

BELPER TOWN COUNCIL STANDING ORDERS

MEETINGS

- 1 (a) Meetings of the Council shall be held at St John's Chapel, The Butts, Belper at 7 pm unless the Council otherwise decides at a previous meeting. Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.
(b) Smoking is not permitted at any meeting of the Council.
- 2 The Statutory Annual Meeting:
 - (a) in an election year shall be held on a Tuesday within the period 4 days after the election day and 14 days thereafter, and
 - (b) in a year which is not an election year shall be held on the third Tuesday in May, unless otherwise determined by the Council.
- 3 There is a statutory requirement to hold at least three other meetings each year.
- 4 In addition to the Annual Meeting of the Council and any other meetings convened by the Town Mayor or by Members of the Council, meetings shall be held on the second Tuesday of each month with the exception of August (Council recess), or on such other Tuesdays as determined by the Council at its Annual Meeting.
- 5 The minutes of the meeting shall record the names of the councillors present.

DESPATCH OF PAPERS

- 6 Agendas for a meeting will be sent out at least three clear days prior to that meeting and items for inclusion on the agenda must be notified to the Town Clerk at least seven days before the meeting. 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 a bank holiday or a day appointed for public thanksgiving or mourning shall not count.
- 7 Where matters of an extremely urgent nature arise after the despatch of the agenda then the Town Clerk in consultation with the Leader of the Council may despatch a Supplementary Agenda provided there are at least three clear days before the meeting.

CHAIRING MEETINGS

- 8 (a) The person presiding at a meeting of the Council or of one of its committees or sub-committees may exercise all the powers and duties of the Town Mayor in relation to the conduct of the meeting.
(b) 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.
(c) 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.

PROPER OFFICER

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

CODE OF CONDUCT

- 10
- (a) All Members must observe the Model Code of Conduct Order 2007 (including 12(2)) which was adopted by the Council on 15 May 2007; a copy of which is annexed to these Standing Orders.
 - (b) Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.
 - (c) An interest arising from the code of conduct adopted by the Council, existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.

EXTRA ORDINARY MEETING

- 11
- (a) The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
 - (b) If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 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.

POWER OF WELLBEING

- 12
- (a) Before exercising the power to promote well-being, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
 - (b) The Council's period of eligibility begins on the date that the resolution under

standing order 12 (a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.

- (c) After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 12(b) above.

QUORUM

- 13 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 5.
- 14 If a quorum is not present when the Council meets or if during a meeting the number of Councillors present and not debarred by reason of a declared prejudicial interest falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Town Mayor may fix.

VOTING

- 15 Members shall vote by show of hands, or, if at least two Members so request, by signed ballot.
- 16 If a Member so requires, the Clerk shall record the names of the Members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.
- 17 (a) Subject to (b) and (c) below, the Town Mayor may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though s/he gave no original vote.
- (b) If the person presiding at the Annual Meeting would have ceased to be a Member of the Council but for the statutory provisions which preserve the membership of the Town Mayor and Deputy Town Mayor until the end of their term of office s/he may not give an original vote in an election for Town Mayor.
- (c) The person presiding must give a casting vote whenever there is an equality of votes in an election for Town Mayor.

ORDER OF BUSINESS

(In an election year Councillors should execute Declarations of Acceptance of Office and undertakings to observe the Council's code of Conduct in each others presence, or in the presence of a proper officer previously authorised by the Council to take such declaration, before the Annual Meeting commences.)

- 18 At each Annual Meeting the first business shall be:
- (a) to elect a Town Mayor,
- (b) to receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received,
- (c) in the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations,

- (d) to decide when any declarations of acceptance of office which have not been received as provided by law shall be received,
- (e) to elect a Deputy Town Mayor,
- (f) to appoint committees,
- (g) to appoint members of outside bodies.

and shall thereafter follow the order set out in Standing Order 20.

- 19 At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Town Mayor and Deputy Town Mayor be absent and to receive such declarations of acceptance of office (if any) and undertakings to observe the Council's Code of Conduct as are required by law to be made, or if not then received to decide when they shall be received.
- 20 After the first business has been completed, the order of business, unless the Council otherwise decides, shall be as follows:
- (a) Apologies for absence,
 - (b) Variation to the order of business (see Standing Order 21 below),
 - (c) Declarations of interest (see Standing Orders 56, 57, 58 and 59 below),
 - (d) To decide which items, if any, should be taken in camera (see Standing order 65 below),
 - (e) The suspension of Standing Orders to allow members of the public to speak, (see Standing Order 67)
 - (f) To allow representations from Members of the Council debarred by reason of having a prejudicial interest from debating item(s) on the Agenda,
 - (g) Matters to be raised with the Chief Constable's representative,
 - (h) To receive reports from County Councillors
 - (i) After consideration to approve the signature of the Minutes by the person presiding as a correct record,
 - (j) To deal with business expressly required by statute to be done,
 - (k) To dispose of business, if any, remaining from the last meeting,
 - (l) To receive and consider reports and minutes of committees,
 - (m) To receive such communications as the person presiding may wish to lay before the Council,
 - (n) To receive a financial report, including the authorisation of accounts for payment,
 - (o) To consider other business specified in the summons, including resolutions or recommendations in the order in which they have been notified,
 - (p) To authorise the sealing of documents.
- 21 A motion to vary the order of business on the grounds of urgency:
- (a) may be proposed by the Town Mayor or by any Member and, if proposed by the Town Mayor may be put to the vote without being seconded, and
 - (b) shall be put to the vote without discussion.

RESOLUTIONS MOVED ON NOTICE

- 22 Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Town Clerk or the mover has given notice in writing of its terms and has delivered notice to the Town Clerk at least seven days prior to the next meeting of the Council.

- 23 The Clerk shall date every notice of resolution or recommendation when received by him/her, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every Member of the Council.
- 24 The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the Member giving a notice of motion has stated in writing that s/he intends to move at some later meeting or that s/he withdraws it.
- 25 If a resolution or recommendation specified in the summons is not moved either by the Member who gave notice of it or by any other Member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- 26 If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; providing that the Town Mayor, if s/he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- 27 Every resolution or recommendation shall be relevant to some subject over which the Council has power or which affects its area.

RESOLUTIONS MOVED WITHOUT NOTICE

- 28 Resolutions dealing with the following matters may be moved without notice:
- (a) to appoint a Chair of the meeting,
 - (b) to correct the minutes,
 - (c) to approve the minutes,
 - (d) to alter the order of business,
 - (e) to proceed to the next business,
 - (f) to close or adjourn the debate,
 - (g) to refer a matter to a committee,
 - (h) to appoint a committee or any members thereof,
 - (i) to adopt a report,
 - (j) to authorise the sealing of documents,
 - (k) to amend a motion,
 - (l) to give leave to withdraw a resolution or amendment,
 - (m) to extend the time limit for speeches,
 - (n) to exclude the press and public (see Order 65 below),
 - (o) to silence or eject from the meeting a member named for misconduct,
 - (p) to give the consent of the Council where such consent is required by these Standing Orders,
 - (q) to suspend any Standing Order
 - (r) to adjourn the meeting.

RULES OF DEBATE

- 29 Corrections to the Minutes shall be made by resolution.
- 30 (a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Town Mayor, be reduced to writing and handed to him/her before it is further discussed or put to the meeting.

- (b) A Member when seconding a resolution or amendment may, if s/he then declares his/her intention to do so, reserve his/her speech until a later period of the debate.
- (c) A Member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.
- (d) No speech by a mover of a resolution shall exceed five minutes, and no other speech shall exceed three minutes, except by consent of the Council.
- (e) An amendment shall be either:
 - i. to leave out words,
 - ii to leave out words and insert or add others,
 - iii to insert or add words.
- (f) An amendment shall not have the effect of negating the resolution before the Council.
- (g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- (h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- (i) The mover of a resolution or of an amendment shall have a right of reply, not exceeding three minutes.
- (j) A Member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- (k) A Member may make a point of order or a personal explanation. A Member so doing shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him/her which may have been misunderstood.
- (l) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member shall speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- (m) When a resolution is under debate no other resolution shall be moved except the following:
 - i. to amend the resolution,
 - ii to proceed to the next business,
 - iii to adjourn the debate,
 - iv that the question be now put,
 - v that a member named be not further heard,
 - vi that a member named do leave the meeting,
 - vii that the resolution be referred to a committee,
 - viii to exclude the public and press,
 - ix to adjourn the meeting.

- 31 (a) The ruling of the Town Mayor on a point of order or on the admissibility of a personal explanation shall not be discussed.
- (b) Members shall address the Town Mayor. If two or more Members wish to speak, the Town Mayor shall decide who to call upon.
- (c) Whenever the Town Mayor rises during a debate all other Members shall be seated and silent.

CLOSURE

- 32 At the end of any speech a Member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such motion is seconded the Town Mayor shall put the motion but, in the case of a

motion “to put the question”, only if s/he is of the opinion that the question before the Council has been sufficiently debated. If the motion “that the question be now put” is carried s/he shall call upon the mover to exercise or waive his/her 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.

DISORDERLY CONDUCT

- 33
- (a) No Member shall at a meeting persistently disregard the ruling of the Town Mayor, wilfully obstruct business, or behave irregularly, offensively, improperly, or in such a manner as to bring the Council into disrepute.
 - (c) If, in the opinion of the Town Mayor, a Member has broken the provisions of paragraph (b) of this Order, the Town Mayor shall express that opinion to the Council and thereafter any Member may move that the Member named be no longer heard or that the Member named do leave the meeting, and the motion, if seconded, shall be put forthwith without discussion.
 - (d) If either of the motions mentioned in paragraph (c) is disobeyed, the Town Mayor may suspend the meeting or take such further steps as may be reasonably necessary to enforce them.

RIGHT OF REPLY

- 34
- The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A Member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF RESOLUTION

- 35
- A Member may, with the consent of his/her seconder, move amendments to his/her own resolution.

RESCISSION OF PREVIOUS RESOLUTION

- 36
- (a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except by a special resolution, the written notice whereof bears the name of at least five Members of the Council, or be a resolution moved in pursuance of the report or recommendation of a committee.
 - (b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

VOTING ON APPOINTMENTS

- 37
- Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

- 38 If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary, or conditions of service of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the public shall be excluded (see Standing Order 65).

RESOLUTIONS ON EXPENDITURE

- 39 Any resolution which is moved otherwise than in pursuance of a recommendation or report and which, if carried, would substantially increase the expenditure upon any service which is under the management of or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon.
- 40 Orders for the payment of money shall be authorised by resolution of the Council and signed by two Members.

SEALING OF DOCUMENTS

- 41 (a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- (b) The Council's Common Seal shall alone be used for sealing documents. It shall be applied by the proper officer in the presence of two Members who shall sign the document as witnesses.

COMMITTEES AND SUB-COMMITTEES

- 42 The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:
- (a) shall not appoint any Member of a committee so as to hold office later than the next Annual Meeting,
- (b) may appoint persons other than Members of the Council to any committee in a non-voting capacity, and
- (c) may subject to the provisions of Order 36 above at any time dissolve or alter the membership of a committee.
- 43 Every committee shall at its first meeting before proceeding to any other business, elect a Chair and a Vice-Chair who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year.
- 44 The Chair of a committee or the Town Mayor may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the Members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

SUB-COMMITTEES

- 45 Every committee may appoint sub-committees for purposes to be specified by the committee.
- 46 The Chair and Vice-Chair of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
- 47 Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one-half of its members.
- 48 The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once - see Rules of Debate **29-31**) and the Standing Order on interests of Members in contracts and other matters shall apply to committee and sub-committee meetings.

ADVISORY COMMITTEES (WORKING PARTIES)

- 49 (a) The Council may create advisory committees, whose name and number of members and the bodies to be invited to nominate members shall be specified.
- (b) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee
- (c) An advisory committee may make recommendations and give notice thereof to the Council
- (d) An advisory committee may consist wholly of persons who are not members of the council.

VOTING IN COMMITTEES

- 50 Members of committees and sub-committees entitled to vote shall vote by show of hands, or, if at least two members so request, by signed ballot.
- 51 Chairs of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

- 52 A Member who has proposed a resolution which has been referred to any committee of which s/he is not a member, may explain his/her resolution to the committee but shall not vote.

ACCOUNTS AND FINANCIAL STATEMENT

- 53 (a) Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- (b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer

for payment with the approval of the Town Mayor or Deputy Town Mayor of the Council.

- (c) All payments ratified under paragraph (b) of this Standing Order shall be separately included in the next schedule of payments laid before the Council.

- 54 The Responsible Finance Officer shall supply to each member as soon as practicable after 31 March each year, a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for the year to 31 March shall be presented to each Member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of September.

BUDGET/PRECEPT

- 55 The Council shall approve a written budget and precept for the coming financial year at its meeting in the month of January.

INTERESTS

- 56 If any Member has any personal interest in a matter as defined by the Model Code of Conduct Order 2007 including 12(2), adopted by the Council on 15 May 2007, then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.
- 57 If a Member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates.
- 58 The Clerk may be required to compile and hold a register of Members' interests in accordance with agreement reached with the Monitoring Officer of the responsible Authority and/or as required by statute.
- 59 If a candidate for any appointment under the Council is to his/her knowledge related to any Member of or the holder of any office under the Council, s/he and the person to whom s/he is related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where a relationship to a Member is disclosed Standing Orders **56** and **57** shall apply as appropriate. The Clerk shall make known the purpose of this Standing Order to every candidate.

CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

- 60 (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 Clerk shall make known the purport of this 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 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.

- 61 Standing Orders **59, 60** and **61** shall apply to tenders as if the person making the tender were a candidate for an appointment.

INSPECTION OF DOCUMENTS

- 62 A Member may for the purpose of his/her duty as such (but not otherwise) inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- 63 All Minutes kept by the Council and by any committee shall be open for the inspection of any Member of the Council.

UNAUTHORISED ACTIVITIES

- 64 No Member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:
- (a) inspect any lands or premises which the Council has a right or duty to inspect, or
 - (b) issue orders, instructions or directions
- unless authorised to do so by the Council or the relevant committee or sub-committee.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

- 65 The public shall be admitted to all meetings of the Council and its committees, which may, however, temporarily exclude the public by means of the following resolution:
- “That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.”
- 66 The Council shall state the special reason for exclusion.
- 67 At all meetings of the Council, the Chairman may at his/her discretion, and at a convenient time in the transaction of business, allow any members of the public to address the meeting in relation to the business to be transacted for a maximum period of five minutes, or at the Chairman's discretion. Such sessions form part of the Council meeting in law and shall be duly minuted. The Code of Conduct which was adopted by the Council on 15 May 2007 shall apply to Members of the Council in respect of the entire meeting. Where, however, Members of the Council exercise their rights pursuant to Standing Order **68** members of the public **shall** be allowed to attend the meeting to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted.
- 68 At all meetings of the Council, the Chairman may permit Members of the Council (including co-opted members as defined by S.49 (7) of the Local Government Act 2000) who have a prejudicial interest in relation to any item of business to be transacted at that meeting to (a) make representations, (b) answer questions or (c)

give evidence relating to the business to be transacted. Such sessions form part of the Council meeting in law and shall be duly minuted. The Code of Conduct which was adopted by the Council on 15 May 2007 shall apply to Members of the Council in respect of the entire meeting.

- 69 The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.
- 70 If a member of the public interrupts the proceedings at any meeting, the Town Mayor may, after warning, order that s/he be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

CONFIDENTIAL BUSINESS

- 71 (a) No Member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- (b) Any Member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

LIAISON WITH COUNTY AND DISTRICT COUNCILS

- 72 An Agenda for each meeting shall be sent, together with an invitation to attend the Council meeting will be sent to the County and Borough Councillors for the town.
- 73 Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County or District Council shall be transmitted to the County Councillor for the division or to the District Councillor for the Ward as the case may require.

PLANNING APPLICATIONS

- 74 (a) The Clerk shall follow the procedure approved by Council on 7 June 2011 whereby details of planning applications are distributed to all Members in between meetings of the Council to allow individual Members to raise issues with the Council's appointed Planning Co-ordinator within the timescales set down by the Planning Authority.

FINANCIAL MATTERS

- 75 The Council shall consider and approve Financial Regulations drawn up by the Responsible Finance Officer.
- (a) Such Regulations shall include detailed arrangements for the following:
- i the accounting records and systems of internal control;
 - ii the assessment and management of risks faced by the Council;
 - iii the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually.

- iv the financial reporting requirements of Members and local electors and procurement policies (subject to (b) below) including the setting of values for different procedures where the contract has an estimated value of less than £10,000.
- (b) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £10,000 shall be procured on the basis of a formal tender as summarised in (c) below.
- (c) Any formal tender process shall comprise the following steps:
 - i a public notice of intention to place a contract to be placed in a local newspaper;
 - ii a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time.
 - iv tenders submitted are to be opened after the stated closing date and time by the Clerk and at least one Member of the Council
 - v tenders are then to be assessed and reported to the appropriate meeting of Council or Committee
- (d) Neither the Council, nor any Committee, is bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders **59**, **60** and **61**.
- (e) The Financial Regulations of the Council shall be subject to regular review, at least once every four years.

CODE OF CONDUCT ON COMPLAINTS

- 76 The Council shall deal with complaints of maladministration allegedly committed by the Council or by any Officer or Member in the manner as detailed in the Complaints Procedure adopted by the Council in November 2003 except for those complaints which should be properly directed to the Standards Board for consideration.

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- 77 A resolution permanently to add, vary, or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

STANDING ORDERS TO BE GIVEN TO MEMBERS

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