

**SKELLINGTHORPE PARISH COUNCIL**

**STANDING ORDERS**

For the

**REGULATION OF PROCEEDINGS**

and

**BUSINESS OF THE COUNCIL**

**20<sup>th</sup> Issue**  
**Revised April 2023**

## STANDING ORDERS

### 1. Code of Contact

- a) All members must sign a declaration of office in prescribed form. In addition, each member must undertake in writing to abide by the Council's Code of Conduct dated the 25<sup>th</sup> April 2023, together with the Civility and Respect Policy. Councillors will be forbidden to act until they have done so.
- b) All members must be aware of and comply with the Council's Risk Assessment.

### 2. Meetings

- a) Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct.  
The full Parish Council will meet monthly in the Village office, normally on the last Tuesday of the month. The meeting will normally commence at 7pm and not continue beyond 9pm. Agendas for meetings will be placed on Council Noticeboards at least 3 clear working days before the Meeting date.
- b) Attendance by the Public
  - i) Members of the public may attend Council meetings but shall not be allowed to speak during the period that the meeting is in progress.
  - ii) With 24 hours' notice to the Clerk of subject matter, members of the public may speak for 3 minutes at the beginning of any Parish Council Meeting.
  - iii) The Chair with the approval of most of the Council members present, may adjourn a meeting for a limited period of the sole purpose of hearing the views of public in attendance on the matter under discussion. No further comment from the public should be heard after the meeting has reconvened.
  - iv) Any member of the public disturbing the proceedings may be asked by the Chair to desist. If the request is disregarded, any councillor may move automatically that the offender be told to leave the meeting. If this is not complied with, the meeting may be adjourned, and the police may be called to deal with the disturbance.
- c) **In an election year, the Annual Parish Council Meeting, shall be held within 14 days following the day on which the councillors elected take office.**

- d) In a year which is NOT an election year, the Annual Parish Council Meeting shall be held on such day in May as the Council may direct.
- e) In addition to the Statutory Annual Parish Council Meeting at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.

### 3. The Annual Parish Meeting

The Annual Parish Meeting shall be held in April or May, at which the Chair of the Parish Council will preside. Seven clear days' notice of the meeting must be displayed on the Parish Noticeboards.

### 4. Extraordinary Meetings

The Chair of the Council may convene an extraordinary meeting of the Council at any time, to transact business relevant to the Council.

### 5. Chair and Vice-Chair of the Parish Council.

**The person presiding at a meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting.**

- a) The Chair and vice-chair are elected at the Annual Parish Council Meeting from among the Councillors who have served a full continuous year without a break, up to and including the Annual Parish Meeting itself. They will serve for a period of 1-year and shall not normally serve for more than 3 consecutive years or until they resign or become disqualified.
- b) The Chair, when present, shall preside at all meetings of the Full Council.
- c) Unless an interest has been declared, the Chair will have a vote on each occasion that a vote is taken. In the case of an equality of votes, the Chair or the person presiding, may give a casting vote even though they gave no original vote.

### 6. Proper Officer

Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases the Proper Officer shall be the Clerk or other nominated officer in the absence of the Clerk: -

To receive declarations of acceptance of office.

- a) To receive and record notices disclosing interest at meetings.
- b) To receive and retain plans and documents.

- c) To sign notices or other documents on behalf of the Council.
- d) To receive copies of bylaws made by another local authority.
- e) To certify copies of bylaws made by the Council.
- f) To sign and issue the summons, by written means, to attend meetings of the Council confirming the time, date and venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least three clear days before the meeting.
- g) To keep proper records for all Council meetings

#### 7. Minutes

- a) The Clerk will keep notes and minutes of proceedings, and these should be as short as it is consistent with accuracy. Arguments used need be recorded only if the decision cannot be clearly expressed in any other way.
- b) Where a loose-leaf minute book is kept, the pages must be consecutively numbered and each page initialled by the person signing the minutes at the time of signing.
- c) Minutes shall be signed by the person presiding at the time they are approved.
- d) In the absence of the Clerk, arrangements should be made in advance of the meeting to have a temporary clerk available, which should be paid at a rate determined by the Council and agreed. Except where the temporary clerk is a member of the Council when remuneration does not apply.

#### 8. Quorum of the Council

**Three members or one third of the qualified membership, whichever is the greater, shall constitute a quorum at meetings of the Council. It follows that with a full complement of 13 Councillors, the Council is quorate when five members are in attendance.**

If a quorum is not present or if during a meeting the number of councillor's present (not counting those debarred by reason of a declared interest) falls below the required

quorum, the meeting may be cancelled or adjourned. Business not transacted shall be transacted at the next meeting or on such other day as the Chair may fix.

#### 9. Order of Business

At each Annual Parish Council Meeting the first business shall be to: -

- a) To elect Chair of the Council
- b) To receive the Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received.
- c) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- d) To decide when any declarations of acceptance of office, which have not been received as provided by law, shall be received.
- e) To elect a Vice Chair of the Council.
- f) To appoint representatives to outside bodies.
- g) To appoint committees and specialist members.

**At every meeting, other than the Annual Parish Council Meeting, the first business shall be to appoint a Chair if the Chair or Vice Chair be absent, and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.**

#### 10. Voting

Members may vote by show of hands or, if requested, by recorded ballot.

**If a member so requires, the Clerk shall record the names of the members who voted on any question to show whether they voted for or against it. Such a request must be made before moving on to next business.**

- a) **Subject to (b) and (c) below the Chair may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not they gave an original vote.**

- b) If the person presiding at the Annual meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chair and Vice-Chair until the end of their term of office, they may not give an original vote in an election for Chair.
- c) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.

11. Pay and Conditions of Service for existing employees.

In every year, not later than the meeting at which the budget for next year is settled, the Council shall review the pay and conditions of service of existing employees, in accordance with the recommendation of the Human Resources Committee.

12. Continuation of order of business

After the first business has been completed, the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows: -

- a) To deal with any apologies for absence previously given to the Clerk, either by e-mail, telephone or in person, together with the reason for absence (Clerk's information only to be recorded in the attendance register held by the Clerk).
- b) To check and verify the presence of the badge of office which must be kept in secure accommodation when not in use.
- c) To read and consider the Clerks notes of the previous meeting provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Clerk's notes may be taken as read. Upon approval these notes become the adopted minutes of that meeting.
- d) **After consideration to approve the Minutes these to be signed by the person presiding as a correct record.**
- e) **To deal with business expressly required by statute to be done.**
- f) To deal with any action points from the minutes.
- g) To approve payments of accounts.
- h) To deal with committee and working party reports.

- i) To deal with correspondence.
- j) To deal with reports received from the Chair and the Clerk.
- k) To consider any Parish Council vacancy and instigate election(s)/co-option procedures as appropriate.

### 13. Urgent Business

A motion to vary the order of business on the grounds of urgency: -

May be proposed by the Chair or by any member and, if proposed by the Chair, may be put to the vote without being seconded, and it shall be put to the votes without discussion.

### 14. Moving of Resolutions

- a) The Chair for the meeting may not permit any resolution to go forward for further consideration unless it has been formally seconded, unless there is full council in attendance.
- b) In putting amendments and resolutions to the vote, the Chair will always put the amendment first. In every case, voting on an amendment must be followed by a decision on the main resolution.
- c) If an amendment is passed, the motion under discussion will be open for further amendment.
- d) A decision on a topic ends further discussion and any attempt at that meeting to re-open discussion on that topic should be ruled out of order by the Chair.
- e) Any decision taken shall not normally be rescinded or reversed for a period of 6 months. Exceptionally any decision may be rescinded at the same meeting if the proposer and seconder agree, and that the rescission is unanimous. Otherwise, at the request of at least two Councillors, the matter can be placed on the agenda for a future meeting. Any decision to rescind must have the support of at least 2/3rds of the members present at that next meeting.

#### 15. Resolutions Moved on Notice

- a) Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk, or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 5 clear days before the next meeting of the Council.
- b) The Clerk shall date every notice of resolution or recommendation when received, shall number in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
- c) The Clerk shall insert in the summons for every meeting all notices or recommendation properly given in that order in which they have been received unless the member giving a notice of motion has stated in writing that they intend to move at some later meeting or that they withdraw it.
- d) If a resolution or recommendation specified in the summons is not moved either by the member, who gave notice of it or by any other member it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- e) If the subject matter of a resolution comes within the province of a committee of the Council, it shall upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report, provided that the Chair, considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

#### 16. Resolutions Moved Without Notice

Resolutions dealing with the following matters may be moved without notice:

- a) To appoint a Chair of the meeting
- b) To correct the clerk's notes of the last meeting
- c) To approve the notes to be adopted as the minutes.
- d) To alter the order of business
- e) To proceed to the next business
- f) To close or adjourn the debate.

- g) To refer a matter to a committee
- h) To appoint a committee or any members thereof
- i) To adopt a report
- j) To authorise the sealing of documents
- k) To amend a motion
- l) To give leave to withdraw a resolution or amendment.
- m) To extend the time limit for speeches
- n) To exclude the press and public
- o) To silence or eject from the meeting a member named for misconduct.
- p) To give the consent of the Council where such consent is required by these Standing Orders
- q) To suspend any Standing Order
- r) To adjourn the meeting

## 17. Questions

A member may ask the Chair of the Council or the Clerk any questions concerning the business of the Council, provided 5 clear days' notice of the question has been given to the person it is addressed.

- a) No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- b) Every question shall be put and answered without discussion.
- c) A person to whom a question has been put may decline to answer.

## 18. Rules of Debate

No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chair.

- a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chair, be reduced to writing and handed to the Chair before it is further discussed or put to the meeting.
- b) A member when seconding a resolution or amendment may, if they then declare their intention to do so, reserve their speech until a later period of the debate.
- c) A member shall direct their speech to the question under discussion or to a personal explanation or to a question of order.
- d) No speech by a mover of a resolution shall exceed 3 minutes and no other speech shall exceed 3 minutes except by consent of the Council.
- e) An amendment shall be either:
  - i. To leave out words
  - ii. To leave out words and insert others.
  - iii. To insert or add words.
- f) An amendment shall not have the effect of negating the resolution before the Council.
- g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution, and shall become the resolution upon which any further amendment may be moved.
- h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- i) The mover of a resolution or of an amendment shall have a right of reply, not exceeding 3 minutes.

- j) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- k) A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by them which may have been misunderstood.
- l) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- m) When a resolution is under debate no other resolution shall be moved except the following:
  - i. To amend the resolution.
  - ii. To proceed to the next business.
  - iii. To adjourn the debate
  - iv. That the question be now put.
  - v. That a member named be not further heard.
  - vi. That a member named leave the meeting.
  - vii. That the resolution be referred to a committee.
  - viii. To exclude the public and press.
  - ix. To adjourn the meeting.

#### 19. Right to Reply

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

#### 20. Alteration or Rescission of a Previous Resolution

- a) A member may, with the consent of the seconder, move amendments to their own resolution.
- b) A decision (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by special resolution, the written notice whereof

bears the names of at least 2 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee. (This has to be by majority or 2/3rds of Full Council).

- c) When a special resolution or any other resolution moved under the provisions of paragraph (b) of this Order has been disposed of, no similar resolution may be moved within a further six months.

21. A member shall remain seated when speaking unless requested to stand by the Chair:

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

22. Closure

At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such motion is seconded, the Chair shall put the motion. If the motion "that the question be now put" is carried, the Chair shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

23. Disorderly Conduct

- a) No member shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute.**
- b) If, in the opinion of the Chair, a member has broken the provisions of paragraph (a) of this Order, the Chair shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forth with and without discussion.

- c) If either of the motions mentioned in paragraph (b) is disobeyed, the Chair may adjourn the meeting or take further steps as may reasonably be necessary to enforce them.
- d) Disorderly conduct also extends to Electronic Communications (including social media) and may be subject to censure in the same way as if the person was present at a meeting as in Paragraph 23 (a)

#### 24. Co-option Procedures

- a) When an election is not called against a Parish Council vacancy then the Council shall have the authority to co-opt a member onto the Council.
- b) Councillors who have resigned their position cannot apply for co-option back to the Parish Council for a period of 12-months from their effective date of resignation.
- c) Applicants for co-option to the Parish Council will be subject to interview and approved by a majority vote of the Parish Council. All successful applicants will attend a training course for new councillors.
- d) Following the advertisement of the vacancy each member of the council will be provided with copies of the prospective candidate's applications and associated documentation. All such documentation will be copied to every member of the council at least 7-days prior to the Parish Council meeting which determines the vacancy.
- e) All such documentation will be numbered and treated "in confidence" by members of the Council and will be returned to the Clerk at the end of the process for secure disposal.
- f) One copy to be kept on secure file by the Clerk.

#### 25. Voting on Appointments

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

#### 26. Discussions and Resolution affecting Employees of the Council

If at a meeting, there arises any questions relating to the appointment, conduct, promotion, dismissal, salary, or conditions of service, of any person employed by the Council, it shall not be considered until confirmed by the Human Resource Committee, which shall act without undue delay. Personnel matters will be dealt with in press and public excluded business.

## 27. Expenditure

Orders for payment of money shall be authorised by resolution of the Council and cheques for payment signed by two members with the corresponding invoice to be initialled by same two members.

## 28. Sealing of Documents

- a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b) Any two members of the Council named in a resolution moved under the provisions of paragraph (a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal.

## 29. Committee and Specialist Members

The Council may at its Annual Parish Council Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision. It shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.

### i. Committee Structure

- a) Every Committee shall at its first meeting before proceeding to any other business will, if not already elected at the Annual Parish meeting, elect a Chair and Vice-Chair who shall hold office until the next Annual Meeting of the Council.
- b) The Parish Council may by resolution establish separate Sub Committees/Working Parties to deal with business that the Parish Council deems appropriate.
- c) All members of the Council may attend and speak at any time at any of the Committees or Working Party meetings, however, only substantive members of the relevant committees may propose resolutions and take part in the voting procedure.
- d) A Committee quorum shall be half of the membership of the committee or three Council members, whichever is the greater.

### ii) The Planning Committee

- a) This Committee will consist of six members.
- b) There will be a Chair and Vice Chair for this Committee who will be elected at after Annual Parish Meeting or at the first committee meeting.
- c) All members of the Planning Committee must be members of the Parish Council.
- d) The Committee will have responsibility for considering planning applications and commenting on specific applications following guidelines provided by North Kesteven District Council and within the timescales specified.
- e) The Committee shall have the power to co-opt further members from the members of the Parish Council to this committee with full voting rights as required.

iii) Human Resources Committee

- a) This Committee will consist of four members with a Quorum of 3.
- b) There will be a Chair and Vice Chair of this Committee who will be elected at the Annual Parish Meeting or at the first committee meeting.
- c) Committee meetings will be quarterly, or as deemed necessary. Meetings will be in private due to confidentiality.
- d) To annually, in November each year, review and appraise the performance of the Clerk(s) and Groundsman and report to Full Council.
- e) The Committee shall have the power to co-opt further members from the members of the Parish Council to this committee with full voting rights as required.

iv. The Events Committee

The Committee will consist of Chair and Vice Chair and at least one other Councillor. Members of the public invited for discussions. Any Decisions regarding costs to be passed to Full Council for Approval.

v. S106 Monies Committee

The Committee will consist of Chair and Vice-Chair and at least one other Councillor. Members of the public invited for discussions. Any decisions regarding cost to be passed to Full Council for Approval.

vi. Other committees and working parties will be formed as required and consist of Chair and Vice Chair and at least one other Councillor. Members of the public can be

invited for discussion, any decisions regarding costs to be passed to full council for approval.

### 30. Voting in Committees

Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by recorded ballot.

Chair of committees shall in the case of an equality of votes have a second or casting vote.

### 31. Special Meeting

The Chair of a committee or the Chair of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

### 32. Presence of Non-Members of Committee at Committee Meetings

A member who has proposed a resolution, which has been referred to any committee of which they are not a member, may explain his resolution to the committee but shall not vote.

### 33. Accounts and Financial Statement

- a) Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the Clerk or appointed proper office. Such payment shall be authorised by the Chair or Vice Chair of that committee, if any, having charge of the business to which it relates, or with the approval of the Chair or Vice Chair of the Council.
- c) All payments ratified under sub-paragraph (b) of this Standing Order shall be separately included in the next schedule of payments before the Council and drawn to members attention at the next Parish Council Meeting.
- d) The Responsible Financial Officer shall supply to each member as soon as practicable after 31<sup>st</sup> March each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and

expenditure) for a year to 31<sup>st</sup> March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval in time for submission to the external auditor by the date specified.

#### 34. Interests

If a member has a personal interest, then they shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of the interest as required.

If a member who has declared a personal interest, then considers the interest to be prejudicial, they must withdraw from the room or chamber during consideration of the item to which the interest relates.

If a member declares a prejudicial interest, they have the same rights as members of the public to speak at a meeting on the matter. These members must then leave before the main discussion and voting takes place.

It is up to the individual member to decide their own interest, but if unsure, advice can be obtained from the Monitoring Office at North Kesteven District Council.

The Clerk will be required to compile and hold a register of member's interest in accordance with agreement reached with the monitoring officer of the responsible authority and/or as required by statute.

35. If a candidate for any appointment under the Council is to their knowledge related to any member of, or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosures.

#### 36. Canvassing of and Recommendations by Members

- a) Canvassing of members of the Council or any committee directly or indirectly for any appointment under the Council shall disqualify the candidate for such appointment.
- b) A member of the Council or any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion, but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

#### 37. Inspection of Documents

A member may for purpose of their duty as such (but not otherwise) inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

**38. All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**

39. Unauthorised Activities

No member of the Council or any committee or working party shall in name of, or on behalf of the Council: -

- a) Inspect any lands or premises which the Council has a right or duty to inspect or issue orders, instructions or directions, unless authorised to do so by the Council or the relevant committee.

40. Admission of the Public and Press to Meetings

**The Public and press shall be admitted to all meetings of the Council and its committees which may, however, temporarily exclude the public by means of the following resolutions: -**

**“That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw”.**

- a) At all meetings of the Council the Chair may at their discretion, and at a convenient time, in the transaction of business, adjourn the meeting to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.
- b) The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. A person may not orally report or comment about a meeting as it takes place. The Council or its Committee may, on request, approve arrangements to allow: -
  - i. Film, photograph or make an audio recording of a meeting.
  - ii. Use other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later.
  - iii. Report or comment on the proceedings in writing during or after a meeting, or orally report or comment after the meeting.

41. If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that they be removed from the meeting, and may adjourn the meeting for such period as is necessary to restore order.

#### 42. Confidential Business

- a) No member of the Council or any other committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council or the committee.
- b) Any member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any committee or subcommittee of the Council by the Council.

#### 43. Liaison with County and District Councillors

Unless the Council, otherwise orders, notice of meetings of the Council together with a copy of the agenda and supporting papers and an invitation to attend, must be sent to the County Councillor and District Councillors for the area in which the parish lies.

The County and District Councillors will be allocated a slot of 5 minutes duration each, in which to report on matters pertinent to Parish Council business only. County/District Councillors should not be admitted to closed session matter's unless they are also a full member of the Parish Council.

#### 44. Future Meetings

That all future meetings between representative of the Parish Council and all other organisations are attended by representatives of those organisations only unless agreed differently by all parties.

That all future meetings between representatives of the Parish Council and all other organisations have an agenda agreed by those organisations prior to the meeting taking place unless agreed otherwise by all parties.

#### 45. Planning Applications

The Clerk shall, as soon as it is received, enter in a book kept for the purpose, the following particulars of every planning application notified to the Council:

- a) The date on which it was received.
- b) The name of the applicant
- c) The place to which it relates.

- d) All Councillors to be notified of all Planning Applications received by the Clerk.

#### 46. Correspondence

- a) All correspondence addressed to the Council, should be initially opened by the Clerk, or in their absence by someone designated by the full council.
- b) Once correspondence has been opened all members are equally entitled to see it. Correspondence should always be treated as confidential until it has been dealt with at the Council meeting.
- c) Anonymous correspondence will not be given consideration. A copy of such correspondence will be kept in a confidential file by the Clerk in case this becomes a legal matter.

#### 47. Financial Matters

The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer.

- a) Such regulations shall include detailed arrangements for the following:
  - i. The accounting records and systems of internal control.
  - ii. The assessment and management of risks faced by the Council.
  - iii. The work of the internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually.
  - iv. The financial report requirements of members and local electors
  - v. Procurement policies.
- b) Any proposed contract for the supply of goods, materials, services, and the execution of works shall be procured on the basis of a formal tender as detailed in the adopted financial regulations.
- c) Any formal tender process shall comprise the following steps:
  - i. A specification of the goods, materials, services, and the execution of works shall be drawn up.
  - ii. Tenders are to be sent, in sealed envelopes, to the Clerk by a stated date and time.
  - iii. Tenders submitted are to be opened, after the stated closing date and time, by the Clerk, and at least one other member of the Council.

- iv. Tenders are then to be assessed and reported to the appropriate meeting of the Council or Committee, and to be dealt within the confidential (Press and Public excluded) part of the meeting.
- d) The Council, nor any Committee, is not bound to accept the lowest tender, estimate or quote.
- e) The Financial Regulations of the Council shall be subject to regular review, at least once every four years.

#### 48. Code of Conduct for Complaints

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any other officer or member in such manner as adopted by the Council except for those complaints which should be properly directed to the Monitoring Officer at North Kesteven D.C.

#### 49. Variation, Revocation and Suspension of Standing Orders

Any or every part of the Standing Orders except those printed **bold type** may be suspended by resolution in relation to any specific item of business.

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

#### 51. Standing Orders to be given to Members

- a) A copy of these Standing Order shall be given to each member by the Clerk, upon delivery of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council or on Council adopting a revised issue of Standing Orders.
- b) The Clerk will obtain a receipt from the member. A copy of the updated standing orders must be given to each member of the Council and will be signed for.

#### 52. Persistent Absence

If any member fails throughout six consecutive months to attend any meeting of the Council and its committees of which they are a member, they will cease automatically

to be a member of the Council unless the failure is due to a reason approved by the Council. The period will commence with the first meeting missed.

53. Other Matters

The Council will always, conduct its business in accordance with statutes laid down by Acts of Parliament and to assist the Chair, an up-to-date copy of Local Council Administration will be available for consultation at each and every meeting of the Council.

Signature of Chair.....

Date .....

Revised April 2023