STANDING ORDERS OF ARUNDEL TOWN COUNCIL

Contents

No.	Section
1	Definitions
2	How to Use Standing Orders
3	Rules of Debate at Meetings
4	Disorderly Conduct at Meetings
5	Meetings Generally
6	Committees, Sub-Committees and Working Groups
7	Ordinary Council Meetings
8	Extraordinary Meetings of the Council and Committees
9	Previous Resolutions
10	Voting on Appointments
11	Motions for a Meeting that Require Written Notice to be Given to the Proper Officer
12	Motions at a Meeting that Do Not Require Written Notice
13	Management of Information
14	Draft Minutes
15	Code of Conduct and Dispensations
16	Code of Conduct Complaints
17	Proper Officer
18	Responsible Financial Officer

19	Accounts and Accounting Statements
20	Financial Controls and Procurement
21	Handling Staff Matters
22	Responsibilities to Provide Information
23	Responsibilities Under Data Protection Legislation
24	Relations with the Press/Media
25	Execution and Sealing of Legal Deeds
26	Mayoral Selection
27	Communicating with District and County or Unitary Councillors
28	Restrictions on Councillor Activities
29	Standing Orders Generally
30	Schedule of NALC 2025 Alignment Changes

1. DEFINITIONS

Adoption

"Adoption" is the term used to signify the Town Council's approval of a policy, strategy, etc. For example: "The Town Council ADOPTED the Risk Management Policy."

Clear Days

"Clear days" must be completely clear days between two events. For example, in defining the number of "clear days" between the issue of a summons to a meeting and the meeting itself, they do not include the day on which notice was issued, the day of the meeting, a Sunday, a bank holiday, or a day appointed for public thanksgiving or mourning.

Gender-neutral language

These Standing Orders use gender-neutral language wherever possible. References to a person include all genders as appropriate. References to the chair of a meeting refer to the person presiding at that meeting.

Pecuniary Interest / Disclosable Pecuniary Interest

A pecuniary interest is a financial interest in a matter. It may arise where a councillor, their spouse or civil partner, or another person connected with them, could financially gain or lose from a decision or discussion of the Council. A disclosable pecuniary interest is one that must be declared and managed in accordance with the Council's Code of Conduct and the relevant statutory requirements. This includes, but is not exhaustive:

Owning land or property affected by a Council decision;

Having a contract, employment or business interest connected to the matter;

Receiving payment, sponsorship or expenses from an organisation involved;

Having shares or a financial stake in a company affected by the decision;
Holding a tenancy, licence or lease linked to the matter.

Proposal
A "proposal" is a suggested course of action or decision put to a meeting for debate and decision. A proposal may be moved and seconded in accordance with these Standing Orders and, if carried, becomes a resolution of the Council or a Committee.
Resolution
A "resolution" is a decision. A resolution may be made by the Town Council or, under an appropriate delegated authority, by a Committee of the Council.
Recommendation
A "recommendation" can be to a Committee (by a report) or from a Committee or Working Group to the Town Council where the body does not have delegated authority to make a resolution or when the Committee concludes that a matter is of such importance that the full Council should determine it. A Working Group may also make recommendations to the Town Council.

2. HOW TO USE STANDING ORDERS

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

Local councils operate within a wide statutory framework. Standing orders incorporate and reference many statutory requirements to which councils are subject .
The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

If a majority of the councillors present so determine, the Council may suspend any of the standing orders at a meeting except for those which are mandatory legal or statutory requirements.

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

For convenience, the word "councillor" is used in standing orders and, unless the context suggests otherwise, includes any member of a Committee, Sub-Committee or Working Group with or without voting rights.

3. RULES OF DEBATE AT MEETINGS

a. Items on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
b. A proposal (including an amendment), shall not be progressed by officers unless it has been moved and seconded.
c. A proposal on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn, unless moved by another Councillor.
d. If a proposal, 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 proposal.
f. If an amendment to the original proposal is carried, the original proposal, as amended, becomes the substantive proposal upon which further amendments may be moved.
g. A councillor may move an amendment to their own proposal if agreed by the meeting. If a proposal has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
h. If there is more than one amendment to an original or substantive proposal, the amendments shall be moved in the order directed by the chair of the meeting.
i. Subject to standing order 3(j), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
j. One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
k. A councillor may not move more than one amendment to an original or substantive proposal.
l. The mover of an amendment has no right of reply at the end of debate on it.
m. Where a series of amendments to an original proposal are carried, the mover of the original proposal shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive proposal immediately before it is put to the vote.
n. Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a proposal except to speak on an amendment moved by another councillor; to move or speak on another amendment if the proposal has been amended since they last spoke; to make a point of order; to give a personal explanation; or to exercise a right of reply.
o. During the debate on a proposal, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking.
p. A point of order shall be decided by the chair of the meeting and their decision shall be final.
q. When a proposal is under debate, no other proposal shall be moved except to amend the proposal; to proceed to the next business; to adjourn the debate; to

put the proposal to a vote; to ask a person to be no longer heard or to leave the meeting; to refer a proposal to a relevant committee or sub-committee or working group for consideration; to exclude the public and press; to adjourn the meeting; or to suspend particular standing order(s) except those which reflect mandatory statutory or legal requirements.

r. Before an original or substantive proposal is put to the vote, the chair of the meeting shall be satisfied that the proposal has been sufficiently debated and that the mover of the proposal under debate has exercised or waived their right of reply.
s. Excluding proposals moved under standing order 3(r), the contributions or speeches by a councillor shall relate only to the proposal under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

4. DISORDERLY CONDUCT AT MEETINGS

a. All members must observe the Code of Conduct adopted by the Council.
b. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person to moderate or improve their conduct.
c. If a person disregards the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The proposal, if seconded, shall be put to the vote without discussion.
d. If a resolution made under this standing order is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting, including temporarily suspending or closing the meeting.

5. MEETINGS GENERALLY

a. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
b. The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
c. 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.
d. Members of the public may make representations, answer questions and give evidence within Public Questions at a meeting which they are entitled to attend in respect of the business on the agenda unless directed by the chair of the meeting. For Full Council meetings, the Chair may, at their discretion, allow questions on matters that are not included on the agenda. If you wish to raise a non-agenda item, please notify the Proper Officer at least two clear working days before the meeting so that the Chair can consider the request.
e. The period of time designated for public participation at a meeting in accordance with standing order 5(d) shall not exceed 15 minutes unless directed by the chair of the meeting.
f. Subject to standing order 5(e), a member of the public shall not speak for more than 5 minutes.
g. In accordance with standing order 5(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
h. A person shall raise their hand when requesting to speak.
i. A person who speaks at a meeting shall direct their comments to the chair of the meeting.
j. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
k. Subject to standing order 5(l), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later, or to report or provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

l. A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
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.
n. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in their absence be done by, to or before the Deputy Mayor.
o. The Mayor, if present, shall preside at a Council meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a councillor chosen by the councillors present at the meeting shall preside at the meeting.
p. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors with voting rights present and voting.
q. The chair of a meeting may give an original vote on any matter put to the vote and, in the case of an equality of votes, may exercise their casting vote whether or not they gave an original vote. See standing orders 7(e) and 7(f) for the different rules that apply in the election of the Mayor and Deputy Mayor 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 their 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: the time and place of the meeting; the names of councillors who are present and the names of councillors who are absent; Interests declared by councillors and non-councillors with voting rights; the grant of dispensations, if any; whether a councillor with voting rights left the meeting when matters in which they held interests were being considered; whether there was a public participation session; and the resolutions made.
t. A councillor with voting rights who has a disclosable pecuniary interest (or another interest as set out in the Council's code of conduct) in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.
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.
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 2.5 hours unless a suspension of the standing orders is moved and adopted.

6. COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

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 a committee and a sub-committee may be non-councillors. Although, generally at least one Councillor should be nominated to any such body.
d. The Council may appoint standing committees or other committees as may be necessary, and shall:

    1. Determine their terms of reference
    2. Determine the number and time of ordinary meetings of a standing committee up until the next annual meeting of the Council
    3. Permit other committees to determine the number and time of their meetings
    4. Appoint members and determine their terms of office
    5. Appoint substitute members where permitted
    6. Appoint the chair of a standing committee
    7. Permit other committees to appoint their own chair
    8. Determine the place, notice requirements and quorum for committee and sub-committee meetings
    9. Decide whether the public may participate
    10. Decide whether the public and press may attend sub-committee meetings
    11. Decide whether the public may participate at sub-committee meetings
    12. Dissolve a committee or sub-committee

e. The Committees should always be chaired by a Councillor.
f. Working groups are advisory bodies unless the Council expressly resolves otherwise. A working group may investigate matters, gather evidence and make recommendations to the Council or to a committee, but shall not make decisions on behalf of the Council unless specific delegated authority has been given.

g. A matter of urgent business arising after publication of the agenda may be brought to the attention of the meeting by the Chair. Any such item shall be placed at the end of the agenda. The Chair shall determine, after consultation with the Proper Officer where practicable, whether the matter is sufficiently urgent that it cannot reasonably await the next ordinary meeting of the Council or Committee. The meeting may receive information, consider the matter and determine any procedural action necessary, including requesting a report, referring the matter to a committee or working group, delegating authority where permitted, or convening an Extraordinary Meeting.
   No substantive resolution shall be made on an item of urgent business unless the matter is lawfully within the scope of a published agenda item or the Council is otherwise satisfied that it is legally entitled to determine the matter at that meeting. The minutes shall record the nature of the urgent business and the reasons for its urgency.
h. The Council may appoint and dissolve working groups as may be necessary, determine their terms of reference, appoint members and determine their reporting arrangements.

7. 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 of the election.
b. In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
c. If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
d. In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
e. The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor, as chair and vice chair of the Council.
f. The Mayor of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
g. The Deputy Mayor of the Council, unless they have resigned or become disqualified, shall hold office until immediately after the election of the Mayor of the Council at the next annual meeting of the Council.
h. In an election year, if the current Mayor of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Mayor of the Council has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but shall give a casting vote in the case of an equality of votes.

i. In an election year, if the current Mayor of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Mayor has been elected. They may exercise an original vote in respect of the election of the new Mayor and shall give a casting vote in the case of an equality of votes.

j. Following the election of the Mayor and Deputy Mayor of the Council at the annual meeting, the business shall include:

1. Delivery of acceptance of office forms where required;
2. Confirmation of the accuracy of the minutes of the last Annual meeting of the Council;
3. Receipt of the minutes of the last meeting of a committee;
4. Consideration of the recommendations made by a committee;
5. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
6. Review of committee terms of reference;
7. Appointment of members to existing committees;
8. Appointment of new committees in accordance with standing order 6;
9. Review and adoption of appropriate standing orders and financial regulations;
10. Review of arrangements with other local authorities, not-for-profit bodies and businesses;
11. Review of representation on or work with external bodies and arrangements for reporting back;
12. Arrangements in an election year with a view to the Council becoming eligible to exercise the general power of competence in the future;

k. The Council may review certain annual governance matters within the first two months of the civic year where this is more practical, provided that any matter required by law to be dealt with at the annual meeting is not deferred. These may include review of inventory of land and other assets including buildings and office equipment; confirmation of insurance arrangements; review of subscriptions; review of complaints procedure; review of policies, procedures and practices in respect of freedom of information and data protection legislation; review of policy for dealing with the press/media; review of employment policies and procedures; review of expenditure incurred under section 137 of the Local Government Act 1972 or the general power of competence; and determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

8. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

a. The Mayor may convene an extraordinary meeting of the Council at any time.
b. If the Mayor does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
c. The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or sub-committee at any time.
d. If the chair of a committee or sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the, any two members of the committee or sub-committee may convene an extraordinary meeting of the committee or sub-committee.

9. PREVIOUS RESOLUTIONS

a. A resolution shall not be reversed within six months except either by a special proposal, which requires written notice by at least two councillors to be given to the Proper Officer, or by a proposal moved in pursuance of the recommendation of a committee or working group.
b. When a proposal moved pursuant to this standing order has been disposed of, no similar proposal may be moved for a further six months.

10. VOTING ON APPOINTMENTS

Where more than two persons have been nominated for a position to be filled by the Council and none has received an absolute majority of votes, the name of the person with 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 may be settled by the casting vote exercisable by the chair of the meeting.

11. PROPOSALS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

a. A proposal shall relate to the responsibilities of the meeting for which it is tabled and to the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or residents.
b. No proposal 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 three clear days before the meeting.

c. The Proper Officer may correct obvious grammatical or typographical errors in the wording of the proposal.
d. The decision of the Proper Officer as to whether or not to include the proposal on the agenda shall be final. Councillors may still raise concerns with the Mayor or Proper Officer if they consider that an item has not been included appropriately.
e. Proposals received shall be recorded and numbered in the order that they are received.

12. PROPOSALS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

The following proposals may be moved at a meeting without written notice to the Proper Officer:

- To correct an inaccuracy in draft minutes
- To move to a vote
- To defer consideration of a proposal
- To refer a proposal to a committee, sub-committee or working group for consideration
- To change the order of business
- To proceed to the next business
- To require a written report
- To exclude the press and public where appropriate
- To suspend a particular standing order where permitted
- To adjourn or close the meeting
- Proposals relating to emergencies or similar matters of urgent public importance which the majority of councillors believe should be debated in the interests of the community

13. MANAGEMENT OF INFORMATION

a. The Council shall have in place and keep under review technical and organisational measures to keep secure information, including personal data, which it holds in paper and electronic form.
b. The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information, including personal data, which it holds in paper and electronic form.
c. The agenda, supporting papers and minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
d. Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

14. DRAFT MINUTES

a. If the draft minutes of a preceding meeting have been served on councillors with the agenda, they shall be taken as read.
b. There shall be no discussion about the draft minutes except in relation to their accuracy.
c. The accuracy of draft minutes, including any amendments, shall be confirmed by resolution and signed by the chair of the meeting either physically or electronically
d. If the Council's gross annual income or expenditure does not exceed £25,000, it shall publish draft minutes on a publicly accessible website not later than one month after the meeting has taken place.

15. CODE OF CONDUCT AND DISPENSATIONS

a. All councillors with voting rights shall observe the code of conduct adopted by the Council.
b. Unless they have been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
c. Unless they have been granted a dispensation, a councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
d. Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
e. A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
f. A dispensation request shall confirm the description and nature of the disclosable pecuniary interest or other interest to which the request relates; whether the dispensation is required to participate in discussion only or in discussion and voting; the date of the meeting or the period, not exceeding four years, for which the dispensation is sought; and an explanation as to why the dispensation is sought.
g. Subject to standing orders 15(d) and 15(f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required
h. A dispensation may be granted in accordance with standing order 15(e) if, having regard to all relevant circumstances, any of the following apply: 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; granting the dispensation is in the interests of persons living in the Council's area; or it is otherwise appropriate to grant a dispensation.

16. CODE OF CONDUCT COMPLAINTS

Upon notification by the Principal Council that a councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

17. PROPER OFFICER

The Proper Officer shall be either the appointed officer or other staff member nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

The Proper Officer shall:

- Serve summonses and provide public notice at least three clear days before meetings of the Council, committees and sub-committees
- Include proposals on agendas where appropriate
- Convene meetings where required
- Facilitate inspection of the minute book by local government electors
- Receive and retain copies of byelaws made by other local authorities
- Hold acceptance of office forms and councillors' register of interests
- Assist with freedom of information and data protection requests
- Liaise with the Council's Data Protection Officer, if one is appointed
- Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary
- Assist in the organisation, storage, access, security and destruction of Council information, subject to the retention time limits defined by statute.
- Arrange for legal deeds to be executed
- Arrange or manage prompt payment authorisation in accordance with financial regulations
- Record planning applications notified to the Council and the Council's responses
- Refer planning applications to the Chair of the Planning Committee and the Mayor, or in their absence the Deputy Mayor, within two working days where an extraordinary meeting of the Committee may be required before the next ordinary meeting
- Manage access to information via the publication scheme

- Retain custody of the Council's seal, if there is one, which shall not be affixed without a resolution to that effect.

18. RESPONSIBLE FINANCIAL OFFICER

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

19. ACCOUNTS AND ACCOUNTING STATEMENTS

"Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

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 summarising:

- The Council's receipts and payments, or income and expenditure, for each quarter
- The Council's aggregate receipts and payments, or income and expenditure, for the year to date
- The balances held at the end of the quarter being reported
- A comparison with the budget for the financial year highlighting any actual or potential overspends

As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- Each councillor with a statement summarising the Council's receipts and payments, or income and expenditure, for the last quarter and the year to date for information
- To the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval

The year-end accounting statements shall be prepared in accordance with proper practices and the annual governance and accountability return shall be presented to the Council for consideration and formal approval before 30 June.

20. FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer.

b. Financial regulations shall set out whether contracts with an estimated value below £60,000 or due to special circumstances are exempt from a tendering process or procurement exercise.
c. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
d. The tender process shall include a specification, an invitation to tender, appropriate advertisement, sealed tenders and reporting to the relevant meeting.
e. Neither the Council, nor a committee or sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender. A working group may undertake advisory review only where expressly authorised by the Council.
f. Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of current procurement legislation and, if so, comply with procurement rules.

21. HANDLING STAFF MATTERS

A matter personal to a member of staff that is being considered by the Council is subject to standing order 13.

- Subject to the Council's policy regarding absence from work, the Council's most senior member of staff shall notify the Mayor, or if the Mayor is not available the Deputy Mayor, of absence occasioned by illness or other reason, and that absence shall be reported to the Council as appropriate.
- The Mayor, or in their absence the Deputy Mayor, shall conduct a review of the performance and annual appraisal of the Proper Officer, and the review and appraisal shall be reported in writing and be subject to approval by resolution of the Council.
- Grievance, capability and disciplinary matters shall be progressed in accordance with the Council's agreed policies and procedures.
- Any persons responsible for all or part of the management of staff shall treat as confidential the written records of meetings relating to performance, capabilities, grievance or disciplinary matters.
- Persons with line management responsibilities shall have access to staff records in accordance with standing order 13 and the Council's policies.

22. RESPONSIBILITIES TO PROVIDE INFORMATION

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

23. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

- The Council may appoint a Data Protection Officer.
- The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning personal data.
- The Council shall have a written policy in place for responding to and managing a personal data breach.
- The Council shall keep a record of all personal data breaches comprising the facts relating to the breach, its effects and the remedial action taken.
- The Council shall ensure that information communicated in its privacy notices is accessible, available and kept up to date.
- The Council shall maintain a written record of its processing activities.

24. RELATIONS WITH THE PRESS/MEDIA

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.

25. EXECUTION AND SEALING OF LEGAL DEEDS

a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
b. Subject to standing order 25(a), the Council's common seal shall alone be used for sealing a document required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

26. MAYORAL SELECTION

a. The Mayor and Deputy Mayor for the Council year that begins in May may be considered at a special Selection Meeting held at 6.30 pm or at the close of business on the evening of the March Town Council Meeting. This Selection Meeting is open to the public and is advisory only. It does not constitute the statutory election of the Mayor or Deputy Mayor.

b. The purpose of the Selection Meeting is to identify proposed nominees to be put forward at the Annual Council Meeting. The Annual Council Meeting remains free to elect the Mayor and Deputy Mayor in accordance with standing order 7.
c. Candidates may vote for themselves. Candidates shall not be disqualified by being absent from the Selection Meeting; however, only councillors present shall vote in the advisory selection process.
d. At the Annual Council Meeting in May, the first business shall be the election of the Mayor and Deputy Mayor. Any recommendation arising from the Selection Meeting shall be treated as a nomination or recommendation only and shall not bind the Council

27. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward / division councillor(s) of the District and County Council or (Unitary Council)representing the area of the Council.

28. RESTRICTIONS ON COUNCILLOR ACTIVITIES

Unless duly authorised no councillor shall inspect any land and/or premises which the Council has a right or duty to inspect, or issue orders, instructions or directions.

29. STANDING ORDERS GENERALLY

a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to an item on the agenda.
b. A proposal to add to, vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special proposal, with written notice by at least three councillors to be given to the Proper Officer.
c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible, after he/she becomes Councillor.
d. The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

- Date of policy: September 2026
- Approved by Full Council: 10th September 2026