



HAILSHAM TOWN COUNCIL AGENDA

**COUNCILLORS ARE SUMMONED TO ATTEND a meeting of the HAILSHAM
TOWN COUNCIL to be held at the Civic Community Hall, Vicarage Lane,
Hailsham, BN27 1BH,**

on

Wednesday 23rd July 2025 at 7.00 p.m.

1. **Public Forum**
(No more than 15 Minutes)
2. **Apologies for Absence**
To receive apologies for absence from Council members.
3. **Declarations of Interest**
To receive declarations of personal or prejudicial interest in respect of items on this agenda.
4. **Confirmation of Minutes**
To resolve that the minutes of the Annual Meeting of Hailsham Town Council held on 28th May 2025, and the Meeting of Hailsham Town Council held on 11th June 2025, are confirmed as correct records and signed by the Chairman.
5. **Chairman's Update**
To receive a verbal update from the Chairman of Hailsham Town Council
6. **Town Clerk's Update**
To receive a verbal update from the Town Clerk
7. **East Sussex County Council Update**
To receive an update from the East Sussex County Councillors for Hailsham
- 7.1 To discuss issues related to graffiti in the town
8. **Wealden District Council Update**

To receive an update from the Wealden District Councillors for Hailsham

9. **Committee Recommendations to Council**

To consider recommendations made by committees, which are outside of their terms of reference or otherwise were resolved as recommendations to full council.

10. **Standing Orders**

To review and consider any amendments to the council's Standing Orders

11. **Confidential Business**

To resolve that the press and public are excluded during the discussion on the next item of the agenda (12) as it concerns: the beginning of legal proceedings, terms and conditions of service or negotiations for contracts,(In accordance with the Council's Standing Orders No. 1E).

12. **Committee Recommendation to Council - CONFIDENTIAL**

To consider recommendations made by committees under confidential business, which are outside of their terms of reference or otherwise were resolved as recommendations to full council.



John Harrison, Town Clerk
17th July 2025

Gerard Fox, County Councillor Report for Hailsham Town Council

23rd July 2025

Hailsham New Town County Division Highways Update:

The table below gives data for works carried out in my county division over the last month and over the last 6 months.



Linden Court Reprieve:

I was pleased to see a reprieve for the 25 current users of the Linden Court service following a detailed interaction between campaigners, local politicians and council officers. It suggests that the County Council's process of identifying potential areas for savings, consulting on proposals, following the evidence base to explore whether those potential savings will be fully realised, and showing flexibility, is working well. However, this does not detract from the fact that savings will need to be found from elsewhere.

A22 MRN bid:

Following a review by the Labour government of the MRN & LLM programmes, I was pleased to learn that the A22 MRN bid remains intact and will be taken forward to the *Full Business Case* final stage. The roads minister wrote as follows to County Hall:

I have therefore announced today that 28 [of 70] schemes [in the programme] are moving ahead through construction or are continuing towards their Full Business Case stage.

This means that our local A22 corridor scheme is continuing. The detailed design and the full business case remain in development, with an anticipated current programme of submission by end March 2026.

High Street SGN Works:

Following a meeting with representatives of Hailsham taxi-cab drivers, I asked the county highways team to explore whether the terms of the SGN permit were being sensibly adhered to, look at the arrangements for the bus stop, and seek to re-open the taxi rank to ease access for customers, and improve high street traffic flow. I'm pleased to see that this has happened. Hopefully, this is working better now with the caveat that works will inevitably be disruptive throughout the summer.

Local Environmental Impact of Government Planning & Infrastructure Bill:

Some of you may be aware that I am an enthusiastic and life-long amateur astronomer and have been quite active in promoting the campaign to save the Herstmonceux Observatory Science Centre. See earlier website piece [here](#).

At Full Council on Tuesday July 8th, we debated a motion to ask the Labour Government to rethink elements of its Planning & Infrastructure Bill (currently going through its 3rd reading), which seeks to expedite and streamline the development process. The substantive concern was/is that our local nature assets may become a casualty of this dash for development.

Referencing the **recommendations of the Parliamentary Dark Skies APPG** (All Party Parliamentary Group), I asked opposition colleagues to agree to an amendment to their original motion, incorporating into it a demand for government to grant greater protections for our East Sussex Dark Skies which are a critical part of our County's Nature assets. The motion was amended and the motion gained enthusiastic cross-party support except for most of the Labour members. You can read about the debate [here](#).

Armed Forces Day:

ESCC Councillors and colleagues gathered to raise the flag at County Hall to show support for the Armed Forces.

Armed Forces Day took place on the 28 June and was an opportunity to show support for the men and women who comprise the Armed Forces community. It marked the culmination of a week of events which show support and appreciation for the Armed Forces community, including Reserves Day (25 June), which provides the country with an opportunity to recognise Reserve Forces.

East Sussex County Council has signed the Armed Forces Covenant, a commitment that those who serve or who have served in the armed forces, and their families will be treated fairly. ESCC is also a member of the Defence Employer Recognition Scheme meaning more support, jobs and flexibility for current or ex members of the armed forces.

More information is available [here](#).

Governance Services

Nature and tradition celebrated on Sussex Day

Sussex Day was marked in communities across East and West Sussex, with the counties' natural landscape being celebrated in 2025.

16 June was the feast day of Sussex's patron saint Richard, a 13th century Bishop of Chichester whose shrine at the city's cathedral used to attract nearly as many pilgrims as Thomas Becket's in Canterbury.

Sussex Day was founded by Ian Steedman from Brighton in 2006 with the aim of showcasing and celebrating the area's rich heritage and culture.

House of Commons speaker Lindsay Hoyle arranged for the flag of Sussex to be flown at the Houses of Parliament.

More information is available [here](#).

Adult Social Care:

Funding boost to help residents keep warm

A joint bid between East Sussex County Council and the county's five district and borough councils has secured £3.9m from the government's Warm Home Local Grant scheme.

The funding, from the Department for Energy Security and Net Zero, will help fund energy performance upgrades and low carbon heating for qualifying households over the next three years. The funding will be available for eligible people identified through a home energy efficiency assessment via the county council's Warm Home Check service.

Available all year round, the free Warm Home Check service offers telephone advice for anyone struggling to afford to keep warm at home, as well as money-saving advice and tips on how to stay warm for less.

Eligible households can also receive a home visit which includes advice on how to reduce energy costs, for example by switching suppliers, and details of the financial support available to help with home improvements and heating costs.

During the 12 months from April 2024 to March this year, the service carried out 461 warm home assessments and provided advice to over 12,000 residents.

More information is available [here](#).

Communities, Economy and Transport:

Consultation begins on plans for national park

The public are invited to have their say on priorities and targets for the South Downs National Park.

The consultation, which began on 9 June, is to help establish what the park does over the next five years. The consultation will close on 1 August. Proposed plans include increasing tree cover, cleaning up rivers, new pathways and building hundreds of affordable homes.

The draft plan sets out seven collective priorities between 2026 and 2031 – nature recovery, climate action, clean water, young people, welcome and access, arts and heritage, and a thriving, greener place.

The national park has 113,000 residents, with millions of people living around it, according to the authority. The final plan will be delivered in partnership with organisations including farmers, landowners and local authorities.

More information is available [here](#).

Ministerial visit marks launch of work support programme

A programme that will offer tailored support to help more than 2,900 East Sussex residents access employment has launched with a ministerial visit.

The Minister of State for Employment, Alison McGovern, visited Newhaven in June to mark the official launch of East Sussex's new Connect to Work programme, part of the Government's 'Get Britain Working' strategy.

The Department for Work and Pensions is providing up to £11 million for East Sussex County Council to deliver the programme, which will support people with health conditions, disabled people, or those with other complex barriers to employment through a voluntary, person-centred model of Supported Employment.

East Sussex is only the second delivery area in England and Wales to launch the programme.

More information is available [here](#).

Pupils pick winning book

Children from across the county have voted for their favourite read as the winner of the annual East Sussex Children's Book Award has been announced.

Hercules: The Diary of a (Sort Of) Hero by Tom Vaughan was revealed as this year's winner at an awards ceremony held at the De La Warr Pavilion in Bexhill.

Since December children aged 8 to 11 from across the county have been reading six shortlisted books before voting for their favourite last month. 300 pupils from 14 primary schools attended the awards event on 10 June.

As part of the award, over 1400 children attended author events at local schools where they had the opportunity to meet this year's shortlisted authors and hear them read excerpts from their books.

The award ceremony also included the presentation of prizes to children who entered competitions to write the best book review and creative writing piece and design a book cover or draw their favourite literary scene.

The East Sussex Children's Book Award is an annual competition run by East Sussex Libraries that aims to introduce children to new children's authors and encourage a 'county wide conversation' about books.

More information is available [here](#).

Free skills training courses for adults

East Sussex County Council has secured £2.6m government funding to launch the Skills Bootcamp programme which aims to help people develop the sector specific and professional skills that employers need.

The scheme offers flexible vocational courses of up to 16 weeks for self-employed people and employees, as well as for those who are unemployed. The courses, which range from level 2 (GCSE) to level 5 (foundation degree level), are open to anyone who is 19 years of age or over and living or working in the county.

Worth from £3,500 to £5,500, the courses are free of charge for unemployed people. Employers only need to make a small contribution to the course cost for their staff, an investment that will pay dividends in increased efficiency and skills.

For the majority of businesses in East Sussex who are termed as small and medium sized enterprises this will be a 10 per cent contribution and for larger employers with over 250 employees the contribution required will be 30 per cent.

Opportunities to train are available in the following sectors: construction and green construction skills, engineering and manufacturing, digital skills, teaching assistants and early years education, the land-based sector including viticulture, business and administration, hospitality, and health and social care.

On completion of a Skills Bootcamp course those who are unemployed or looking to change career are guaranteed a job interview with an employer for a current vacancy. The role available could be a full time or part time position, an apprenticeship, or training that may help people move into self-employment and secure contracts as a result.

For those already in work, the new skills gained may help employees access promotion opportunities or gain a new or additional area of responsibility in their current role.

More information is available [here](#).

Apprenticeship Roadshows showcase available opportunities

The Sussex Council of Training Providers, in partnership with East Sussex County Council and East Sussex Careers Hub, is holding free events in Hastings and Eastbourne.

An Apprenticeship Roadshows took place at the White Rock Theatre, Hastings on 24 June, with another event due to take place and at the Welcome Building, Eastbourne on 10 July from 4.30pm until 6.30pm.

Employers and training providers are on hand at the events to provide up to date information on apprenticeships from pre-employment schemes through to higher and degree level apprenticeships.

Apprentices, apprenticeship employers and training providers will share their experiences at the events through expert panel Q&A sessions.

Attendees are able to talk to employers about current and future apprenticeship vacancies and meet with training providers who can help match them with the most appropriate placement.

More information is available [here](#).

Gerard Fox

County Councillor

Hailsham New Town

Conservatives



Councillor report for HTC 23rd July

Percy Burton memorial event 13 September

Planning for the memorial event is well advanced and it is going to be a superb occasion. I recently went to Christchurch College at Oxford University to see the Historian there and get come more information about Percy. His name is on the memorial plaque on the Cathedral wall along with his elder brother who was also killed in action in 1941, they also gave me details of his old school in South Africa which I subsequently contacted.

Percy has a niece who still alive and still going strong at 94 years old. She has a grandson living in Weybridge. He has been invited to the ceremony as has his sister who lives in South Africa, They have both indicated they will attend. There may well be representation from his old school in Cape Town.

The Lord Lieutenant has confirmed he will be attending as has the local MP. Additional invitees are the Dean of Christchurch College Oxford and the Oxford University Air Squadron, our local 249 Squadron cadets, cadets from Eastbourne and veterans of the Hailsham British legion, The retired vicar from St Andrews Church in Tangmere where Percy is buried.

Formal Invitations from the Developer will be sent out very soon and please note that car parking is very restricted. There are only a few spaces available as it is still a building site, so if you do not get a special car park permit issued to you there will not be anywhere for you to park on site. There will be a shuttle bus from the town centre for those who wish to use it.

Final detailed timings are still being worked on, but the event will start around 11.30am where people will start gathering in the park. The Lord Lieutenant will be arriving at 12.15 and everyone will be expected to be there in position by then as protocol demands that he is the last to arrive.

After the dedication of the new memorial cross at the tree crash site, people will be asked to move across to the centre of the park where the LL will unveil a memorial information board detailing Percy and his heroism. The Lord Lieutenant will depart around 1.55pm. Let's hope we have fine weather on the day.

Highways

As usual, Highways matters make up most of my in-tray and there are many items to report to members.

Our local highways Steward has moved on in her career and I wish her well for her future. I am meeting with the new Steward in August when I come back from leave.

- **Lion house park**

Lion house park was once an isolated community on the edge of town, now with all the major housing developments, the town has grown out to meet the community.

The bend of the road at the end of Mill road/ Old Swan lane has become a significant hazard for elderly pedestrians to cross the road.

The residents of Lion house collected a petition for a safer pedestrian crossing and a 20mph speed limit at the entrance of Lion House Park which was presented at the full

County Council meeting in March in accordance with correct procedure. The published response from County Highways was on the agenda for the Lead member for Highways on 16th June. The petition was declined by the Lead member Cllr Claire Dowling at that meeting, a pedestrian crossing scheme could be looked at in the Autumn but would have to take the chance competing against other schemes at that time. If match funding can be found from other sources, then Highways could look at this again more favourably in the Autumn.

- **Utility road works in Hailsham**

As you are all aware, there continues to be a lot of utility roadworks in town and you may have seen survey markings all over the South road North street Western road. This has been by BT Openreach and they have applied for a license to do two days of works and temporary road closures at the end of August. They have also applied for a longer license in October but that has not been granted yet.

- **MASHH report -- Movement and Access Strategy for Hailsham and Hellingly South road bridge junction.**

At the last meeting we discussed the junction improvement and we viewed some initial drawings for a gyratory system at this junction. This is a major step forward for Highways to recognise that significant works are required at this junction, not just traffic lights at the top of Station Road which is the plan at the moment.

A22 works.

The 5 roundabouts on the A22 works are now scheduled to begin in September of 2026. The roundabouts will be constructed one at a time. The exact scheduling sequence of which roundabout gets done first is still to be decided but I have said that the new roundabout at the junction at Hempsted lane East should be the first to be completed as that will alleviate some of the pressure on South Road bridge.

Ersham road Triangle

No date is published yet for the works to begin on this junction.

- **Drainage works South road/Arlington Road East**

A resident contacted me about this matter and it has been ongoing for about two years now. A drain is blocked and causing localised flooding. First an investigation using CCTV was undertaken to identify the problem, then a plan to remedy the situation was put forward for funding. Funding was granted so the works have been put in the works program. I'm pleased to say that the works will start at the end of September. Works will take place at night and last for 4-5 days.

- **Road Studs (Cats eyes)**

I asked a question at full County Council about the maintenance and replacement of worn out Cats eyes, an essential safety feature on rural roads. It appears that is not something that the County Highways team currently undertakes, only if large sections of the road are resurfaced. Place committee meets next week so I will update the council on the position.

- **Hailsham Rotary Club**

They have contacted me as they wish to upgrade the Welcome to Hailsham signage at the entrances to the town. I discussed with County Highways and inevitably there is a form to fill out for this type of thing which the Rotary Club are now pursuing.

Burfields Academy

I am opposed to Academies and this saga perfectly illustrates why. The minutes of the Regional Schools Director's meeting held in March to merge two STEP academies Burfield and Pheonix or

the evidence submitted by STEP have still not been published despite a Freedom of Information Act request.

Cllr James Mc Cleary MP submitted written questions on our behalf in the House of Commons about the transparency of the Regional Schools Director advisory board decision making and members interests. (see my report to HTC in May 2025). The questions were submitted in January and I have a reply from the Minister dated 4th June 2025. The answer was unsatisfactory so I am meeting again with the Parliamentary staff on 22nd July to write additional questions. I will update members at the Town council meeting 24th .

The County council has taken a corporate decision to give London and The South East Academy Trust LSEAT the building to operate a primary schools referral unit. This is despite an introduction by myself to County Hall that another Multi Academy Trust is interested in turning the building into a much needed county SEND school.

Questions were asked to Cllr Standley, the lead member for Education and SEND at the full County council meeting by Mr Turner on the 8th July. The questions related to the lead member being aware of the connection and interests of a Mr Venchard. I asked a follow up question about decision making at County Hall. His reply was that it was a corporate decision and he didn't know of any connection until Mr Turner informed him several weeks ago.

I have subsequently asked the lead member for Education and SEND for an explanation as to how this corporate decision was made. He has replied that this decision was made by 4 Assistant Directors at the Education department County Hall

Mr Venchard, A member of the STEP academy board until May this year when he resigned, he is now a Director of LSEAT, He is also a co-opted member of the London Regional Schools Director's advisory board.

Again, I state that decisions of this magnitude and importance that affects Hailsham town and residents should be taken with openness, transparency and accountability but above all in the best interest of the people concerned, I see none of that here.

Linden Court Eastbourne

After a brilliant campaign by parents and local Councillors to oppose the closure of Linden Court, a facility for vulnerable adults in the Eastbourne area that includes 8 vulnerable adult users that live in Hailsham. The County Council Cabinet met on the 15th July and resolved to keep the facility open but to cap attendance at 25 clients daily. The campaign was high on emotion but the real work was the forensic dissection of the county figures used to recommend closure by the Council in the first place. It took a determined effort by all involved to overturn the original decision. The parents are pleased with the outcome but questioned why they were put through all the heartache, uncertainty and anxiety for the last 10months.

NHS matters HOSC -work program delays now in September.

At the last Health and Overview Scrutiny Committee 26th June the work program that was to report on the lack of primary care facilities in Wealden and Hailsham. This has been delayed until September now. This is very disappointing as the Government's new 10 NHS care plan may well delay matters even further. I again requested that a meeting be set up between all Hailsham Councillors and the NHS be set up so we can all ask what is the delay in providing primary care facilities in Hailsham.

Graffiti all over Hailsham town.

I find all this Graffiti tagging around the town to be unacceptable and we all have a part to play in combatting this nuisance. It is not a victimless crime the money spent on cleaning this up could be better spent of Children's SEND or adult social care.

I have met with the local PCSO lead for Wealden and we toured around the hotspots of Graffiti in Hailsham. The police will only act if a tagger is actually caught in the act or there is video evidence.

The London Road Bridge on the Cuckoo trail was a disgusting site with a huge amount of racist and vile stuff. I had that cleaned off by the Highways team at a cost of nearly £2000. The county

will clean off obscene graffiti like that but the response time is about 2 working weeks from the first report. They are in the process purchasing highly Graffiti resistant paint that will help for this area. The Highways team cannot keep attending to counter graffiti they don't have the time or resources. I have asked the police for the temporary installation of a cctv camera to catch those responsible.

The county Structures team are not adverse to having boards installed under this bridge so that any graffiti can be cleaned of easier. I'm meeting with the county Structures team on Tuesday and will update the council on Wednesday. It is a matter of who can or will pay for this installation and long term maintenance .

It is very sad for me to report that the Artists bridge artwork has been tagged after nearly 2 years of being completely free of any. This is a personal insult to me and the all the people who spent hundreds of hours to get this project completed. It cost £12000 to get this installation installed and it has improved the cultural life of the Town.



Cllr Steve Murphy
Hailsham Market

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Owner	John Harrison, Town Clerk
Reviewer	John Harrison, Town Clerk Emily Hastings, Corporate Services Manager
Previous versions	Feb 2024
Templates used/adapted	NALC
Approver	Full Council
Date approved	
Date of next review	1 year
Related policies/procedures	Financial Regulations
Policy covers	All HTC

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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.

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 **Offices 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 chair 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 chair 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 chair 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 chair of the meeting.

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

FC 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.
~~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. 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.

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 Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council **(if there is one if any)**.
- F** p. The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair **(if there is one)**, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting, subject to that meeting being quorate.
- FCS** q. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or **non-councillors** with voting rights present and voting.
- FCS** r. The chair 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 Chair of the Council at the annual meeting of the council.

- FCS** 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 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. **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.
- FCS** 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.

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 must be before any motion is carried on that agenda item. 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.
- CS**

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 chair 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 Chair, Vice Chair of Council, or both, shall be voting members of every committee as appointed by council at the Annual Council meeting or subsequently
- 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 **Proper Officer** ~~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 chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair 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 by resolution.

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 Chair and Vice-Chair of the Council.**
- f The Chair 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-Chair of the Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the council.**
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair 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 Chair of the Council has been re-elected as a member of the council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair 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 Chair 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 Chair 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 Chair of the Council may convene an extraordinary meeting of the council at any time.**
- b **If the Chair 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 chair 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 chair 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 exercisable by the chair 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 chair 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 chair 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 chair of the meeting, is expressed in writing to the chair.
- h 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.
- 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 chair.
- j Only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair 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 of 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 chair 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.
- p 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.
- q A point of order shall be decided by the chair of the meeting and their 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 requirements **or legal requirements**.
- s Before an original or substantive motion is put to the vote, the chair 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, 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 chair of the meeting**.

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 Chair 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 chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair 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 chair 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 Draft Minutes of a preceding meeting will be served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy and 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 chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair 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 chair 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 Chair of Council of this fact, and the Chair 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 their withdrawal of it;
 - iv. **convene a meeting of full council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office; (NOT BOLD IN NALC Standing Orders)**
 - 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~~ legislation and rights exercisable under data protection legislation, in accordance with and subject to the council's policies and procedures relating to the same;

- x. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- xi. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xii. manage the organisation, 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);
- xiii. arrange for legal deeds to be executed;
- xiv. 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;
- xv. manage the recording of every planning application notified to the council and the council's response to the local planning authority;
- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.

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 Finance Officer shall inform each councillor as soon as practicable after 30 June, 30 September and 31 December in each year that statements are available which 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 (or income and expenditure) 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 24 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. **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 referred to in in standing order 19(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to**

use an existing list of approved suppliers (framework agreement).

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

- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. ~~the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;~~
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility or relevant terms of reference.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility or relevant terms of reference for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed the threshold specified by the ~~Government Office of Governance Commerce~~ from time to time, the Council must consider whether the ~~contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details. Public Contracts Regulations 2015, or the Utilities Contract Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.~~**

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 **Subject to standing order 24(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

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~~ **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 ~~Wealden District~~

~~and East Sussex County Councils~~ the District and County Council OR Unitary Council representing the area of the 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 Any motion to suspend Standing Order No 11 ('Recission of a previous resolution') will require a special resolution carried by a majority of two-thirds of those present and voting.
- c 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.
- d 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.
- e The decision of the chair 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.