

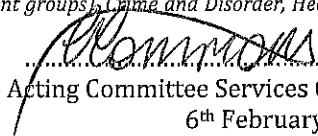


SHAFTESBURY TOWN COUNCIL

SUMMONS

To: All Members of the Town Council

You are hereby summoned to a meeting of the Town Council to be held on Tuesday 11th February 2014 at 7.00pm in the Council Chamber. *Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: the three aims of the general duty of the Public Sector Equality Duty (eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, advance equality of opportunity between people from different groups and foster good relations between people from different groups), Crime and Disorder, Health and Safety and Human Rights.*


.....
Claire Commons – Acting Committee Services Officer
6th February 2014

Members of the public are welcome to attend meetings of the Council and Committees, unless specifically excluded due to the confidential nature of the business. Enquiries to Claire Commons on 01747 852420 or email clairecommons@shaftesburytowncouncil.co.uk

AGENDA

Arrival of the Mayor

2014/20 Apologies for Absence

- a) To receive apologies from those unable to attend
- b) To consider for acceptance apologies from those unable to attend

2014/21 Declarations of Interests and Dispensations to participate

- a) To receive declarations of interest in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and the Localism Act 2011 in respect of members.
- b) To receive any dispensation requests received by the Clerk and not previously considered.

2014/22 Chairman's Announcements

To note any announcement made by the Chairman and receive a list of events attended (*copy attached*)

2014/23 Open Forum

- a) Members of the public are invited to address the Council. Time will be limited to three minutes per person and should relate only to matters on this agenda.
- b) To receive District and County Councillor reports
- c) To receive reports from local organisations

2014/24 Minutes (*previously circulated*)

To approve the below listed minutes for:

- Part 1) Accuracy
- Part 2) Adoption and to
- Part 3) Consider any recommendations and referrals contained therein:

| | |
|--|--------------------------------|
| A. Human Resources Committee | 16 th December 2013 |
| B. Full Council | 7 th January 2014 |
| C. Planning and Highways Committee | 14 th January 2014 |
| D. Recreation, Open Spaces and Environment Committee | 21 st January 2014 |
| D. General Management Committee | 28 th January 2014 |

2014/25 Correspondence

To receive and note any correspondence relating to the business of Full Council

2014/26 Meeting attendance

To agree any attendances required at meetings additional to those scheduled in the Council's calendar

BUSINESS ITEMS

2014/27 Shaftesbury Pool

To consider report relating to the Shaftesbury Pool and consider the proposals contained therein. *(papers attached)*

2014/29 Standing Orders (minute 0114/FC/13 refers)

To adopt the National Association of Local Councils' model standing orders. *(papers attached)*



SHAFTESBURY TOWN COUNCIL
MEETING OF THE FULL COUNCIL
TUESDAY 11th FEBRUARY 2014

**AGENDA ITEM 2014/24 Part 3 – RECOMMENDATIONS AND REFERRALS FROM
COMMITTEE**

| | |
|------------------------|---|
| Report author: | Claire Commons and as detailed in the main report |
| Purpose of report: | To provide members with the opportunity to consider recommendations from Committees |
| Statutory Authority: | Local Government Act 1972 s 101 |
| Financial implication: | As listed in main report |

ROSE 21st January 2014

Minute 05 refers:

Tractors. The Town Clerk reported that the tractor and attachments identified by the Grounds Team were being held by the supplier. It was recommended that this was referred to Full Council on 11th February 2014.

Report from John Parker, Open Spaces Group on machinery purchase.

In a report to the General Management Committee on November 2013, the Committee were advised to of tenders for the purchase of a small tractor and add on equipment for the grounds maintenance. There was also a favourable quotation from a local supplier for a package of lightly used second hand equipment at a total cost of £15,410.

Under normal circumstances, it would be necessary to seek at least one other competitive quotation, but, for the reasons listed below, I recommend that the single quotation is accepted for the second hand package of equipment.

- It would be difficult to find another quote on the specific package of equipment
- Second hand equipment can vary considerably depending on its previous use and servicing
- The local supplier is familiar with the equipment and will be able to provide prompt repairs and servicing during the mowing season.

The purchase of this equipment will immediately increase the capacity of the work force, particularly during the busy mowing seasons and will enable them to deal more effectively with the more informal grass areas without the need for contractors.

The Council is asked to approve the acceptance of the quotation for £15,410 for the tractor and associated equipment.

JP 27/1/2014

| | |
|-----------------------|---|
| Budgetary allocation: | Equipment Replacement Fund, Commuted Sum – Grounds Equipment and Commuted Sum – Eastern Development |
| Appendices: | Clerks report for the GEM meeting held on 19 th November 2013, Agenda item 10 |

Minute 10 refers:

- a) The chairman clarified that the working group relating to the Grounds Unit was to look at short to medium term improvements to the existing unit at Barton Hill and was not in relation to the resolution at GEM regarding the unit proposed to be located at Coppice Street. Cllr Hicks **PROPOSED**, Cllr Cook **SECONDED** and it was unanimously:

RESOLVED to delegate the project of short to medium term location of the grounds unit to the staff with a report to go to Full Council on 11th February 2014. (*policy 0114/ROSE/10a*)

Report from John Parker, Open Spaces Group on Grounds staff accommodation.

It is generally accepted that the present accommodation at Barton Hill is far from satisfactory as a working base, both in welfare terms and for security and efficient working.

A number of permanent solutions have been explored but these have been hindered by the likely capital cost and uncertainty about the best location in view of the developing Local and Neighbourhood plans.

As a temporary solution, for a few years at least, the staff and machinery could be housed in steel site containers plus a "welfare unit". Two possible sites have been proposed, on the Cattle Market site or on part of the old Queen Mother's garden at Barton Hill. Of the two the latter is preferable as there is scope to create a well screened secure compound on Town Council land without prejudicing local amenity or the long term proposals for an indoor bowling green on the same site.

It is possible that the cost of buying and installing new units would be of the order of £15 -20 K but, perhaps less than £10 K using second hand containers.

The proposal would require Planning permission but it is an urgent requirement and I recommend that detailed investigations be put in hand as soon as possible.

JP 17/1/14

Members are asked to note the report.

GEM 28th January 2014

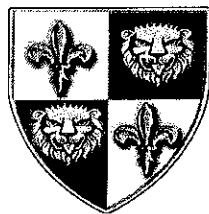
Minute 08 refers:

The SLA's were **RECOMMENDED** to Full Council as listed:

| | |
|--|--------|
| Shaftesbury and District Task Force | £6,000 |
| North Dorset CAB | £4,000 |
| Shaftesbury and District Tourism Association | £8,000 |
| Toby's Young People's Project | £4,000 |
| HOPE | £5,000 |
| Shaftesbury in Bloom | £2,000 |

It was noted that £2,497 had already been awarded to the School Crossing Patrol.

Members are asked to approve the above allocations to be made in respect of Service Level Agreements for the financial year 2014/2015



SHAFTESBURY TOWN COUNCIL
MEETING OF THE GENERAL MANAGEMENT COMMITTEE
TUESDAY 19TH NOVEMBER 2013
AGENDA ITEM 2013/10 - NEW GROUNDS EQUIPMENT

| | |
|-------------------------|---|
| Report author: | Barbara Carter, Project Officer |
| Purpose of report: | To provide members quotations for the provision of new Grounds Equipment |
| Financial Implications: | Budgetary allocation: Equipment Replacement Fund, Commuted Sum – Grounds Equipment and Commuted Sum – Eastern Development |
| Statutory Authority: | OSA 1906 s 10 |
| Appendices: | Clerks report for the ROSE meeting held on 16 th April 2013, Agenda item 09 |

The Recreation, Open Spaces and Environment Committee on 16th April 2013 Resolved the following:

09. The committee considered the report circulated. Cllr Harvey **PROPOSED**, Cllr Dibben **SECONDED** and it was unanimously:

RESOLVED that subject to receipt of commuted sums from NDDC, grounds equipment be purchased for 2013/2013: Rotating brush and grit dispenser £4250, Trailer £1,000, 2 x small mowers £1,300, Wheeled strimmer £500, Small strimmer £600, cutting deck £3,000, mini tractor £10,000. (Policy – 0413/ROSE/9) (Statutory Authority – OSA 1906 s.10) (Financial Implication - £3,000 Equipment Replacement Fund, up to £7,000 – Commuted Sum Grounds Equipment, £10,000 Commuted Sum Eastern Development) (Public Sector Equality Duty – Due consideration of the duty was given)

Quotations have been obtained from three suppliers of Agricultural Equipment.

Two quotes are for the supply of new machines and attachments:

1. Iseki tractor and loader, together with a rotary topper £18,095 +VAT
2. Kioti Tractor and loader, together with a rotary topper £14,620 +VAT

One quotation has been obtained for a second hand Kubota tractor and new rotary topper at a cost of £11,745 +VAT. Other equipment quoted: second hand Twoose hedge trimmer and a Kubota tractor mounted road brush £3,665 +VAT. Total cost: £15,410 +VAT.

The quotation for a Kubota tractor with a rotary topper, hedge trimmer and road brush, is the preferred option. Kubota is a well known, reputable make and spares are readily available. This supplier is locally based, and will include ongoing after sales service. This supplier already provides the Council with their services for the Council's other agricultural machinery.

Advantages of the Grounds team having their own Tractor complete with front loader, brushes, hedge trimmer and grass topper;

- A Multi Purpose vehicle
- Reduce the cost of using outside contractors for Hedge cutting etc.
- The provision of a larger deck will reduce grass cutting time on larger areas.
- Use of brushes to aid with snow and leaf clearing
- The vehicle will be available when it is needed, rather than told when we can use it. Sharing with a neighbouring Council would not be practical.
- The Tractor and attachments would be an investment for the Council, as they tend to hold their value when re-selling.
- Will be beneficial as the Council will be prepared when its takes over the areas of land from NDDC once they have been transferred, as extra machinery will be needed to cope.
- More time would be freed up for the Grounds team to concentrate on other areas and to help keep staffing costs down.
- One person would be required to do some jobs, where as it takes two at the moment.
- Have not been able to obtain like for like quotation on a second hand tractor, only new. This tractor appears to be in excellent condition and very reasonably priced from a local company, who offer a good after sales service.
- Storage will be in the Grounds Unit at Barton Hill, once additional security measures and improvements have been made.



SHAFTESBURY TOWN COUNCIL
MEETING OF THE FULL COUNCIL
TUESDAY 11th FEBRUARY 2014
AGENDA ITEM 2014/28 - SHAFTESBURY POOL

| | |
|-------------------------|--|
| Report author: | Cllr Tippins and Claire Commons, Acting Committee Services Officer |
| Purpose of report: | To enable the transfer from NDDC & re-opening of the facility. |
| Financial Implications: | £10,000 unspent revenue from the pool budget |
| Statutory Authority: | Local Government Misc. Provisions Act 1976 s 19 |

Summary purpose

To re-open the existing pool on a seasonal basis, whilst developing a more permanent sustainable funding solution that will enable an all year round leisure facility within Shaftesbury.

The milestones set by NDDC before agreement to transfer the pool:

- 1) A successful consultation to show that Shaftesbury residents want the pool re-opened
- 2) Stakeholder agreement. STC, Task Force and Barton Hill trust need to agree to the plan.
- 3) Submission and acceptance by NDDC of a business plan to reopen the pool (4th March 2014)

The Consultation

The consultation process:

A public survey was carried out online using 'survey monkey' and advertised for broad response via the Task Force mailing list, STC website and a press release in the Blackmore Vale Magazine. The survey closed on 31 Jan 2014

The consultation results:

A public survey was carried out online and information sent to the Task Force mailing list for broad response. There were 227 responses showing 93% in favour of Shaftesbury Town Council keeping the pool open. 90% of yes respondents were local.

Stakeholder agreement timeline

- Shaftesbury resident's consultation survey ending 31st Jan 2014 showed 93% in favour of reopening the pool.
- Barton Hill Trust agreement to the plan is sought at their meeting on the 7th February 2014
- STC agreement to the plan is sought by a resolution at its Full Council Meeting on 11th February 2014
- Shaftesbury and District Task Force agreement to the plan is sought at their meeting on 18th February 2014
- Submission and acceptance by NDDC of a business plan to reopen the pool is sought on 4th March 2014

The Business Plan Outline

Following successful consultation the objective is to open the Pool to re-open initially as an open air facility for the summer months of 2014 (for a period of up to 3 years). The primary concept for the pool will be a "fun pool" directly aiming at the youth & family market. There will however be reserved off peak times for classes catering for other demographics.

The revenue funding for running the pool in 2014 would be met initially from Shaftesbury Town Council. It has allocated £10k unspent revenue from the 2013-2014 pool budget to be used for the pool 2014-2015 revenue costs.

NDDC to agree the transfer of the asset to Shaftesbury Town Council with a sum made up of £35,000 insurance monies, £45,000 s106 money allocated for social & recreational purposes, & £20,000 from NDDC capital less roof removal & current running costs, (Circa £15,000) making a total commuted sum after costs of circa £85,000.

A proportion of the commuted sum of £85,000 is to be used for startup & cleanup costs with the remaining money held by STC. The money would be ring fenced until such time as a comprehensive recommendation can be made by the working Party backed up by public consultations & approval of STC, to improvements for the pool / Leisure facilities. There will need to be an assessment done of the costs for the Pool site to be cleared and cleaned so as it is safe & legal for limited summer opening of an open air facility for 2014.

During this period of time NDDC will work with Shaftesbury Town Council to secure & implement revenue enhancing facilities in Shaftesbury, that is intended to reduce the burden for the pool on the tax payer in Shaftesbury to zero (thereby ensuring its sustainability).

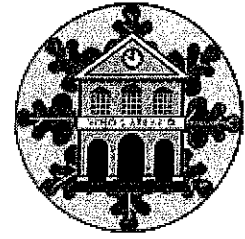
STC & the working party will try find a new group to run the pool for a period of up to 3 years under licence from STC with a contribution per annum of £10,000 from STC towards running costs. The pool will open for a maximum 14 weeks opening (May 31- Sept 6) & 38 week mothballed period. A new Limited Company would be formed for the new group to operate under (with a minimum of 3 volunteer directors from Shaftesbury). Any direct links with the Barton Hill Trust would need to be determined. The group will also work with the Task Force to at least match fund the ring fenced money held by STC (e.g. Sport England Improvement fund)

Following the full agreement of all stakeholders, Shaftesbury Town Council would instruct a professional team to formulate a clean-up programme and also discuss other works including new roof, changing rooms solar & other energy saving solutions. Any Capital purchases can be administered via Shaftesbury Town Council from the commuted sum thereby avoiding VAT payments.

The target date for opening of the pool would be Saturday May 31st 2014

Proposal

That Shaftesbury Town Council adopt this report as the agreed way forward for swimming provision in Shaftesbury in the medium term. This will form the basis for the business plan to be submitted to NDDC for approval in March 2014. In addition, Shaftesbury Town Council is asked to resolve a carry forward of £10,000 from the 2013/2014 swimming pool revenue budget for expenditure in 2014/2015 towards running costs.



PARISH COUNCIL

STANDING ORDERS

Adopted on: [Date]
Last amended on: [Date]

Model Issued By NALC / DAPTC in October 2013

Model standing orders that are in bold type contain statutory requirements.

How to use model standing orders

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

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

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

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

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

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

Index Of Standing Orders

Click on name for hyperlink

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

1. Rules of debate at meetings

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

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- 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 he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q. A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s. Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t. Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed () minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

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

3. Meetings generally

- X Full Council meetings
- Y Committee meetings
- Z Sub-committee meetings

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

to speak, the chairman of the meeting shall direct the order of speaking.

- X Y** l. **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.**
- X Y** m. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- X** n. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**
- X** o. **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.**
- X Y Z** p. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
- X Y Z** q. **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.
- r. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- s. The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.
- X Y Z** t. **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- X** u. **No business may be transacted at a meeting unless at least one-third of the**

whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.

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

X Y Z v. 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.

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

4. Committees and sub-committees

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

5. Ordinary council meetings

- a. In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the 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. *(England)* In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- e. The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.
- f. The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.
- g. The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- h. In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- i. In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- j. Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:
 - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;

- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4 above;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. (*England*) In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xv. Review of the council's and/or staff subscriptions to other bodies;
- xvi. Review of the council's complaints procedure;
- xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- xviii. Review of the council's policy for dealing with the press/media; and
- xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

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

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

7. Previous resolutions

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least () councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b. When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

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

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

- 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.

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

- a. The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or 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.

11. 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.

12. Draft minutes

- a. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
 "The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e. 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.

13. Code of conduct and dispensations

See also standing order 3(f) above.

- a. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d. **Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**
- e. A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g. Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required].
- h. A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a. Upon notification by the District or Unitary Council [(Wales) [County Borough] OR [County Council]] that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- b. Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined [(England) and the council has agreed what action, if any, to take in accordance with standing order 14(d) below].
- 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 or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the

Proper Officer is absent.

b. The Proper Officer shall:

- i. **[at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda.]**

or

[at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer].

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

- ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**

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

- iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming his withdrawal of it;
 - iv. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - v. facilitate inspection of the minute book by local government electors;
 - vi. **receive and retain copies of byelaws made by other local authorities;**
 - vii. retain acceptance of office forms from councillors;
 - viii. retain a copy of every councillor's register of interests;
 - ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
 - x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
 - xii. arrange for legal deeds to be executed;
- See also standing order 22 below.*
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
 - xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
 - xv. refer a planning application received by the council to the [Chairman or in his absence the Vice-Chairman of the Council] OR [Chairman or in his absence Vice-Chairman (if any) of the () Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the council] OR [() committee];
 - xvi. manage access to information about the council via the publication scheme; and

- xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.
See also standing order 22 below.

16. Responsible Financial Officer

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

17. Accounts and accounting statements

- a. "Proper practices" in standing orders refer to the most recent version of [Governance and Accountability for Local Councils – a Practitioners' Guide (England)] OR [Governance and Accountability for Local Councils in Wales – A Practitioners' Guide].
- b. All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
- i. the council's receipts and payments for each quarter;
 - ii. the council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e. The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a. The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than [£60,000].
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of [£60,000] shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
- d. Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e. Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **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.**

19. Handling staff matters

- a. A matter personal to a member of staff that is being considered by a meeting of council **OR** [the () committee] **OR** [the () sub-committee] is subject to standing order 11 above.
- b. Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of [the () committee] **OR** [the () sub-committee] or, if he is not available, the vice-chairman of [the () committee] **OR** [the () sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to [the () committee] **OR** [the () sub-committee] at its next meeting.
- c. The chairman of [the () committee] **OR** [the () sub-committee] or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the employee's job title]. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by [the () committee] **OR** [the () sub-committee].
- d. Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the chairman of [the () committee] **OR** [the () sub-committee] or in his absence, the vice-chairman of [the () committee] **OR** [the () sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the () committee] **OR** [the () sub-committee].
- e. Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the employee's job title] relates to the chairman or vice-chairman of [the () committee] **OR** [the () sub-committee], this shall be communicated to another member of [the () committee] **OR** [the () sub-committee], which shall be reported back and progressed by resolution of [the () committee] **OR** [the () sub-committee].
- f. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g. The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h. Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to (post holder) and/or the Chairman of the Council **OR** [the () committee] **OR** [the () sub-committee].

20. Requests for information

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

21. 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.

22. Execution and sealing of legal deeds

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

- a. A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b. **[Subject to standing order 22(a) above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

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

OR

- c. **[Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.]**

The above is applicable to a council without a common seal.

23. Communicating with District and County or Unitary councillors

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

24. 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.

25. Standing orders generally

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