



# MARTOCK PARISH COUNCIL STANDING ORDERS

*These Standing Orders were adopted by the Council at its meeting on 25<sup>th</sup> March 2015*

## 1. Meetings

- 1.1 It is the duty of councillors to attend Parish Council meetings and, as well as stating their own views, to seek and fairly represent the views and needs of the community.
- 1.2 Meetings of the Council shall be held bi-monthly at 6:00pm on the last Wednesday of that month, excluding December, unless the Council otherwise decides at a previous meeting.
- 1.3 Agendas will be managed and business at meetings conducted so that they are completed by 9:30 pm at the latest. If this time is exceeded, members may agree to defer outstanding items to the next meeting.
- 1.4 Agendas will include a Chair's report, covering updates and progress on external issues and key projects and initiatives, to be distributed to members at least three days in advance.
- 1.5 All papers, including reports and financial statements, shall be taken as read, i.e. there is no need for verbal introductions or summaries.
- 1.6 Special full Council meetings will be called to discuss complicated or contentious issues, and to accommodate full public participation, where such issues would disproportionately dominate the agenda of a routine monthly meeting.
- 1.7 Smoking is not permitted at any meeting of the Council.

## 2. The Statutory Annual Meeting

- 2.1 In an election year the Annual Parish Council Meeting shall be held on a Wednesday on or within 14 days following the day on which the councillors elected take office.**
- 2.2 In a year which is not an election year the Annual Parish Council Meeting shall be held on the last Wednesday in May.**
- 2.3 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. Chair of the Meeting

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

## 4. Proper Officer

- 4.1 Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, he/she shall be the Parish Clerk:

- a. To receive declarations of acceptance of office.
  - b. To receive and record notices disclosing interests at meetings.
  - c. To receive and retain planning notifications.
  - d. To sign notices or other documents on behalf of the Council.
  - e. To receive copies of bylaws made by another local authority.
  - f. To certify copies of bylaws made by the Council.
  - g. To sign and issue the summons to attend meetings of the Council.
  - h. To keep proper records for all Council meetings.
- 4.2 In addition, the Parish Clerk shall have delegated authority to declare a casual vacancy.

## 5. Quorum of the Council

### **5.1 Five members shall constitute a quorum at meetings of the Council.**

5.2 If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chair may fix.

5.3 For a quorum relating to a committee or sub-committee, please refer to Standing Orders 25 and 28.

## 6. Voting

6.1 Members shall vote by show of hands or, if at least two members so request, by signed ballot. Ballot papers so used shall be destroyed by the Parish Clerk and the Chair at the conclusion of the meeting.

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

**6.3 Subject to 6.4 and 6.5 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 he/she gave an original vote.**

**6.4 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, he/she may not give an original vote in an election for Chair.**

**6.5 The person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.**

## 7. Order of Business

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

- a. **to elect a 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 sub-committees;
- 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 the Standing Order 7.4.

**7.2 At every meeting other than the Annual Parish Council Meeting the first business shall be to appoint a Chair if the Chair and 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.**

7.3 In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 21.1 must be read in conjunction with this requirement.

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

- a. to read and consider the minutes; 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 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 dispose of business, if any, remaining from the last meeting;
- e. to answer questions from Councillors;
- f. to receive and consider reports and minutes of committees;
- g. if necessary, to authorise the signing of orders for payment;

- h. to receive and consider resolutions or recommendations in the order in which they have been notified;
  - i. to authorise the sealing of documents;
  - j. to receive such communications as the person presiding may wish to lay before the Council.
- 7.5 Written progress reports on key projects will be provided to members in advance of the meeting.
8. Urgent Business
- 8.1 A motion to vary the order of business on the ground of urgency:
- a. 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
  - b. shall be put to the vote without discussion.
9. Resolutions Moved On Notice
- 9.1 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 one week before the next meeting of the Council.
- 9.2 The Clerk shall date every notice of resolution or recommendation when received by him/her, shall number each notice in the order in which it was received and shall enter it in a record which shall be open to the inspection of every member of the Council.
- 9.3 The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he/she intends to move at some later meeting or that he/she withdraws it.
- 9.4 Significant proposals shall be supported by a short paper, to be published with the agenda for the meeting, which is to include the respective recommendations.
- 9.5 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.
- 9.6 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, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- 9.7 Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties, which affects its area.

## 10. Resolutions Moved Without Notice

- 10.1 Resolutions dealing with the following matters may be moved without notice:
- a. To appoint a Chair of the meeting.
  - b. To correct the minutes.
  - c. To approve the minutes.
  - d. To alter the order of business.
  - e. To proceed to the next business.
  - f. To close or adjourn the debate.
  - g. To refer a matter to a committee.
  - h. To appoint a committee or any members thereof.
  - i. To adopt a report.
  - j. To authorise the sealing of documents.
  - k. To amend a motion.
  - l. To give leave to withdraw a resolution or amendment.
  - m. To extend the time limit for speeches.
  - n. To exclude the press and public (see Order 37.1 below).
  - o. To silence or eject from the meeting a member named for misconduct (see Order 15.5 below).
  - p. To give the consent of the Council where such consent is required by these Standing Orders.
  - q. To suspend any Standing Order (see Order 46.1 below).
  - r. To adjourn the meeting.

## 11. Questions and Statements

- 11.1 A member may ask the Chair of the Council or the Clerk any question concerning the business of the Council, provided 7 clear days' notice of the question has been given to the person to whom it is addressed.
- 11.2 No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- 11.3 Every question shall be put and answered without discussion.
- 11.4 A person to whom a question has been put may decline to answer.
- 11.5 Where a member requests an agenda item in order to make a specific statement, unless there are very good reasons for not doing so, such statements shall be provided to all members in advance.

## 12. Rules of Debate

- 12.1 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.
- 12.2 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 him/her before it is further discussed or put to the meeting.
- 12.3 A member when seconding a resolution or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.
- 12.4 A member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.
- 12.5 Any speech by a member of the Parish Council shall not exceed five minutes except by the consent of the Chair.
- 12.6 An amendment shall be either:
  - a. To leave out words.
  - b. To leave out words and insert others
  - c. To insert or add words.
- 12.7 An amendment shall not have the effect of negating the resolution before the Council.
- 12.8 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.
- 12.9 A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- 12.10 The mover of a resolution or of an amendment shall have a right of reply, not exceeding 3 minutes.
- 12.11 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.
- 12.12 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 him which may have been misunderstood.
- 12.13 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.

- 12.14 When a resolution is under debate no other resolution shall be moved, except the following:
- a. To amend the resolution.
  - b. To proceed to the next business.
  - c. To adjourn the debate.
  - d. That "the question be now put".
  - e. That "the member named be not further heard".
  - f. That "the member named leave the meeting".
  - g. That the resolution be referred to a committee.
  - h. To exclude the public and press.
  - i. To adjourn the meeting.
- 12.15 A member shall remain seated when speaking unless requested to stand by the Chair.
- 12.16 The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.
- 12.17 Members shall address the Chair. If two or more members wish to speak, the Chair shall decide who to call upon.
- 12.18 Whenever the Chair speaks during a debate all other members shall be silent.

### 13. Closure

- 13.1 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 but, in the case of a motion "that the question be now put", only if he/she is of the opinion that the question before the Council has been sufficiently debated. If the motion "that the question be now put" is carried, he/she shall call upon the mover to exercise or waive his/her right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

### 14. Culture

- 14.1 All members of the Parish Council are responsible for promoting an open and mutually supportive culture.
- 14.2 The Parish Council shall communicate and promote its business as widely as possible to all members of the community. This will be the responsibility of the council's Finance and Resources committee.
- 14.3 Public attendance and participation at meetings shall be positively encouraged.

14.4 The overall aim is that being a member of the Parish Council, and public engagement with it, is an enjoyable and rewarding experience. As such, meetings will be kept as informal as possible, within the bounds of statutory regulation, and some social activities will be included in the annual programme.

## 15. Conduct

**15.1 Members shall observe the Code of Conduct adopted by the Council.**

**15.2 All members shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration or acceptance of office.**

15.3 It is the duty of members to challenge proposals and each other through robust but respectful discussion at Parish Council meetings.

**15.4 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.**

15.5 If, in the opinion of the Chair, a member has broken the provisions of paragraph 15.4 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 leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

15.6 If either of the motions mentioned in paragraph 15.5 is disobeyed, the Chair may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

## 16. Interests

**16.1 It is a member's responsibility to register all interests as defined by the Code of Conduct.**

**16.2 If during the course of a meeting an interest becomes apparent which is not recorded in the Register of Interests, it is a member's responsibility to disclose it and to ensure it is recorded in the minutes of the meeting.**

**16.3 Members with a disclosable pecuniary interest must leave the room during the relevant item of business, unless permitted to remain following the grant of a dispensation.**

**16.4 Members with any other interest, as defined by the Code of Conduct, in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted, but only if members of the public are also allowed to speak at the meeting. Thereafter the member must not participate in the discussion or vote, unless permitted to do so following the grant of a dispensation. If in doubt a member should leave the room.**

**16.5 Following a written request to the Proper Officer of the Council (the Clerk), the Council may grant a member a dispensation to participate in a discussion and / or vote on a matter at the meeting even if s/he**

**has any form of interest (disclosable pecuniary, other) if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business, or it is in the interests of the inhabitants in the council's area to allow the member to take part, or it is otherwise appropriate to grant a dispensation. The grant of a dispensation is automatically delegated to the Clerk and any dispensation may permit the member to speak, or to speak and vote.**

16.6 If a candidate for any appointment under the Council is to his/her knowledge related to any member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure.

#### 17. Right of Reply

17.1 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.

#### 18. Alteration of Resolution

18.1 A member may, with the consent of his/her seconder, move amendments to his/her own resolution.

#### 19. Rescission of Previous Resolution

19.1 A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 3 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.

19.2 When a special resolution or any other resolution moved under the provisions of paragraph 19.1 of this Order has been disposed of, no similar resolution may be moved within a further six months.

#### 20. Voting On Appointments

20.1 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.

#### 21. Discussions and Resolutions Affecting Employees of the Council

21.1 If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the

case may be) has decided whether or not the press and public shall be excluded (see Standing Order No 37.1).

## 22. Resolutions on Expenditure

22.1 Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance and Resources Committee or of another committee after recommendation by the Finance and Resources Committee) and which, if carried, would, in the opinion of the Chair, 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 to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon (and the Finance and Resources Committee shall report on the financial aspect of the matters).

## 23. Expenditure

### **23.1 Orders for the payment of money shall be authorised in accordance with the Council's Financial Regulations.**

## 24. Sealing of Documents

24.1 The Council's Common seal shall alone be used for sealing documents. It shall be applied by the proper officer in the presence of two members who shall sign the document as witnesses.

24.2 Any two members of the Council named in a resolution moved under the provisions of paragraph 24.1 of this Order may seal, on behalf of the Council, any document required by law to be issued under seal.

## 25. Committees

25.1 The standing committees of the Council shall be Buildings and Open Spaces, Finance and Resources, and Services.

25.2 Formal Terms of Reference shall be raised for each committee, for approval by full Council. These are to include the quorum for the committee and its scope of responsibility.

25.3 The Council shall at its Annual Meeting appoint the associated Chairs of committees, and may at any other times appoint such other committees as are necessary, but subject to any statutory provision in that behalf.

25.4 It shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.

25.5 It may appoint persons other than members of the Council to any Committee.

25.6 It may at any time dissolve or alter the membership of a committee.

25.7 The Chair of the Finance and Resources Committee shall not be the Chair or Vice-Chair of the Council or the Chair of any other committee. The other members of the committee shall be made up of the Chair and Vice-Chair of the

Council and the Chair or another appointed representative of each other committee.

25.8 The Chair, Vice-Chair and Finance and Resources Chair, ex-officio, shall be voting members of every committee.

## 26. Committee Meetings

26.1 Informal meetings of committee members to discuss progress and routine business are acceptable, provided that any proposals for changes to existing projects or plans, new projects or capital spend are brought to the full Council for approval.

26.2 Notwithstanding 26.1 above, the Buildings and Open Spaces and the Services committees shall hold a formal meeting in public at least once a quarter to present their forward programmes.

26.3 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.

## 27. Reports of Committees

27.1 The Buildings and Open Spaces, Finance and Resources and Services committees shall prepare short written reports to be circulated to all Parish Council members at least three days before each full Council meeting. These reports shall include any proposals (policy, project or financial) which the Parish Council will be asked to approve.

27.2 Notwithstanding 27.1 above, the Clerk and committee Chairs are to ensure that the subject of any significant proposal is included in the agenda for the meeting.

## 28. Sub-Committees

28.1 Every committee may appoint sub-committees for purposes to be specified by that committee.

28.2 Formal Terms of Reference shall be raised for a sub-committee, for approval by full Council.

28.3 The Chair of the committee shall be member of every sub-committee appointed by it unless he/she signifies a wish not to so serve.

28.4 Except where ordered by the Council or by the appropriate committee, the quorum of a sub-committee shall be one-half of its members.

## 29. Voting and rules of debate in Committees

29.1 Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot. Such ballot papers shall be destroyed by the Parish Clerk and Chair at the conclusion of the meeting.

**29.2 Chairs of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

29.3 The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

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

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

31. Accounts and Financial Statement

31.1 The procedures for the for the authorisation of expenditure, budgetary control and the preparation of accounts and financial statements and shall be in accordance with the Council's Financial Regulations.

32. Financial Management

32.1 Committee Chairs are responsible for managing the lines ascribed to them in the Council's annual budget and are accountable for the delivery of respective programmes and projects in year.

32.2 All proposals for expenditure on projects, major refurbishments/repairs and purchases shall be brought to full Council for approval. However, Chairs of Committee may approve up to £500 of expenditure in each month on general maintenance, repairs and minor purchases without recourse to full Council.

32.3 Emergency repairs costing more than £1000 may be approved between meetings by the Chair of the Council or Vice Chair of Council. Such expenditure shall be ratified by full Council at the following meeting.

33. Estimates/Precepts

33.1 The council shall approve written estimates for the coming financial year at its meeting before the end of the month of January.

33.2 Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than the November meeting.

34. Canvassing of and Recommendations by Members

34.1 Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.

34.2 A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or 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.

34.3 Clauses 34.1 and 34.2 shall apply to tenders as if the person making the tender were a candidate for an appointment.

35. Inspection of Documents

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

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

36. Unauthorised Activities

36.1 No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council inspect any lands or premises which the Council has a right or duty to inspect, or issue verbal or written orders, instructions or directions, unless authorised to do so by the Council or the relevant committee or sub-committee.

37. Admission of The Public and Press to Meetings

37.1 **The public and press shall be admitted to all meetings of the Council and its committees, which may, however, temporarily exclude** them by means of the following resolution: "That in 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 they are instructed to withdraw".

37.2 The Council shall state the special reason for exclusion.

37.3 Agendas of full Parish Council meetings shall include one item of "public participation", at the start of the meeting during which members of the public may raise issues, make comments or ask questions.

37.4 At the start of the meeting, members of the public will be asked by the Chair if they wish to speak to particular agenda items, in which case, if they so elect, their comments or questions may be reserved until the appropriate point in the agenda.

37.5 At the discretion of the Chair, comments and questions by an individual member of the public may be limited to a maximum period of 3 minutes.

37.6 The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.

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

### 38. Confidential Business

- 38.1 No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Chair of the Council, the committee or the sub-committee as the case may be.
- 38.2 Any member in breach of the provisions of clause 38.1 of this Standing Order may be removed from any committee or sub-committee of the Council by the Council and may be reported to the local Standards Committee.

### 39. Liaison with County and District Councillors

- 39.1 A summons and agenda for each meeting and committee meeting shall be sent, together with an invitation to attend, to the County and District Councillor for the appropriate division or ward.
- 39.2 County and District Councillors will be asked to provide short written reports for distribution to members in advance of each meeting.
- 39.3 Unless directed otherwise, the Clerk will copy any letter sent to the County or District Council to the relevant county or district councillor as the case may require.

### 40. Planning Applications

- 40.1 The Clerk shall, as soon as it is received, enter in a record 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.
- 40.2 The Clerk shall refer every planning application received to the Chair of the Parish Council or in the Chair's absence a nominated deputy within 48 hours of receipt.
- 40.3 Planning applications will normally be considered at a duly called public meeting of the full Council, which will make recommendations to the District Council.
- 40.4 Members will be expected to have familiarised themselves with the content of and comments on each planning application prior to the meeting at which it is considered.
- 40.5 Where the time limits for recommendations set by the District Council would not allow an application to be considered at the next meeting of the full Council, an appropriate extension of these limits will be sought by the Clerk or, if such an extension is not granted, a special meeting will be called.

### 41. Financial Matters

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

- 41.2 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;
  - e. procurement policies, including the setting of values for different procedures.
- 41.3 Any proposed contract for the supply of goods, materials, services or the execution of works above the value of £1000 shall be subject to a bid process, in the form of a tender, quotation or estimate, according to value, as laid down in the Council's Financial Regulations.
- 41.4 Any formal tender, quotation or estimate sought shall be based on a specification of the goods, materials, services or execution of works drawn up by the Clerk and respective Chair of Committee.
- 41.5 The Council, nor any Committee, is not bound to accept the lowest bid. Any bid notice shall contain a reference to the Standing Orders 34.1, 34.2 and 34.3 regarding improper activity.
- 41.6 The Financial Regulations of the Council shall be subject to regular review, at least once every two years.
42. Paid work by members of the Parish Council
- 42.1 Members are not prohibited from bidding for work required by the Parish Council. However, bids from members must be treated in the same way as those from any other organisation or contractor and must be considered by the Parish council in the same way.
- 42.2 If a member's bid is considered or accepted, he/she will need to declare a Disclosable Pecuniary Interest in any agenda item in which matters pertaining to the relevant work are discussed. This means that the member concerned will have to leave the meeting during any discussions relating to the work and will not be allowed to vote on any decision relating to it.
43. Minutes
- 43.1 Minutes will be brief and to the point, accurately recording proposals and resolutions made (including numbers of votes cast).
- 43.2 Comments made and votes cast by councillors shall not be attributed unless specifically requested at the time.
- 43.3 Matters raised by members of the public shall be briefly minuted but not attributed, along with any actions agreed as a result.
- 43.4 Draft minutes shall be distributed and made public within two weeks of each meeting.

43.5 The approved minutes shall be published within 2 days of the meeting at which they are approved.

44. Code of Conduct on Complaints

44.1 The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in such manner as adopted by the Council except for those complaints which should be properly directed to South Somerset District Council.

45. General Power of Competence

45.1 Before exercising the General Power of Competence, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.

45.2 The Council's period of eligibility begins on the date that the resolution under order 44.1 above is made and has to be renewed by Council Resolution at the annual meeting of the Council that takes place in a year of ordinary elections.

46. Variation, Revocation and Suspension of Standing Orders

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

46.2 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.

47. Standing Orders to be Given to Members

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

47.2 Copies of these Standing Orders will also be made available, upon request, to any person.

Martock Parish Council

Adopted Date: 25<sup>th</sup> March 2015

Re-adopted Date: 15<sup>th</sup> May 2019

Last Amended Date: 28<sup>th</sup> August 2019

Review due: May 2020

Date of Amendment	Amendment No	Details of changes made	Changed by
27/7/2016	1	41.3 Change £100 to £300	Adam Persson
28/3/2018	1	41.3 Change £300 to £1000	Adam Persson
25/7/2018	5	25.1 Removal of Planning from list of standing committees 40.2 Removal of Planning Committee function	Adam Persson

		40.3 Removal of Planning Committee function 40.4 Removal of planning referral to full Council 40.6 Removal of Planning Committee function	
31/10/2018	2	28.1 & 28.2 removed and replaced by 28.3 & 28.4	Adam Persson
28/08/2019	1	1.2 Change to meeting schedule from monthly to bi-monthly	Adam Persson