

**SANDOWN TOWN COUNCIL
STANDING ORDERS 2018**

**TO BE READ IN CONJUNCTION
WITH FINANCIAL REGULATIONS 2018**

INDEX

	<u>Page</u>		<u>Page</u>
Meetings	3	Advisory Committees	11
The Statutory Annual Meeting	3	Voting in Committees	12
Chairman of the Meeting	3	Accounts and Financial Statement	12
Proper Officer	3	Estimates/Precepts	12
Quorum of the Council	4	Interests	12
Voting	4	Canvassing & recommendations By members	13
Order of Business	5	Inspection of Documents	
Motions Moved without Notice	76	Unauthorised Activities	13
Urgent Business	6	Admission of public and press to meetings	13
Motions Moved on Notice	6/7	Confidential Business	
Questions	7	Liaison IW Ward Councillors	14
Rule of Debate	7/8	Planning Applications	14
Closure	7/8	Financial Matters	14/15
Code of Conduct/Dispensations	9	Data Protection Act	15
Code of Conduct on complaints	9	Information Requests	15
Right to Reply	9	Press and Media	15
Rescission of previous resolution	9	Premises	15
Voting on Appointments		Staff Matters	15
Discussion & resolutions Affecting employees of the council	10	Training	16
Motions on expenditure	10	Sealing of Legal Deeds	16
Expenditure	10	Public Right to make representations	16
Sealing of Documents	10	Variation, Revocation of S/Os	16
Extra Ordinary Meetings	11	Standing orders to be given to Cllrs	17
Committees/ Sub Cmtees	11	Duration of meetings	17

1. 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.
- b.) 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.**
- c.) Subject to standing order 1(b) above, members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business included in the agenda.
- d.) The period of time which is designated for members of the public to make representation on Town Council matters is 15 minutes prior to the Council Meeting commencing. Each member of the public is entitled to speak once and shall speak for no more than 3 minutes. See also Standing Order 75
- e.) In accordance with standing order 1(d) a question asked by a member of the public during a public participation session at a meeting does not require a response or debate.

2. The Statutory Annual Meeting

- a.) **In an election year the Annual Town Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office and**
 - b.) **In a year which is not an election year the Annual Town Council Meeting shall be held on such a day in May as the Council may direct**
- 3. In addition to the statutory Annual Town 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.**

4. Chairman of the Meeting

- a) **The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.**
- b) In the absence of the chairman, the Deputy Mayor may preside. If both are absent, the Councillors should choose a councillor to preside at the meeting.

5. Proper Officer

Where a statute, regulation or order confers function or duties on the Proper Officer of the Council, s/he shall be the Town Clerk or nominated officer:-

The Proper Officer of the Council is the Town Clerk who undertakes the administration of the Council's business. The Responsible Financial Officer deals with the financial

administration of the Council and could be the Town Clerk. All duties and responsibilities of the Clerk are as laid down in the Conditions of Service Contract and Job Description. Notwithstanding those duties and responsibilities, it shall be the duty of the Town Clerk to advise Members on the content and interpretation of these Standing Orders.

- a.) To receive declarations of acceptance of office
- b.) To receive and record notices disclosing interests at meetings and issuing dispensations.
- c.) To sign and issue the summons to attend meetings of the Council
- d.) To keep a proper record of all Council meetings.

6. **Quorum**

Four Members or one-third of the total membership, whichever is the greater, shall constitute a quorum at a meeting of the Council.

- a) If a quorum is not present when the Council meets or if during a meeting the number of Members present (not **counting** those debarred by reason of a declared interest) falls below the required quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may decide.
- b) For a quorum related to a committee or sub committee, refer to Standing Order 42.

7. **Voting**

Members shall vote by show of hands or, by signed ballot if at least two members request it.

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

9. **(1) Subject to (2) and (3) below the Chairman may give an original vote on any matter put to the vote and, in the case of equality of votes, may give a casting vote, whether or not an original vote was given.**

(2) 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 Chairman and Vice-chairman until the end of term of their office they may not give an original vote in an election of Chairman.

(3) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

10. Order of Business

At each Annual Town Council Meeting the order of business shall be:-

- a.) **To elect a Town Mayor**
- b.) **To receive the Town Mayor's declaration of acceptance of office or, if not then received to decide when it shall be received.**
- c.) **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nomination.**
- d.) **To decide when any declarations of acceptance of office and written undertakings to observe the code of conduct adopted by the council which have not been received as provided by law, shall be received.**
- e.) To elect a Deputy Mayor
- f.) To appoint representatives to outside bodies
- g.) To appoint committee and sub-committees and terms of reference.
- h.) To inspect any deeds and trust investments in the custody of the Council as required; and shall thereafter follow the order set out in standing order 13.
- i.) To approve a calendar of meetings for the ensuing year.

11. At every meeting other than the Annual Town Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman 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.

12. Council employees will be employed on the National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services. Standing order 32 must be read in conjunction with this requirement.

13. 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 read and consider the Minutes; provided that a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- b.) **After consideration to approve the signature of the Minutes by the person presiding as a correct record**
- c.) **To deal with business expressly required by statute to be done.**
- d.) To answer questions from councillors
- e.) To receive and consider reports and minutes and recommendations of committees

- f.) To receive and consider any motions in the order in which they have been notified.
- g.) To authorise the sealing of documents
- h.) To authorise the signing of orders for payment
- i.) To receive correspondence.
- j.) Other items as specified on the agenda.

14 Motions Moved Without Notice

Motions dealing with the following matters may be moved without notice:-

- k.) To Elect a Chairman of the meeting
- l.) To correct the minutes
- m.) To approve the minutes
- n.) To alter the order of business
- o.) To proceed to the next business
- p.) To close or adjourn the debate
- q.) To refer a matter to a committee
- r.) To appoint a committee or any member thereof
- s.) To adopt a report
- t.) To authorise the sealing of documents
- u.) To amend a motion
- v.) To give leave to withdraw a resolution or amendment
- w.) To extend the time limit for speeches
- x.) To exclude the press and public.
- y.) To silence or eject from a meeting a member named for misconduct.
- z.) To give the consent of the Council where such consent is required by these Standing Orders.
- aa.)To suspend any Standing Orders.
- bb.)To adjourn the meeting

15. Urgent Business

A motion may vary the order of the business on the grounds of urgency.

- a.) May be proposed by the Chairman or by any other member and, if proposed by the Chairman may be put to the vote without being seconded, and
- b.) Shall be put to the vote without discussion.

16. Motions Moved on Notice

- a) Except as provided by these Standing Orders, no motion may be moved unless the business to which it relates has been included on the Agenda by the Town Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least seven clear days before the next meeting of the council

- 17.** The Town Clerk shall date every notice of motion and shall number each notice in the order in which it was received and shall enter it in a book which shall be open for inspection.

18. The Clerk shall insert in the summons of every meeting all notices of motions or recommendations properly given in the 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.
19. If a motion 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 on a fresh notice.
20. If the subject matter of a motion comes within the province of a committee of the Council, it shall upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; providing that the Chairman, if considered to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
21. Every motion or recommendation shall be relevant to some subject over which the Council has power or duty which affects its area.

22 Questions

A member may ask the Town Clerk or the Town Mayor any question concerning the business of the Council under discussion and every question shall be put and answered without discussion.

The person to whom a question has been put may nominate another person to answer or refer to a relevant document or provide a written reply where a reply cannot reasonably be given orally.

23 Rules of debate

- a) All remarks shall be addressed to the Chairman.
- b.) No discussion shall take place on the minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.

- 24 a.) A motion 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 Chairman, be reduced to writing and handed to the Chairman 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 debate.
- c.) If a motion (including the amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder.

- c.) A member shall direct their speech to the question under discussion or to a personal explanation or to a question of order.
- d) An amendment shall be either add or remove words to a motion
- e) An amendment shall not have the effect of negating the motion.
- f.) If an amendment is carried, the resolution, as amended, shall take the place of the original motion or substantive motion and shall become the resolution upon which any further amendment may be moved.
- g.) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- h) The mover of a motion or of any amendment shall have the right of reply not exceeding three minutes immediately before the motion is put to the vote.
- i.) Excluding motions under Standing Orders k (i-ix) below, the contributions or speeches by a Councillor shall only relate to the motion under discussion and shall not exceed 3 minutes without the consent of the Chairman of the meeting.
- j) A motion or amendment may be withdrawn by the proposer with the consent of the Council, without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- k.) When a motion is under debate no other resolution shall be moved except the following;-
 - i.) To amend the motion
 - ii.) To proceed to the next business
 - iii.) To adjourn the debate
 - iv.) To put the motion to the vote
 - v.) To ask that member be no longer heard
 - vi.) To ask that the member leave the meeting
 - vii) That a motion be referred to a committee
 - viii) To exclude the public and press
 - ix) To adjourn the meeting

25 A member is required to stand when speaking.

26 a.) A point of order shall be decided by the Chairman of the meeting and his decision shall be final.

b) Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide who to call upon.

- c.) Whenever the Chairman rises to their feet during a debate all other Members shall be seated and silent.

27 Closure

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.

28 Code of Conduct and Dispensations

a.) All members must observe Sandown Town Councils Code of Conduct

- b.) Unless granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which s/he has a disclosable pecuniary interest and only return after the matter has been considered.
- d.) Unless granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which s/he has another interest if so required by the council's code of conduct and only return after the matter has been considered.
- e.) Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting or at the start of the meeting for which the dispensation is required.
- f.) A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- g.) **A dispensation may be granted 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.**
 - ii. **Granting the dispensation is in the interests of person living in the council's area**
 - iii. **It is otherwise appropriate to grant a dispensation.**

29 Code of Conduct on Complaints

- a) The Town Council shall deal with complaints in accordance with adopted policies except for those complaints which should be properly directed to the Monitoring Officer at the Isle of Wight Council.
- b.) If the Proper Office submits a complaint to the IW Council regarding a Town Councillor the Mayor will be informed and another staff member will deal with any correspondence from the IW Council in relation to the matter until the complaint has been determined.
- c) Upon notification by the IW Council that a councillor has breached the Town Council's code of conduct, the Council shall consider what, if any, action should

be taken against them. Such action excludes disqualification or suspension from office.

30. Rescission of Previous Resolution

a.) A decision of the Council (whether affirmative or negative) shall not be reversed within six months except by a special resolution, the written notice of which bears the names of at least four Members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.

b.) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months. This order shall not apply to motions moved in pursuance of a report or recommendations of a committee. This order shall not apply to motions in pursuance of a report or recommendation of a committee.

31. Voting on Appointments

Where more than two persons have been nominated for any position to be filled by the Council and of 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. Any tie may be settled by the Chairman's casting vote.

32. Discussions and Motions Affecting Employees of the Council

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or terms and conditions of service, of any person employed by the Council, it shall not be considered until the Council or Committee (as the case may be) has excluded the press and public (See Standing Order No 58)

33. Motions on Expenditure

Any resolution which, if carried, would in the opinion of the Chairman substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion and be referred to RFO to report on the financial aspects of the motion to the next ordinary meeting of the Council

34. Expenditure

Orders for the payment of money shall be authorised by resolution of the Council as per Financial Standing Orders.

35. 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.

36 Extra Ordinary Meetings

- a) The Mayor or Chairman of a Committee may summon an extra ordinary meeting at any time.
- b) An extra ordinary meeting shall also be called by 2 councillors in writing to the Mayor. If within 7 days of having been requested to do so, the Mayor does not or refuses, the councillors may convene a meeting giving public notice of the time and place and agenda signed by the 2 councillors.

37 Committees

The Council may at the time of its Annual Town Council Meeting or any time as desired, appoint standing committees: -

- a.) In accordance with Standing Orders 37- 46
- b.) The terms of reference will be determined by the Clerk.
- c.) The Council may at any time dissolve or alter the membership of the committee
- d.) The Town Mayor ex-officio shall be a voting member of every committee

- 38** Every committee at its first meeting before proceeding to any other business, shall elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council, and shall settle its schedule of meetings for the year.

39 Sub-Committees

Every committee may appoint sub-committees for purpose to be specified by the committee.

40 Reports of Committees to Council

- a.) The Chairman of each committee or another member of the committee shall formally move for adoption by the Council motions for approval from the committee which should be formally seconded. A period of time shall be allowed for Members questions and shall move for adoption or confirmation as appropriate.
- b.) A member may propose an amendment any motion brought forward by the committee and such an amendment will be dealt with under Standing Orders
- c.) The Chairman of each committee or another member of the committee shall formally move the noting of minutes from the committee.

- 41.** The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.

- 42.** Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one third of its members.

43 Advisory Committees

- 1) The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.
- 2) The Town Clerk shall inform the members of each advisory committee of its terms of reference of the committee
- 3) An advisory committee may make recommendations and give notice thereof to the Council and may also consist of persons who are not members of the Council.

44 Voting in Committees

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

45 Chairman of committees and sub-committees shall have in the case of an equality of votes have a second or casting vote.

46. Presence of Non-Members of Committees at Committee Meetings

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

47. Accounts and Financial Statement

1. Except as provided in paragraph (2) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
2. 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 Town Clerk.
3. All payments ratified under sub-paragraph (2) of this Standing Order shall be separately included in the next schedule of payments before the Council.

48. The Responsible Financial Officer shall supply to each member as soon as practicable. a Financial Statement prepared on the appropriate accounting basis (receipts and payments or income and expenditure) for a year to 31st March which shall be presented to each member before the end of the following month of May.

49 Estimates/Precepts

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

50. Interests

The Town Clerk is required to compile and hold a Register of Members Interests, or a copy thereof in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

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

52. The Town Clerk shall make known the Standing Orders to every candidate.

53. Removed – min:1639/18 12th March 2018
54. Removed- min:1639/18 12th March 2018
55. **Inspection of Documents**
A member may for the purpose of his duty as such (but not otherwise), inspect any documents in possession of the Council
56. **All minutes kept by the Council and by any committee shall be open for the inspection by any member of the Council.**
- 57 **Unauthorised Activities**
No member of the Council or of any committee or sub committee shall in the name of or on behalf of the Council:-
a.) Inspect any lands or premises which the Council has a right or duty to inspect; or
b.) Issue orders, instructions or directions unless authorised to do so by the Council or the relevant committee or sub-committee.
58. **Admission of the Public and Press to meetings 1960 Act**
The public and the press shall be admitted to all meetings of the Council and its committees, which may, however, temporarily exclude the public and press by means of the following resolutions:-
“That in the view of the (special) (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 are instructed to withdraw”.
59. The Council, committee or sub-committee shall state the special reason for exclusion.
60. The Town 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-
- 60 In compliance with legislation, recording of meetings may take place with regard to the Town Council’s Protocol and Guidance for Recording, Photography and use of Social Media at Sandown Town Council Meetings.
62. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that they be removed from the meeting and may adjourn the meeting for such a period as is necessary to restore order.
- 63 **Confidential Business**
1) No Member of the Council or of any committee or sub-committee shall disclose to any person, not being a Member of the Council, any business declared to be confidential by the Council, the committee or sub-committee as the case may be.

- 2) Any member in breach of the provisions of paragraph (1) of this Standing Order shall be removed from any committee or sub-committee of the council by the Council.

4 Liaison with Unitary Councillors

An agenda for each meeting will be sent to the Unitary Councillor for the ward.

65. Planning Application

The Town Clerk shall keep a record of planning applications notified to the Council and refer such applications to the relevant meeting.

66. Financial matters

Proper practices in standing Orders refer to the most recent version of Governance and Accountability for Local Councils.

The Council shall consider and approve Financial Regulations drawn up by the Town Clerk in conjunction with the Responsible Finance Officer.

- 1) Such Regulations shall include detailed arrangements for the following:
 - a) The accounting records and systems of internal control;
 - b) The assessment and management of risks faced by the Council;
 - c) The work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually.
 - d) The financial reporting requirements of members and local electors and
 - e) Procurement policies (subject to (2) below including the setting of values for different procedures where the contract has an estimated value of less than £20000.
 - f) The RFO can vire after consulting the Town Clerk amounts up to £500 in the budget without referring back to the Council.
- 2) Any proposed contract for the supply of goods materials, services, and the execution of works with an estimated value in excess of £20,000 shall be procured on the basis of a formal tender as summarised in (3) below.
- 3) Any formal tender process shall comprise of the following steps:
 - a) Where the value of the intended contract exceeds £20,000 notice shall be given in such newspapers in the area as the Council shall direct.
 - b) Notice in respect of a contract exceeding £20,000 shall state the general nature of the intended contract and state the name and address of the person to whom tenders are to be addressed and the last date by which those tenders must reach that person.
 - d) Tenders shall be opened by the Town Clerk in the presence of two members and shall be reported to the Town Council or the appropriate Committee
 - e) Neither Council or the Committee are bound by the lowest tender.
 - f) If no tenders are received or if all the tenders are identical the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.

- g) Where it is intended to enter a contract not exceeding £5000 in value for the supply of goods and materials or for the execution of works, the Town Clerk shall obtain at least three estimates for the work required.
 - h). When contracts exceed EU thresholds The European Union Procurement Directive and the terms of the Public Contracts Regulations 2006 (SI No 5 as amended) and the Utilities Contracts Regulations 2006 (SI No 6 as amended) including thresholds shall apply to the contract and if so, the Council must apply with EU procurement rules.
- 4) The Council or a committee is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain reference to Standing Order 58 and 60 regarding improper activity
- 5) The Financial Regulations of the Council shall be subject to regular review, at least once every two years

67. Data Protection Act

- a). The agenda, papers that support the agenda and the minutes of the meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b) Members shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

68. Information requests

Requests will be handled in compliance to the FOI Act 2000 and the Data Protection Act 1998 subject to amendments as needed, when the General Data Protection Regulation (GDPR) will apply from 25 May 2018.

69. Press and Media

All requests will be handled in accordance with the Council's policy.

70 Premises

Meeting 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.

71. Staff Matters

- a.) The Town Council is the employer of and responsible for all staff in accordance with relevant law, including health and safety, and the Town Council policies.
- b.) The Town Clerk is line manager to all staff and has delegated responsibility for all HR functions and undertaking annual appraisals.
- c.) The Mayor and Deputy Mayor will undertake the appraisal of the Town Clerk annually and the review will be reported to the Council.
- d.) Any staffing matter for discussion is subject to Standing Order 32

- e.) Grievance and Disciplinary matters will be dealt in accordance to Council policy, by a committee convened for the purpose and any subsequent sub-committee if required.
- f.) All HR records are confidential and maintained in accordance with Data Protection compliance and Town Council policy.

73 Training

All newly elected Councillors are to receive training in the first year of office, and that other members of the Council are encouraged to attend relevant training courses.

74. 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) The council's common seal shall alone be used for sealing a deed required by law and shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

75. Public Right to make Representations

- a. Members of the public may make representations and ask questions at a meeting which they are entitled to attend, in respect of business on the agenda.
- b In accordance with standing order 75 a above, the questions shall not require a response at the meeting not start a debate on the question. The chairman of the meeting may direct that a written or oral response be given or invite an officer, or other member with a particular involvement in the matter in question, to provide an answer.
- c Any member of the public wishing to make representation to the council on an item which is considered to be the business of this council, may speak at a council meeting for a period not exceeding three (3) minutes.
- d Where a group of members of the public wishes to make representation on an item which is considered to be the business of the this council, and is listed on the agenda, they will be required to nominate a representative from among themselves, to speak for a maximum of three (3) minutes or longer at the discretion of the Mayor, to express the views of the group.
- e The total time allowed for questions/representations by members of the public will not exceed 15 minutes. The Mayor reserves the right to limit the number of speakers on any given item of business and his/her decision will be final.
- f If, after speaking for the allotted time, any member of the public or group persistently interrupts the Mayor, after due warning to that person/s, may order that they be removed from the meeting and may adjourn the meeting for such a period as is necessary to restore order. *(Note: A group shall be defined as any number of persons bound together by a common interest)*

76. Variation, Revocation and suspension of Standing Orders

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

77. Standing orders to be given to Members

A copy of these standing orders shall be given to each member by the Town Clerk upon delivery to him of the member's declaration of acceptance of office.

78. Duration of meetings

The Town Council will aim to deal with the business on the agenda within 2 hours. If this period of time becomes insufficient to complete the business, the Council will resolve :-

- a) To continue for another 30 minutes **or**
- b) To defer all items on the agenda not dealt with, until the next monthly meeting **or**
- c) To convene an additional meeting in two weeks time from the date of the meeting, to discuss the outstanding business on the agenda.

These Standing Orders were adopted by the Town Council at the meeting held on 19th March 2018

Adopted on: 19th March 2018

Minute no: 1639/19

Amendments to following Standing Orders:

Date: 19/3/18

12 now reads refer to **s/o 32**

24b S/O inadvertently omitted and now **added**

25 changed to 'that members **shall** stand.

29 changed to action **should be** taken