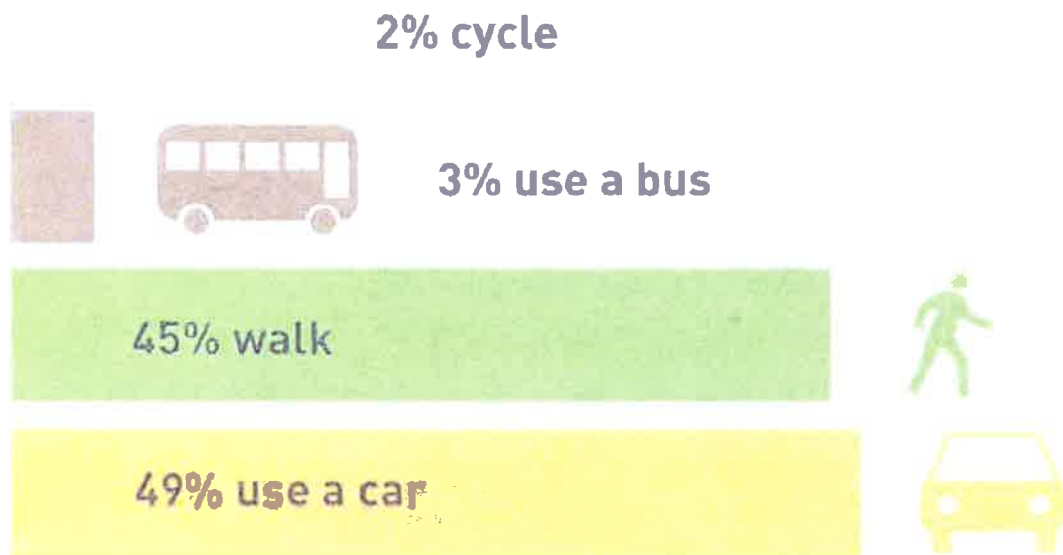
3. SAFETY IN THE TOWN CENTRE



4. CLEANLINESS OF THE TOWN CENTRE



5. GETTING INTO HAILSHAM



* The remaining 1% used taxi, moped or mobility scooter for transport

EASE OF TRANSPORT:



The main issues reported by car drivers are traffic congestion, disrupted traffic flow and parking



Bus services are seen as a viable option by 67% of the over 60s but only by 27% of the 40 - 60s



70% of all participants are aware of Hailsham's 2000 free car park spaces

HAILSHAM FORWARD CIC

Hailsham & Hellingly Business Plan Action Points

Introduction

The original plan was established following public consultation in 2013. The list is reviewed annually in July and the current objectives were established following the review in April 2019 and are listed below. Results of the recent public consultation undertaken as part of developing Hailsham Town Council's Neighbourhood Plan will be assessed and considered as part of future reviews of this plan.

This 'short list' comprises:

- Building a culture of collaboration
- Specialist Markets
- Town Centre Floral Displays
- Zero tolerance on dilapidated buildings
- Promotion of Hailsham's markets including the Farmers' Market
- Improvements to public transport infrastructure
- Movement and access around Hailsham and Hellingly
- Industrial Estates Access and Parking
- Communication with parties both inside and outside Hailsham
- Town & Shopping Guide – maintain and expand scheme to include more local information
- Sports & Youth Facilities – improvement to health & wellbeing of residents
- Provision of low cost start up business units.
- Establish Keep Trade Local Campaign
- Encourage links between education and business focussing on employment & training
- Safety & Security
- Hailsham FM & Hailsham News

To add a little more detail to these headings here are a few words to give a flavour of each.

Building a Culture of Collaboration

During and after the consultation process it became clear that there are many groups operating in and around the town that are all doing excellent work, aiding either directly or indirectly to improve the town for the residents and business community, however all have a limited reach in terms of gaining new support and all appear to suffer from a degree of apathy when it comes to getting people to come out and get involved. By creating a forum or platform for community groups, sports clubs, associations and interest groups to meet and share ideas and projects a more holistic approach to the marketing of, and involvement with the activities around the town can be achieved. The Hailsham Fun Day, held in July is a great example of how the community groups can come

together to create an activity for the whole town to enjoy, whilst raising the profile of the town and community groups within the town.

Specialist Markets

As a further development of the now successful events and markets in Hailsham it is intended to develop the events and markets to attract more businesses and visitors to the town.

Town Centre Floral Displays

By working with the business community Hailsham Forward would like to add to and compliment the excellent work done by Environment Hailsham in the town centre.

Zero Tolerance on dilapidated buildings

Working in partnership with the Hailsham Chamber of Commerce and other parties Hailsham Forward intends to communicate with landlords and tenants, and then instigate the desired changes by introducing the relevant people to each other and providing resources to facilitate work to be carried out.

Promotion of Hailsham's markets including the Farmers' Market

The markets in Hailsham add value and variety to the local shopping offer and will continue to be supported and promoted with the Street Market and other activities in the town.

Improvements to public transport infrastructure

Hailsham Forward had a clear message from the consultation process that this was a key issue for the town and its residents and as such gathered a good deal of information that will be useful in the context of delivering the public transport infrastructure needed in and around Hailsham. The development of the South Wealden Plan and the Hailsham Town Council Neighbourhood Plan will further inform the process of determining the public transport infrastructure required to meet the demands of an expanding town.

Movement and Access around Hailsham and Hellingly

Building on the excellent work that the MASHH group has started, the work of the group will need to consider Wealden's emerging Local Plan and the potential additional circa 2,500 homes for the area; as it develops solutions to keep the town's traffic moving. Part of the solutions must be to create a network of cycle/walking and running paths that connect all parts of the town including the connections between green spaces. Getting people out of cars for short journeys will reduce the pressure on the roads and car parks and will also have an impact on the environment. It is vital that these networks are part of the planning of new developments to avoid the difficult retro fit of connecting existing communities with the standards outlined in the Sports and Youth Facilities section below.

Industrial Estates Access and Parking

The feedback from the businesses that engaged in the original consultation showed a need for some attention to this increasing problem. The Hailsham Forward Executive Team has recently met with

the key East Sussex County Council member and officer to determine all the issues that the businesses on Hailsham's industrial parks face and how to start to address these. Further discussions with the businesses on the industrial estates will aid formulation of plans.

Communication with parties both inside and outside Hailsham

Often overlooked is the process of actually telling people what is going on – Hailsham Forward has seen evidence of this on many levels, not least with the Street Market, where, when talking to people outside of Hailsham in the surrounding villages, the message that a regular market was operating was somewhat lost – and many of these people are the very people we need. So, the plan would be to engage with surrounding parish, borough and district councils, similar town teams and external community groups to, in a similar way to the item of 'Building a Culture of Collaboration', cooperate with and cross promote events, issues and ideas. This can also go some way to ensuring that similar events don't clash, but also ensure that the best promotion of "what's on" takes place.

Town & Shopping Guide

The online guide is active and the QR Code signs are now available throughout the town centre, the Guide allows visitors to the town to see exactly the shops and businesses in the High Street area. The original concept for the scheme was to cover the business and industrial estates also, and this piece of work needs now to be started to expand the reach of the scheme.

Sports & Youth Facilities

There is a distinct need to deliver improved sporting leisure and youth facilities within the town. Hailsham is lucky to have the newly refurbished Freedom Leisure Centre; however, this only caters for one aspect of sport in the town. The good work of the various sports clubs and associations in and around the town (under the umbrella of the reinvigorated Hailsham Active formally Hailsham and District Sports Alliance) have a wide range of needs, which the new housing developments around the town could go some way to funding.

The national charity Fields in Trust champions the provision of outdoor spaces for sport, play and recreation and has published widely used and accepted benchmark standards 'Guidance for Outdoor Sport and Play – Beyond the Six Acre Standard'. Hailsham should use these guidelines as a minimum benchmark to ensure that adequate outdoor recreation space is provided to benefit residents and visitors to the town.

The current vision is to create a network of cycling/walking/running tracks that connect the town through the established Cuckoo Line. A recent report produced by cyclist Chris Boardman for Manchester highlighted the need for any cycle-path network created should be one which a 12-year-old would want to use. People do the easiest thing, so whatever we create must be easy, attractive and safe- all three, in that order, to convince those that do not cycle, walk or run already, to venture out in significant numbers.

Hailsham Forward can and should be involved in the 'health and wellbeing' of the town and its residents – something that sport delivers!

Provision of low cost start up business units

The Leap Cross small unit business centre has been designated for housing by WDC. There is a need for low cost start-up units in the town that Leap Cross has provided in the past. Hailsham Forward will work with WDC and part of the Local Plan to identify and secure such facilities for the future.

Establish Keep Trade Local Campaign

Hailsham Forward has agreed to support the Hailsham Shop Local initiative created by local businesses man. Local businesses pay a fee to have an interactive on-line business listing that is promoted to the extensive local audience that subscribes to the Hailsham News social media platform.

Encourage links between education and business focussing on employment & training

Establish and coordinate a forum for education providers, job centre plus, Hailsham Works the Now Charity Group and businesses to engage and discuss the needs and constraints each party to develop relevant vocational training and experience leading to job opportunities for the young people of Hailsham, reduce overall unemployment and any local skill gaps that exist.

Safety & Security

Establish more police presence within the town centre and industrial estates to reduce crime and the fear of crime.

Increase the provision of more attractions and events in the town centre to increase the public's use of the town which will help reduce the fear of crime. Extended use of the town centre especially at night will help bring about the cultural change required and reduce the anti social behaviour experienced and perceived in the town centre.

The provision of more sports and youth services as described above will also assist in the reduction of crime and the fear of crime in Hailsham.

Hailsham FM & Hailsham News

The local news, information and feedback provided by local radio and social media is invaluable to the town and Hailsham Forward will continue to work with both these organisations to ensure that local information and feedback is available and used as part of the work of the partnership and other interested parties.

Summary

There are many different strands to the work schedule proposed above, and all will take a differing amount of time, effort and run to varied timescales.

The delivery of the plan will provide a range of benefits to Hailsham including the increase in the number of visitors to the town and surrounding area.

Hailsham Forward has already built a reputation for being able to deliver in very short timescales projects that people showed interest in and the important thing for Hailsham Forward now is to focus on the projects that it can have a direct influence over or involvement in.

In a similar fashion to with the Street Market project, the format for delivery on these key issues would be to establish smaller working parties operating within a framework within set out by the executive team and reporting back to the wider stakeholder base at regular intervals.

Springboard vacancy rate - April 2019

10.4%

This survey

10.4%

Previous survey

9.2%

Last year's survey

The National Town Centre Vacancy Rate was 10.4% in April 2019.

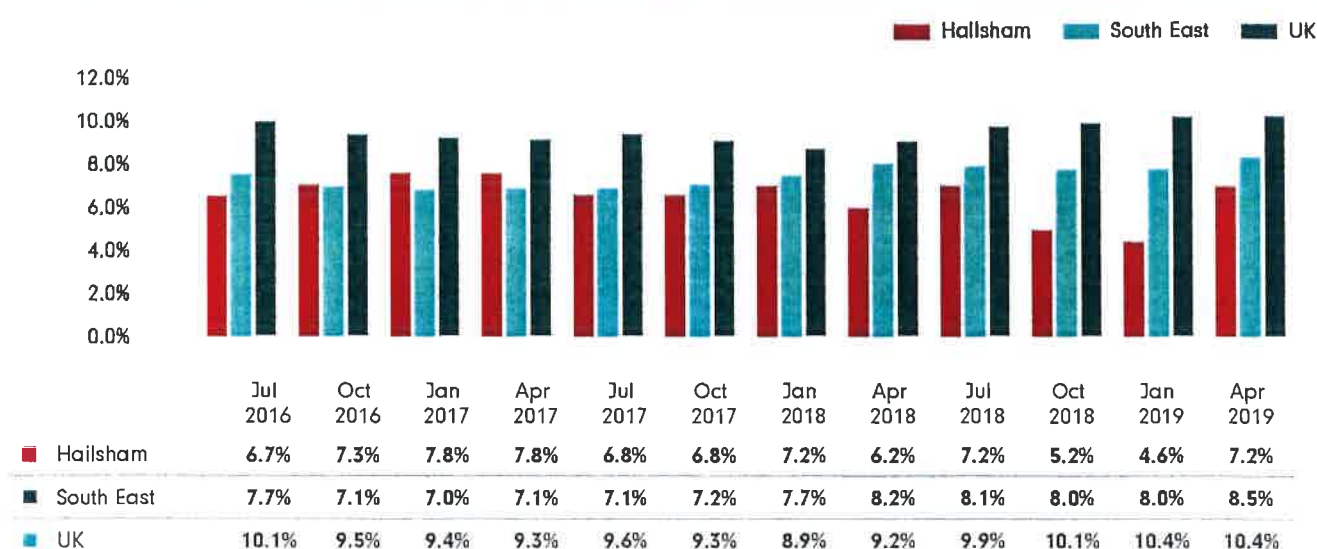
This is level with the vacancy rate of 10.4% in January 2019 which, in turn, was a 0.3% rise on the 10.1% vacancy rate recorded in October 2018.

The result this quarter, is also 1.2% higher than the same quarter last year and remains higher than the benchmark low of 8.7% recorded in January 2016.

Table of results

| | Vacancy rate (%) ground floor units | Independent units (%) |
|------------|--|-----------------------|
| Hailsham | 7.2% | 69.1% |
| South East | 8.5% | 35.3% |
| UK | 10.4% | 35.9% |

Long term trend



Report to: Hailsham Town Council

Date: 25th September 2019

By: John Harrison, Town Clerk

Title of Report: Standing Orders

PURPOSE:

To consider amendments to the Town Council's Standing Orders moved at the last meeting held on 17.07.2019 and standing adjourned to this meeting.

BACKGROUND:

It is a requirement that the Town Council's Standing Orders are reviewed annually. A decision was made not to review at the last Annual Council Meeting as many of the council were new and unfamiliar with the Standing orders.

Attached below are:

- The current Hailsham Town Council Standing Orders with the suggested amendments in red
- The National Association of Local Councils 'Model Standing Orders' for reference

From that document:

"Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them".

Standing Orders in bold in the HTC document are mandatory statutory requirements and cannot be amended, other than minor amendments to the wording that do not change the substantive meaning of the standing order.

RECOMMENDED AMENDMENTS TO HAILSHAM TOWN COUNCIL'S STANDING ORDERS FROM HTC MEETING 10.07.2019:

RESOLVED that Council makes the following amendments to its Standing Orders:

Standing Order 1 (a) Council starting times be 7.00pm

Standing Order 27 (b) to be removed

Standing Orders to be made gender neutral throughout.

And that they stand adjourned until the Council meeting on 25th September 2019.

Hailsham Town Council

Standing Orders



Hailsham
TOWN COUNCIL

This version – last amended and reviewed:
September 2019

CONTENTS

| S.O. | | Page No. |
|-------------|--|-----------------|
| 1 | Meetings Generally | 4 |
| 2 | Motions for a meeting that require written notice to be given to the Proper Officer | 7 |
| 3 | Motions at a meeting that do not require written notice | 8 |
| 4 | Handling confidential or sensitive information | 8 |
| 5 | Committees and sub-committees | 8 |
| 6 | Ordinary council meetings | 10 |
| 7 | Extraordinary meetings of the council and committees and sub-committees | 11 |
| 8 | Voting on appointments | 12 |
| 9 | Rules of debate at meetings | 12 |
| 10 | Closure | 14 |
| 11 | Rescission Of Previous Resolution | 14 |
| 12 | Disorderly conduct at meetings | 14 |
| 13 | Handling confidential or sensitive information | 14 |
| 14 | Draft minutes | 15 |
| 15 | Code of conduct and dispensations | 15 |
| 16 | Code of conduct complaints | 16 |
| 17 | Proper Officer | 17 |
| 18 | Responsible Financial Officer | 18 |
| 19 | Accounts and accounting statements | 18 |
| 20 | Financial controls and procurement | 19 |

| S.O. | | Page No |
|-------------|---|----------------|
| 21 | Responsibilities to provide information | 21 |
| 22 | Responsibilities under Data Protection Legislation | 22 |
| 23 | Relations with the press/media | 22 |
| 24 | Execution and sealing of legal deeds | 22 |
| 25 | Communicating with District and County councillors | 22 |
| 26 | Restrictions on councillor activities | 23 |
| 27 | Standing orders generally | 23 |
| 28 | Canvassing Of and Recommendations by Members | 23 |
| 29 | Interests | 24 |
| 30 | Planning Applications | 24 |

Hailsham Town Council Standing Orders – Review July 2018

1. Meetings |Generally

- F** Full Council meetings
- C** Committee meetings
- S** Sub-committee meetings

FCS a. Meetings of the Council shall be held at the Hailsham Town Council Offices, Market Square, Hailsham at **19:00 (7.00 p.m.)** hours unless the Council otherwise decides at a previous meeting.

Questions from members of the public will commence at **19:00 (7.00 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.

F 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.

F 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.

C 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

FC 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 **their** 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.

FC m. A person may not orally report or comment about a meeting as it takes place if **they are 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**

FC 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.

F 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 **their absence be done by, to or before the Vice-Chairman of the Council (if any).**

F 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.

FCS 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.

- FCS** **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 **their** casting vote whether or not **they** 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.

- FCS** **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 **their** 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 **their right to participate and vote on that matter.**

- F** **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.

- FCS** **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.**

- CS
- x. A meeting shall not exceed a period of three hours.
 - y. If three council committee members present at a meeting of a Committee or Sub-Committee request it not to exercise its executive powers, or any delegated authority it has as defined in its terms of reference, in respect of a matter under consideration, then it shall not do so and shall make a recommendation to Council instead. This will then be debated fully at the next meeting of full council and no decision shall be made except by resolution of full council.

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/or 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 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 Town Clerk or the Deputy Town Clerk by mid-day on the day of the meeting that they are unable to attend
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee.

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 they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.**
- g The Vice-Chairman of the Council, if any, unless they resign or become 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, they 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, they shall preside at the meeting until a new Chairman of the Council has been elected. They 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 **their** 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. 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 exerciseable by the chairman of the meeting.

9. 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 **their** 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 **they** 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 **they consider** has been breached or specify the other irregularity in the proceedings of the meeting **they are** concerned by.
- p A point of order shall be decided by the chairman of the meeting and **their** 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

10. 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), **they** shall forthwith put the motion. If the motion “that the question be now put” is carried, **they** shall call upon the mover to exercise or waive **their** 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.)

11. Rescission 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.

12. 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 12b 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.

13. Management of Information

- a. The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data)

which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of the personal data.

- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential or personal data without legal justification.

14. 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, **they** 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 **their** 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.

15. 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 **they have** 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 **they have** a disclosable pecuniary interest. **They** may return to the meeting after it has considered the matter in which **they** had the interest.
- c Unless **they have** 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 **they have** another interest if so required by the council's code of conduct. **They** may return to the meeting after it has considered the matter in which **they** 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 granted 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.**

16. 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 them. Such action excludes disqualification or suspension from office.**

17. 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 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 **their** 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.

18. 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.

19. 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.

20. 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 **Where the estimated value of a public contract exceeds £25,000 (net of VAT) the council must comply with Articles 109 to 114 of the 2015 regulations Regulation 110 which provides that the council must advertise a contract opportunity, is summarized below as follows:**
- a) It must advertise the contract opportunity on the "Contract Finder" website – Whether or not it advertises the opportunity elsewhere.
 - b) It must advertise the contract opportunity on Contract Finder within 24 hours of advertising elsewhere.
- Further details regarding this process can be found in the Council's Financial Regulations.
- e 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.
- f 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.
- g **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for public works contract (or other thresholds determined by the European Commission every two years and published in the Official of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- h **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published by OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

21. Responsibilities to provide information

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

22. Responsibilities Under Data Protection Legislation

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

23. Relations with the press/media

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

24. Execution and sealing of legal deeds

- 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. **[REMOVE]**
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after they have delivered their acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

28. 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. 28a and b (above) shall apply to tenders and contracts as if the person making the tender were a candidate for an appointment.

29. Interests

If a candidate for any appointment under the Council is to **their** knowledge, related to any member of, or the holder of any office under the Council, **they** and the person to whom **they are** 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.*

30. 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.

MODEL STANDING ORDERS 2018 (ENGLAND)

**National Association of Local Councils (NALC)
109 Great Russell Street
London
WC1B 3LD**

020 7637 1865 | nalc@nalc.gov.uk | www.nalc.gov.uk

© NALC 2018. All rights are reserved. No part of this publication may be reproduced or used for commercial purposes without the written permission of NALC save that councils in membership of NALC have permission to edit and use the model standing orders in this publication for their governance purposes.

Permission is given to use NALC's logo in the presented format only.

| | |
|--|-----------|
| INTRODUCTION..... | 4 |
| 1. RULES OF DEBATE AT MEETINGS | 6 |
| 2. DISORDERLY CONDUCT AT MEETINGS | 8 |
| 3. MEETINGS GENERALLY | 8 |
| 4. COMMITTEES AND SUB-COMMITTEES..... | 12 |
| 5. ORDINARY COUNCIL MEETINGS..... | 13 |
| 6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES..... | 15 |
| 7. PREVIOUS RESOLUTIONS | 15 |
| 8. VOTING ON APPOINTMENTS | 16 |
| 9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER..... | 16 |
| 10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE..... | 17 |
| 11. MANAGEMENT OF INFORMATION | 17 |
| 12. DRAFT MINUTES | 18 |
| 13. CODE OF CONDUCT AND DISPENSATIONS..... | 19 |
| 14. CODE OF CONDUCT COMPLAINTS..... | 20 |
| 15. PROPER OFFICER..... | 21 |
| 16. RESPONSIBLE FINANCIAL OFFICER | 22 |
| 17. ACCOUNTS AND ACCOUNTING STATEMENTS..... | 22 |
| 18. FINANCIAL CONTROLS AND PROCUREMENT | 23 |
| 19. HANDLING STAFF MATTERS..... | 25 |
| 20. RESPONSIBILITIES TO PROVIDE INFORMATION..... | 26 |
| 21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION | 26 |
| 22. RELATIONS WITH THE PRESS/MEDIA | 27 |
| 23. EXECUTION AND SEALING OF LEGAL DEEDS | 27 |
| 24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS | 28 |
| 25. RESTRICTIONS ON COUNCILLOR ACTIVITIES | 28 |
| 26. STANDING ORDERS GENERALLY..... | 28 |

INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's 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 council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

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

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), 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.

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

| | |
|------------------------|---|
| Full Council meetings | ● |
| Committee meetings | ● |
| Sub-committee meetings | ● |

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice 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].**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed () minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than () minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i [A person shall 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.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- 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 there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) 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 and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

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

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

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

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

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

- w **If a meeting is or becomes inquorate no business shall be transacted**
 and the meeting shall be closed. The business on the agenda for the meeting
 shall be adjourned to another meeting.
- x A meeting shall not exceed a period of () hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), 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;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- 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 decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) 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 there is one, 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 annual 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 shall 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 annual 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 shall give a casting vote in the case of an equality of votes.

- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business 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;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable 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 policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, 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 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 shall 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 call an extraordinary meeting within () days of having been requested to do so by () members of the committee [or the sub-committee], any () members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. **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, 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) has been disposed of, no similar motion may be moved for a further six months.

8. 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.

9. 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 for which it is tabled 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 () clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least () clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. 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 other 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 or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

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

12. **DRAFT MINUTES**

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

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

 "The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

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

- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - 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;**
 - 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.**

14. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District or Unitary 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, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - 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 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.**

15. **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. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, 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;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority 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 (if there is one) of the Council] OR [Chairman or in his absence Vice-Chairman (if there is one) 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 there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. **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.

17. **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".
- 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 (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) 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 (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

- iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or**

other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. **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.
- 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 (if there is one) 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 member of staff's job title]. The reviews and appraisal shall be reported in writing and are 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 member of staff (or other members of staff) 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 member of staff'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 as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

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

22. **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.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

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

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

The above is applicable to a Council with a common seal.

OR

[Subject to standing order 23(a), 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.

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

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

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised 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.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal 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.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d 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: 25th September 2019

By: John Harrison, Town Clerk

Title of Report: Hailsham Aspires

PURPOSE:

To note an invitation for HTC to the Wealden district Council 'Hailsham Aspires' project board and discuss what protocols or processes will be involved in HTC responding to the WDC Project.

Council is asked to note the following invitation from Wealden District Council:

The sponsor board for the Hailsham TC redevelopment project have been considering the importance of having a representative from the Town Council on the board as the project is hopefully taken forward over the next few years

Therefore I have been asked by Trevor Scott CE of WDC to formally invite the Mayor of Hailsham Town Council to attend future meetings of the VF Sponsor Board.

The attendance of the current and any future holders of the post its is hoped will be a clear signal of the key leadership role the town is to play as to how the project is first formulated and in time developed .

The next meeting of the VF Sponsor Board Meeting will be held on the 13th November at 2pm in the Wealden DC offices. Future meeting will likely be held quarterly and the dates will be confirmed at November's meeting.

We look forward to the current Mayor - Cllr Paul Holbrook attendance and input at the November meeting .

Council is also asked to consider what protocols or processes will be involved in HTC responding to the WDC Project.

(for e.g. to include the project as a standing item on a council or committee agenda, to ensure the Town Council is fully represented at the Sponsor Board meetings?)

Report to: Hailsham Town Council

Date: 25th September 2019

By: John Harrison, Town Clerk

Title of Report: Defibrillators

PURPOSE:

To consider funding the replacement defibrillator cabinet at Vicarage Field,

BACKGROUND:

In 2015 Hailsham Town Council arranged to have five public access, externally positioned defibrillator units positioned in and around the town.

The locations of these units are: Vicarage Field Health Centre, Hailsham Police Station, Hailsham Library, Chandlers BMW, Hailsham east Community centre. The location and installation of the units was agreed with the building owners, and in some cases it was a requirement that the installation be carried out by that organisations approved contractors (for e.g. at the health centre, the NHS contractors did the installation).

These units are external units, therefore they are sufficiently robust to protect the expensive equipment they contain from the elements and are wired into the building to ensure the fan that controls temperature and the electronic mechanism for accessing the defibrillator pads are constantly in use. The defibrillators themselves are accessed by phoning 999 and asking for the combination code for the cabinet. Each cabinet has therefore been registered with the relevant emergency service.

It has also been necessary to commission the Eastbourne Area Community First Responders to do monthly checks on the units and on occasion it has been necessary to purchase new pads for the defibrillator units as they have a limited shelf life.

The original cabinets purchased are now outside of their warranty and it has become apparent that there is a fault with the cabinet installed at the Vicarage Field Health Centre. Electricians have examined this unit and advised:

Inspected unit - as before . Unit was beeping due to sensor not setting due to latch not connecting . This is a manufacturer's fault - recommend new DEFIB unit.

The unit is persistently beeping which is causing a nuisance, and therefore requires replacement. It is currently disconnected and noted as 'Out of Order'.

Financial Implications:

When originally ordered in 2015 the cost of the units was as follows:

- iPad SP1 AED Defibrillator (Semi-Automatic or Fully Automatic Version) - £841.75 + VAT
- DefibSafe External Cabinet - £540.00 + VAT

Ongoing contract with Eastbourne First Responders: £500.00

Replacement iPad SP1 Adult defibrillator pads £35.00

The council has previously used the leftover amount from the original fund to cover the contract and replacement parts and pads. There is currently £282.28 left in 'Defib budget'.

The replacement cabinet will require professional installation. The Health Centre have informed the Town Clerk that it is preferable if their electrical contractor installs the unit and then re-charge the council.

Council is asked to consider:

Whether to purchase a new defibrillator cabinet for the Health Centre, with funding from the community contingency fund (at approximately £600 for a new unit plus installation costs TBC).

Whether to agree NOT to purchase a new unit and instead use the existing defibrillator at the James West Centre with a cabinet purchased from existing Hall Maintenance budget, thus making a saving.

Report to: Hailsham Town Council

Date: 25th September 2019

By: John Harrison, Town Clerk

Title of Report: Committee Membership

Purpose:

To consider amendments to the Council's Committee Membership.

MEMBERSHIP OF COMMITTEES, SUB-COMMITTEES and WORKING GROUPS 2019-2020 (AS AT 20.09.2019)

| Total Posts (5X7 = 35 + 2) | 37 | % of Council | Committee Seats Per Group | Seats Occupied | Difference |
|------------------------------------|-----------|---------------------|--------------------------------------|-----------------------|-------------------|
| Council Make Up | 18 Seats | 100.00% | 37.0 | 0 | |
| Conservative | 6 | 33.33% | 12.3 | 13 | 1 |
| Liberal Democrat | 6 | 33.33% | 12.3 | 11 | -1 |
| Independent (K. Hinton) | 1 | 5.56% | 2.1 | 3 | 1 |
| Independent (M. Laxton) | 1 | 5.56% | 2.1 | 2 | 0 |
| Independent (K. Nicholls) | 1 | 5.56% | 2.1 | 2 | 0 |
| Independent (T. Powis) | 1 | 5.56% | 2.1 | 2 | 0 |
| Independent (J. Puttick) | 1 | 5.56% | 2.1 | 2 | 0 |
| Independent (A.M. Ricketts) | 1 | 5.56% | 2.1 | 2 | 0 |
| | 18 | 100.00% | 37.0 | 37 | 0 |

| | STANDING COMMITTEES | | | | | SUB COMMITTEES |
|--------------------|---------------------------------------|------------------------|---------------------|---------------------|-----------------------------------|---------------------------|
| Committee | Finance, Budget, Resources & Staffing | Planning & Development | Communities | Assets Management | Neighbourhood Planning | Post Office Working group |
| 1 | Ben Granville | Anne-Marie Ricketts | Anne-Marie Ricketts | Ben Granville | Kevin Balsdon | Anne-Marie Ricketts |
| 2 | Trevor Powis | Kevin Balsdon | Karen Nicholls | Trevor Powis | Karen Nicholls | David Cottingham |
| 3 | Kelvin Hinton | Craig Tasane (V) | Chris Bryant | Chris Bryant | David Cottingham | Mary Laxton |
| 4 | Gavin Blake-Coggins (C) | John Puttick (C) | Alexa Clarke (C) | Kelvin Hinton (V) | Kelvin Hinton | Amanda O'Rawe |
| 5 | Paul Holbrook | Amanda O'Rawe | Gavin Blake-Coggins | Craig Tasane | Mary Laxton (C) | Paul Holbrook |
| 6 | Richard Grocock (V) | Barbara Holbrook | Amanda O'Rawe | Mary Laxton | John Puttick (V) | Nigel Coltman |
| 7 | Nigel Coltman | Paul Holbrook | Nigel Coltman (V) | Paul Holbrook | Paul Holbrook | |
| 8 | | | | Richard Grocock (C) | Nigel Coltman | |
| Substitutes | | | | | | |
| 1 | Chris Bryant | Gavin Blake-Coggins | Kevin Balsdon | Nigel Coltman | Alexa Clarke | Alexa Clarke |
| 2 | David Cottingham | Alexa Clarke | Ben Granville | David Cottingham | Barbara Holbrook | Gavin Blake-Coggins |
| 3 | Mary Laxton | Nigel Coltman | Barbara Holbrook | Barbara Holbrook | | |
| 4 | Amanda O'Rawe | Ben Granville | Trevor Powis | Amanda O'Rawe | | |
| 5 | | Mary Laxton | Craig Tasane | John Puttick | | |
| 6 | | Amanda O'Rawe | | | | |
| 7 | | Trevor Powis | | | | |
| 8 | | | | | | |
| | | | | | Lay members Frank Berry | |

Report to: Hailsham Town Council

Date: 25th September 2019

By: John Harrison, Town Clerk

Title of Report: Plastic Free Hailsham

PURPOSE:

To receive an update on the Plastic Free Hailsham Initiative

BACKGROUND:

Previous Resolutions:

HTC 17.07.2019 (Minute Ref HTC/20/1/141.1-141.2)

Motion 167 – Plastic Free Hailsham

Councillor Laxton proposed the following motion. It was seconded by Councillor Nicholls:

We would request that Hailsham Town Council supports and endorses a Plastic Free Hailsham both in our community and in the town council premises.

We will start the process by implementing the refill a bottle scheme. Then by natural progression other initiatives will follow.

Councillor Laxton said that passing this motion would not require any dedicated officer resources as the scheme would be driven by volunteers who currently litter pick on a regular basis.

RESOLVED *that Hailsham Town Council supports and endorses a Plastic Free Hailsham both in our community and in the town council premises.*

We will start the process by implementing the refill a bottle scheme. Then by natural progression other initiatives will follow.

Update:

- The list of the 21 refill stations.
- To have a small working group of 2 others for 1 meeting to review and 're vamp the environmental charter put in tangible targets

-
- To identify 3 attainable targets to reduce plastic and paper in the council which would tie in nicely with our thoughts about Our Hailsham magazine being digital
 - Other areas I had considered were we need to look at all the banners we order for advertisements for events.....plastic !
 - Do we need the coffee machine with all its plastic pouches!
 - Plus others may have thoughts and tangible ideas.

Businesses Signed Up to Refill Hailsham Initiative

Refill stations in Hailsham and surrounding villages which people can now use for free include:

- Bebble's Langos (George Street)
- Buckler's (St Mary's Walk)
- Callender's Restaurant (High Street)
- Costa Coffee (High Street)
- Crane & Co Estate Agents (High Street)
- Dippy Doodahs (High Street)
- Frame Works (High Street)
- Gregg's (Boship Roundabout)
- Hailsham Jewellers (High Street)
- Hot-Dogs Grooming (George Street)
- Portman Smile Clinic (High Street)
- Ribs & Co (George Street)
- Scolfes (Boreham Street)
- Starbucks (Boship Roundabout)
- Tatty Matts (Lansdowne Crescent)
- The Deli (St Mary's Walk)
- The George Hotel – Wetherspoon's (George Street)
- The Little Bake Shop (Herstmonceux)
- The Snug (High Street)
- The White Hart (Horsebridge)
- Wealden District Council Offices (Vicarage Lane)

People can also use the 'Refill App' on their smartphones, which enables them to locate nearby water stations, not just in Hailsham but around the country. The app can be downloaded via GooglePlay and AppStore.

For more information on the national Refill Scheme visit <https://refill.org.uk/>