

BURSCOUGH TOWN COUNCIL

Standing Orders May 2021

RR Special addendum

These special addendum's relate only to the period whilst the Coronavirus Pandemic (Covid 19) effects the whole country and therefore the business workings of Burscough Town Council. The addendum will cease once the Government lifts all restrictions relating to the Coronavirus Pandemic (Covid 19).

These addendum's can be amended at anytime by the Council members should there be a need. Any amendments will be proposed seconded and voting appropriately and recorded according to protocol.

- 1. It was proposed by The Chairman (Cllr Kennedy) and Seconded by Cllr's Bell and Bailey:-
The Council extend the delegation of Council decisions to the Clerk in consultation with the Chairman and Vice Chairman (if the Vice Chairman is not available then any other Councillor) during any period of restricted activity declared by the Government in respect of Covid 19 Virus such delegation to enable the Council to fulfill its responsibilities to its residents.
The following Councillors voted for the proposal:- Cllr Kennedy, Cllr Bailey, Cllr Bell, Cllr Tribe, Cllr Ryley, Cllr Booth, Cllr Taylor, Cllr Moss and Cllr Hardisty.**

- 2. Burscough Town Council extends its delegation to enable Town Council meetings to continue via video technology to make decisions during any period of restricted activity declared by the Government during Coronavirus lockdown to enable the Town Council to fulfil its responsibilities to the residents and adhere to all necessary legislation. Proposed by Cllr Bailey and seconded Cllr Mackrell with an unanimous vote.**

A) Meetings

- 1. 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**

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free of charge or at a reasonable cost.

2. When calculating the 3 clear days for notice of a meeting to councillors and the public, 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 shall not count.
3. 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.
4. The period of time which is designated for public participation is at the Chairman's discretion. A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate, however the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response. A record of a public participation session at a meeting shall be included in the minutes of that meeting.
5. Any person speaking at a meeting shall address his comments to the Chairman. Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
6. Photographing, recording, broadcasting or transmitting the proceedings of a Meeting of the Town Council, or of a Committee of the Town Council is permitted. Photographing, recording, broadcasting or transmitting members of the public is not permitted without the member of the public's prior consent."
7. The press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
8. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman.

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9. 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.
10. All questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
11. The Chairman 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.
12. Unless standing orders provide otherwise, voting on any 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.
13. The minutes of a meeting shall record the names of councillors present.
14. If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.
15. The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.
16. An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.
17. 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 3.
18. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so

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adjourned shall be transacted at a following meeting.

19. Meetings shall not normally exceed a period of two hours.

B) Ordinary Council Meetings

1. 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.
2. 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.
3. If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
4. 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.
5. The election of the Chairman and Vice-Chairman (if any) of the Council shall be the first business completed at the annual meeting of the Council.
6. 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.
7. The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
8. In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
9. In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

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10. Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the Council, the order of business shall be as follows.
11. In an election year, delivery by councillors of their declarations of acceptance of office.
12. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
13. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
14. Review of the terms of references for committees.
15. Receipt of nominations to existing committees.
16. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
17. Review and adoption of appropriate standing orders and financial regulations.
18. Review of arrangements, including any charters, with other local authorities.
19. Review of representation on or work with external bodies and arrangements for reporting back.
20. Review of the Council's and/or employees' memberships of other bodies.
21. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

C) Proper Officer

1. The Council's Proper Officer shall be the clerk or such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
2. The Council's Proper Officer shall do the following.
3. Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting or electronically serve on councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and a sub-committee at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer.
4. Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
5. Include in the agenda all motions received unless a councillor has given written notice at least 4 days before the meeting confirming his withdrawal of

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- it.
6. Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office.
 7. Make available for inspection the minutes of meetings.
 8. Receive and retain copies of byelaws made by other local authorities.
 9. Receive and retain declarations of acceptance of office from councillors.
 10. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
 11. Keep proper records required before and after meetings;
 12. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
 13. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
 14. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
 15. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
 16. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

D) Motions requiring written notice

1. No motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 4 clear days before the next meeting.
2. The Proper Officer may, before including a motion in the agenda received in accordance with standing order above, correct obvious grammatical or typographical errors in the wording of the motion.
3. If the Proper Officer considers the wording of a motion received in accordance with standing order above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 4 clear days before the meeting.
4. If the wording or nature of a proposed motion is considered unlawful or 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 or rejected in the agenda.
5. Having consulted the Chairman or councillors pursuant to standing order 4.4 above, the decision of the Proper Officer as to whether or not to include the

motion in the agenda shall be final.

6. Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

E) Motions not requiring written notice

1. Motions in respect of the following matters may be moved without written notice.
2. To appoint a person to preside at a meeting.
3. To approve the absences of councillors.
4. To approve the accuracy of the minutes of the previous meeting.
5. To correct an inaccuracy in the minutes of the previous meeting
6. To alter the order of business on the agenda for reasons of urgency or expedience.
7. To proceed to the next business on the agenda.
8. To close or adjourn debate.
9. To refer by formal delegation a matter to a committee or an employee.
10. To appoint a committee or any councillors (including substitutes) thereto.
11. To receive nominations to a committee.
12. To dissolve a committee.
13. To note the minutes of a meeting of a committee.
14. To consider a report and/or recommendations made by a committee or a sub-committee or an employee.
15. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
16. To extend the time limit for speeches.
17. To exclude the press and public for all or part of a meeting.
18. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
19. To give the consent of the Council if such consent is required by standing orders.
20. To suspend any standing order except those which are mandatory by law.
21. To adjourn the meeting.

F) Rules of debate

1. Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
2. A motion shall not be considered unless it has been proposed and seconded.
3. A motion included in an agenda not moved by the councillor who tabled it,

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may be treated as withdrawn.

4. A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
5. A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
6. Any amendment to a motion shall be either:
 - i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.
7. A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
8. Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
9. One or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
10. The number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
11. If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
12. If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
13. The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
14. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
15. A councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point

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of order or to give a personal explanation.

16. During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
17. A point of order shall be decided by the Chairman and his decision shall be final.
18. With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
19. Subject to standing order 6.18 above, when a councillor's motion is under debate no other motion shall be moved except:
 20. to amend the motion;
 21. to proceed to the next business;
 22. to adjourn the debate;
 23. to put the motion to a vote;
 24. to ask a person to be silent or for him to leave the meeting;
 25. to refer a motion to a committee or sub-committee for consideration;
 26. to exclude the public and press;
 27. to adjourn the meeting;
 28. to suspend any standing order, except those which are mandatory.
29. In respect of the above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

G) Variation, Revocation and Suspension of Standing Orders

1. Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
2. A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

H) Minutes

1. If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
 - i. No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.
 - ii. Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

I) Committees

1. The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
2. shall determine their terms of reference;
3. may permit committees to determine the dates of their meetings;
4. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
5. may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer 3 days before the meeting that they are unable to attend;
6. an ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
7. may in accordance with standing orders, dissolve a committee at any time.
8. Sub-committees
9. Every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

J) Extraordinary meetings

1. The Chairman of the Council may convene an extraordinary meeting of the Council at any time.

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2. If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.
3. The Chairman of a committee may convene an extraordinary meeting of the committee at any time.
4. If the Chairman of a committee does not or refuses to call an extraordinary meeting within 3 days of having been requested by to do so by 3 councillors, those councillors may convene an extraordinary meeting of a committee. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 3 councillors.

K) Advisory committees

1. The Council may appoint advisory committees comprised of a number of councillors and non-councillors.
2. Advisory committees may consist wholly of persons who are non-councillors.

L) Rescission of previous resolutions

1. A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 3 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
2. When a special motion or any other motion moved pursuant to standing order
3. above has been disposed of, no similar motion may be moved within a further 6 months.

M) Voting on appointments

1. Where more than 2 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. Any tie may be settled by the Chairman's casting vote.

N) Confidential business

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1. Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
2. A councillor in breach of these provisions above may be removed from a committee by a resolution of the Council.

O) Matters affecting council employees

1. If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council or committee has decided whether or not the press and public shall be excluded.
2. The Chairman or in his absence, the Vice-Chairman shall upon a resolution conduct a review of the performance and/or appraisal of the Clerk and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by the Council
3. Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by the Clerk relates to the Chairman or Vice-Chairman this shall be communicated to another member of the Council.
4. Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
5. The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
6. Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
7. Only persons with line management responsibilities shall have access to employee records.

P) Code of Conduct

1. **All councillors shall observe the code of conduct adopted by the council, as follows:**

BURSCOUGH PARISH COUNCIL

MEMBERS' CODE OF CONDUCT

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1. You are a Member or Co-opted Member and hence you shall have regard to the principles listed.
2. You must comply with this Code whenever you act in your capacity as a Member or Co-opted Member.
3. Where you act as a representative of the Council on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or on any other body, you must, when acting for that other body, comply with this code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.
4. You must treat others with respect
5. You must not do anything which may cause the Council to breach any of the equality enactments (as defined in section 33 of the Equality Act 2006; bully any person; intimidate or attempt to intimidate any person who is or is likely to be a complainant, a witness, or involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council.
6. You must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature except where you have the consent of a person authorised to give it; you are required by law to do so; the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or the disclosure is reasonable and in the public interest; and made in good faith and in compliance with the reasonable requirements of the Council.
7. You must not prevent another person from gaining access to information to which that person is entitled by law.
8. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute.
9. You must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage.
10. You must act in accordance with all legal obligations, alongside any requirements contained within the Council's policies, protocols and procedures.

11. You must, when using or authorising the use by others of Council resources (i) act in accordance with the Council's reasonable requirements; (ii) ensure that such resources are not used improperly for political purposes (including party political purposes).
12. You must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986
13. When reaching decisions on any matter you must have regard to any relevant advice provided to you by the Council's chief finance officer; or monitoring officer where that officer is acting pursuant to his or her statutory duties.
14. You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

Q) Registering and declaring pecuniary and non-pecuniary interests

1. You must, within 28 days of taking office as a member or co-opted member, notify the Council's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the disclosable pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.
2. In addition, you must, within 28 days of taking office as a member or co-opted member, notify the Council's monitoring officer of any pecuniary or non-pecuniary interest which the Council has decided should be included in its register.
3. *If an interest has not been entered onto the Council's register, then the member must disclose the interest to any meeting of the Council at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest' described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.*
4. Following any disclosure of an interest not on the Council's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

5. Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a disclosable pecuniary interest as defined by regulations made by the Secretary of State.
6. Additionally, you must observe the restrictions the Council places on your involvement in matters where you have a pecuniary or non pecuniary interest as defined by the Council.

R) Interests other than Pecuniary Interests

1. In this Code “disclosable pecuniary interest” has the meaning given by Regulations made by the Secretary of State under the Localism Act 2011 and “meeting” means any meeting of the Council, the Cabinet, any of the Council’s or Cabinet’s committees, sub-committees, joint committees, joint sub-committees, or area committees.
2. *Registering Interests*
3. You must, within 28 days of your election or appointment to office as a member or co-opted member notify the Monitoring Officer in writing of your non-pecuniary interests where they fall within the following descriptions, for inclusion in the register of interests:
 4. Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
 5. Any body (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the Constitution.
 6. influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
 7. Any easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.
8. You must, within 28 days of becoming aware of any new interest or change to any interest registered under 10.1(1), notify the Monitoring Officer in writing of the details of that new interest or change.

S) Declaring Interests

1. Are connected person means (a) a member of your family or any person with whom you have a close association; or (b) any person or body who employs

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or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or (d) any body of a type described in paragraph 10.1(1)(i) or (ii).

2. Where you have a non-pecuniary interest in any business of your authority which relates to or is likely to affect a person described in 10.1(1)(i) or 10.1(1)(ii)(a), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.
3. Where you have a non-pecuniary interest but, by virtue of 10.4, sensitive information relating to it is not registered in the Council's register of members' interests, you must indicate to the meeting that you have a non-pecuniary interest, but need not disclose the sensitive information to the meeting.
4. Where you have a non-pecuniary interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

T) Register of Interests

1. Any interests notified to the Monitoring Officer as above will be included in the register of interests. A copy of the register will be available for public inspection and will be published on the Council's website.
2. Sensitive interests
3. Where you consider that disclosure of the details of the interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the Monitoring Officer agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have an interest, the details of which are withheld.
4. Non participation in case of pecuniary interest
5. Where you have a non-pecuniary interest in any business of your authority that interest will become a pecuniary interest where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest and where that business (a) affects your financial position or the financial position of a person or body described in 10.1(1), 10.1(2) or 10.2(2); or (b) relates to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in 10.1(1), 10.1(2) or 10.2(2). subject to paragraph (3) and (4), where you have a pecuniary interest in any business of your authority (a) you may not participate

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- in any discussion of the matter at the meeting (b) you may not participate in any vote taken on the matter at the meeting and (c) you must disclose the interest to the meeting.
6. In addition Council Procedure Rules require you to leave the room where the meeting is held while any discussion or voting takes place.
 7. 3) Where you have a pecuniary interest in any business of your authority, you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise and you leave the room where the meeting is held immediately after making representations, answering questions or giving evidence.
 8. (4) Subject to you disclosing the interest at the meeting, you may attend a meeting and vote on a matter where you have a pecuniary interest that relates to the functions of your authority in respect of housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
 9. School meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
 10. (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
 11. (iv) an allowance, payment or indemnity given to members;
 12. (v) any ceremonial honour given to members; and
 13. (vi) setting council tax or a precept under the Local Government Finance Act 1992.
 14. (5) Where, as an executive member, you may discharge a function alone, and you become aware of a pecuniary interest in a matter being dealt with, or to be dealt with by you, you must notify the Monitoring Officer in writing of the interest and must not take any steps or further steps in the matter, or seek improperly to influence a decision about the matter.
 15. Interests arising in relation to overview and scrutiny committees. In any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where (a) that business relates to a decision made (whether implemented or not) or action taken by the executive or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and (b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were

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present when that decision was made or action was taken, you may only attend a meeting of the overview and scrutiny committee for the purpose of answering questions or giving evidence relating to the business, and you must leave the room where the meeting is held immediately after making representations, answering questions or giving evidence.

U) Gifts and Hospitality

1. You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £100 which you have accepted as a member from any person or body other than the authority. The Monitoring Officer will place your notification on a public register of gifts and hospitality. This duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the authority for this purpose.

PRINCIPLES

V) **Selflessness**

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

W) **Honesty and Integrity**

1. Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

X) **Objectivity**

1. Members should make decisions on merit, including when making appointments, awarding contractors, or recommending individuals for rewards or benefits.

Y) **Accountability**

1. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Z) **Openness**

1. Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

AA) **Leadership**

1. Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

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2. All Councillors shall undertake training in Code of Conduct within 6 months of delivery of their declaration and acceptance of office.

BB) Disorderly conduct

1. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
2. If, in the opinion of the Chairman, there has been a breach of a standing order the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
3. If a resolution made in accordance with a standing order is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

CC) Allegations of breaches of the Code of Conduct and Complaints

1. *Complaints covered by the Code of Conduct for members should be properly directed to the monitoring office of the Principle Authority for consideration.*
2. Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
3. Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
4. The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chair) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.
5. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
6. Ensure that any background papers are not made public.
7. Ensure that the public and press are excluded from meetings as appropriate.
8. Ensure that the minutes of meetings preserve confidentiality.
9. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.

DD) Canvassing of and recommendations by councillors

1. Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
2. A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
3. This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

EE) Unauthorised activities

1. Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
2. inspect any land and/or premises which the Council has a right or duty to inspect; or issue orders, instructions or directions.

FF) Financial Matters

1. 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:
 2. the accounting records and systems of internal control;
 3. the assessment and management of financial risks faced by the Council;
 4. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
 5. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;
 6. procurement policies (subject to standing order 27.3 below) including the setting of values for different procedures where the contract has an estimated value of less than £20,000.
7. Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £20,000 shall be procured on the basis of a formal tender as summarised in standing order 30(c) below.
8. Any formal tender process shall comprise the following steps:
 9. a public notice of intention to place a contract to be placed in a local newspaper;
 10. a specification of the goods, materials, services and the execution of works shall

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- be drawn up;
11. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
 12. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
 13. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
 14. Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
 15. Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

GG) Expenditure

1. Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
2. The Council's financial regulations shall be reviewed once a year.
3. The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.
4. In accordance with a resolution, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.
5. All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
6. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments for the each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each

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councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

HH) Estimates/precepts

1. The Council shall approve written estimates for the coming financial year at its meeting before the end of January.
2. Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

II) Inspection of documents

1. Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

JJ)Freedom of Information Act 2000

1. All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
2. Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman, who shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests.

KK) Management of Information

1. 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.
2. 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

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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).

3. 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.
4. Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

LL) Responsibilities to provide Information

1. 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.

MM) Relations with the press/media

1. All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
 - a. In accordance with the Council's policy in respect of dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

NN) A1) Liaison with District and County Councillors

1. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillor of the District and County or Unitary Council representing its electoral ward.

OO) B1) Standing orders to be given to councillors

1. The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
1. The Chairman's decision as to the application of standing orders at meetings shall be final.

PP) C1) Handling staff matters

1. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall monitor absences and notify the chairman of Personnel Working Group of absence occasioned by illness or other reason and that person shall report such absence.
2. The chairman of Personnel Working Group 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 Parish Council.
3. 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 Personnel Working Group or in his absence, the vice-chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Parish Council.
4. 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 relates to the chairman or vice-chairman of Personnel Working Group this shall be communicated to another member of Personnel Working Group, which shall be reported back and progressed by resolution of Parish Council.
5. 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.

QQ) D1) Responsible Financial Officer

1. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.
2. In accordance with standing orders, persons with line management responsibilities shall have access to staff records.