



Saltash Town Council

Konsel An Dre Essa



Standing Orders

Contents

Section A – Standing Orders

Section B – Members of the Council and Code of Conduct

- **Meetings**
- **Rules of debate**
- **Members and the Code of Conduct**
- **Allegations of breaches of the Code of Conduct**
- **Dispensations**

Section C – Proper Officer

Section D - Full Council Meetings

Section E – Committees, Sub Committees and Working Groups

Section F – Business of Meetings

Section G - Conduct of Meetings

SALTASH TOWN COUNCIL

STANDING ORDERS

Section A – Standing Orders

1. These Standing Orders apply to the meetings and actions of Saltash Town Council, and to its Committees and Sub Committees and supersede as and when required any delegated authorities as required and as may be in place from time to time.
2. Nothing within these Standing Orders may be taken as having precedence over relevant legislation and in particular the relevant provisions of the Local Government Act, 1972 Schedule 12, Part IV.
3. Subject to A4, Standing Orders may be suspended so far as regards any business at the meeting where its suspension is moved, accepting that this must not breach any legislation.
4. A motion to suspend Standing Orders shall not be moved under Standing Order (5), that is without notice of motion given in pursuance of Standing Order (4), unless there shall be present at least seven members of the Council.
5. These Standing Orders, including their Appendices, shall not be amended except by two-thirds majority of a quorate (has enough councillors present to allow official decisions to be made) Full Council meeting (defined under Section D below).
6. A printed copy of these Standing Orders and their Appendices shall be kept by the Proper Officer, and shall be available for inspection by any member of the Public and made available on the Council website. An electronic or printed copy of the Standing Orders shall be given to each member of the Council by the Clerk as soon as possible following the member's Declaration of Acceptance of Office, and a printed or electronic copy, as requested, of the Standing Orders and their Appendices be given to all Members by the Clerk on request.

Section B – Members of the Council and Code of Conduct

Meetings

1. The Council has adopted as an Appendix to these Standing Orders, a Code of Conduct that complies with current legislation, and which will apply to councillors and members of the public co-opted to serve on Committees and sub Committees of the Council in respect of the entire meeting.
(Currently 2012 Cornwall Code of Conduct for City, Community, Parish and Town Councils)

All interests arising from the Code of Conduct adopted by the Council, will be recorded in the minutes giving the existence and nature of the interest.

2. Members must have particular regard to their obligation to record and withdraw from certain matters in which they have an interest as defined by the Code of Conduct or by relevant legislation.
3. The Council shall maintain for public inspection, a Register of Members' interests that is compliant with the Code of Conduct and with relevant legislation.
4. Vacancies in the Membership of the Council shall be filled according to law. A process for the co-option of a new member, where required, shall be contained with the Appendices to these Standing Orders.

Rules of Debate

1. A councillor or member of the public co-opted to serve on Council committees and sub committees who has a Non- Registerable Interest defined under 3.5A of the Council's Code of Conduct, may by invitation of the Chairman, remain in the room to address the Council to provide any information as they reasonably consider might inform the debate before leaving the room.
2. The period of time for addressing the Council shall not exceed 3 minutes and will be at the discretion of the Chairman.

Members and the Code of Conduct

1. All councillors and members of the public co-opted to serve on Council committees and sub committees shall observe the Code of Conduct adopted by the Council.
2. All councillors and members of the public co-opted to serve on Council committees and sub committees shall maintain a Register of Disclosable Pecuniary Interests, and must update their register by notifying the Clerk and Monitoring Officer of any changes within 28 days.
3. All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
4. Councillors and members of the public co-opted to serve on Council committees and sub committees who have registered a Disclosable Pecuniary Interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed.
5. Councillors and members of the public co-opted to serve on Council committees and sub committees who have declared a Non Registerable Interest, in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed.

6. Members must record in a Register of Interests maintained by the Proper Officer any gifts or hospitality that you are offered or receive in connection with your official duties as a member and the source of the gift or hospitality worth £25 or over.
7. A Member of the Council may for the purposes of his duty as a member but not otherwise, inspect any document which has been considered by a Committee or by the Council, and if copies are available, shall on request be supplied for the like purposes with a copy of such a document. Provided that a member shall not knowingly inspect and shall not call for a copy of any document relating to a matter in which he or she has an interest contrary to the Code of Conduct or to Relevant Legislation and shall not preclude the Clerk to the Council or the Solicitor to the Council from declining to allow inspection of any document which is, or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client. All Minutes kept for any Committee shall be open for the inspection of any member of the Council during office hours.
8. A member of the Council shall not issue any order respecting any works which are being carried out by or on behalf of the Council.

Allegations of breaches of the Code of Conduct

1. Notification of any complaint shall remain confidential to the Proper Officer of the Council until such time as the matter has been concluded.
2. Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer, who shall continue to act in respect of that matter as such until the complaint is resolved.
3. Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint
4. References to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

Dispensations

1. A councillor or a member of the public co-opted to serve on a Committee or sub-committees who has declared a Disclosable Pecuniary Interest or Non Registerable Interest in any item of business being transacted at a meeting may submit a written request for a dispensation before the start of the meeting.
2. Consideration of written requests for dispensations shall be a standing item on all Agendas of meetings of the Council, its committees and sub committees.

3. The Council will not award dispensations to councillors or co-opted members of Committees attending any informal meeting of the Council, its committees and sub-committees where no record of the proceedings is made.
4. This standing order shall apply to all meetings of the Council, its committees and sub-committees.

Section C – Proper Officer

1. The Clerk to the Council shall be the Proper Officer of the Council, and Members of the Council must have proper regard to all advice or directives issued within that capacity.
2. The Council's Proper Officer shall do the following:
 - a. Maintain copies of these Standing Orders and their Appendices as required, and for ensuring the availability as required of all documents identified within them and within Local Government Act, 1972 Schedule 12, Part IV.
 - b. Prepare and make available all agendas and minutes in line with the provisions of these Standing Orders.
 - c. Give all councillors proper note of the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting.
 - d. Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee via notice boards and the web.
 - e. Call an extraordinary full Council meeting of the Council if required under SO D6b below.
 - f. Receive and retain copies of byelaws made by other local authorities.
 - g. Receive and retain declarations of acceptance of office from councillors.
 - h. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection by the public.
 - i. Keep proper records required before and after meetings;
 - j. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
 - k. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
 - l. Manage the organisation, storage of and access to information held by the

Council in paper and electronic print and voice form.

- m. Arrange for legal deeds to be sealed using the Council's common seal and witnessed as required
 - n. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
 - o. Record every planning application notified to the Council and the Council's response to the local planning authority
 - p. Retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect
 - q. Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.
 - r. Keep records of information not forming part of the Standing Orders but necessary to the work of the Council which shall be available for inspection by members – for example Staffing Structure, List of Working Groups and Outside Bodies, List of Property etc.
 - s. Undertake such other duties as shall be defined in the job description, or be necessary from time to time commensurate with the responsibilities of the post
3. Where any document will be a necessary step in legal proceedings on behalf of the Council it shall, unless any enactment otherwise requires or authorises, or the Council shall have given the necessary authority to some other person for the purpose of such proceedings, be signed by the Clerk to the Council.

Section D – Full Council Meetings

1. The following shall all be considered as Full Council Meetings:
- a. Annual Town Council Meeting
 - b. Ordinary Full Council Meetings
 - c. Interim Full Council Meetings
 - d. Full Town Council (Priority Setting) Meeting
 - e. Extraordinary Full Council Meetings
 - f. Annual Town Meeting with Parishioners
 - g. Mayor Choosing

2. The Annual Town Council Meeting shall be held within May on the first Thursday of May, excepting in an election year when it shall be held on the second Thursday of May, or the First Thursday after the Elections if the date is varied and must in any case take place within 14 days thereafter of Councillors taking office.

The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.

The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.

The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.

In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.

In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

3. Ordinary Full Council meetings shall be held on the first Thursday of each Month excepting May, unless otherwise determined by resolution at Mayor Choosing.

In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.

4. Interim Full Council meetings shall be held on the third Tuesday of each Month excepting May, unless otherwise determined by resolution at Mayor Choosing, or unless cancelled by agreement of the Town Clerk and Town Mayor due to lack of business.

5. The Full Town Council (Priority Setting) Meeting shall be held on a date to be agreed by the Full Town Council.

6. The Chairman of the Council may convene an extraordinary meeting of the council at any time.

Extraordinary Full Council meetings shall be held as requisitioned either by resolution of the Full Council, or by a requisition of at least one-third of the Members of the Town Council, with the business transacted to be specified in the requisition.

- a. If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.
 - b. In the event of a vacancy of a Chairman of the Council the Clerk shall automatically requisition an Extraordinary Full Council meeting for the purposes of electing a replacement, and shall require no other authority to do so.
7. The Annual Town Meeting with Parishioners shall be held on the first Thursday in March, prior to the Ordinary Full Town Council Meeting, or in the event of any unforeseen circumstance, on a convenient day and time between 1st March and 1st June inclusive decided by a resolution of the Council.
8. The Mayor and Deputy Mayor will be elected as the first item of business at the Annual Town Council Meeting held in May.
9. Mayor Choosing will be held in May at a date set by Full Council following the Annual Town Council Meeting.
10. No meeting of Full Council, or of any Committee or Sub Committee under Section E below, shall be held unless three clear days' notice have been given to all members of the date, time, location and agenda of the meeting, these days not to include the day the notice was issued, the day of the meeting, Sundays, Bank Holidays or a day appointed for public thanksgiving or mourning.

The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
11. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.

Section E – Committees, Sub Committees and Working Groups

1. The Committees of the Council shall include
 - a. Policy and Resources (P&R)
 - b. Services Committee
 - c. Staffing Committee
 - d. Burial Board/Burial Authority
2. Each committee shall have between eight and twelve members, including ex-officio members, except that the Staffing Committee and Burial Board shall have six members including ex-officio members.
3. The Burial Board may have a non-councillor as Co-Chairman representing St Stephens whilst it is in ecclesiastical ownership. However this position does not confer any powers of expenditure on behalf of Saltash Town Council.

Non-councillors may be invited to attend and speak but only councillors shall have a vote.

4. Committees shall meet on dates to be set by the Town Council and each Committee shall at its first meeting after the Annual Council Meeting appoint its own Chairman for the ensuing year.
5. The Full Council and Committees under E1 may appoint Sub Committees and Working Groups which shall meet as required.
6. Committees and Sub Committees may, under these Standing Orders and appendices or any decision of the Town Council, be given direct control of Policy or Expenditure over agreed areas and to an agreed limit. They are bound in full by the provisions of these Standing Orders and must not contain as voting members any non-members of the Town Council.
7. Council and Committee Procurement

The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2015 including thresholds shall be followed:

- Up to £25,000 Requirements in the councils standing orders and financial standing orders.
- Over £25,000 Use of the Contract Finder website and other light touch rules in the Public Contracts Regulations 2015.
- Over £164,176 or £4,104,394 Other detailed and complex requirements in the 2015 Regulations.

8. Working Groups may not be given direct control of Policy or Expenditure, although their Chair may be a consultee to a delegated authority given to an Officer. They may include voting members not appointed by the Town Council, but must be chaired by a Member of the Town Council.
9. The Minutes of all Committees shall be considered by Full Council, and the Minutes of Sub Committees by the relevant Committee. Working Groups may keep notes but shall not be required to keep Minutes except by resolution of the full Council.
10. Membership of Committees for the ensuing year shall be determined by the Annual Full Council.
11. Membership of Sub Committees and of Working Groups shall be determined by the Full Council or Committee that appointed the Sub Committee or Working Group as appropriate, save that spaces on Working Groups from other bodies shall only be allocated by the Council or Committee and not filled by them.
12. The Membership of Committees and Sub Committees, and Membership of Working Groups appointed by and from the Town Councillors, shall not extend past the next Annual Meeting of the Council,
13. Except where otherwise provided by statute or a scheme made under statutory authority, the Mayor and Deputy Mayor shall be ex-officio a **voting** member of every Committee or Sub Committee appointed by the Council.
14. The Chairman of a Committee, or the Town Mayor, may summon a special meeting of a Committee or Sub Committee at any time. A special meeting shall also be summoned on the requisition in writing of a quarter of the members of the Committee or Sub Committee. The requisition shall set out the business to be considered at the special meeting and shall be considered valid when handed to the Chairman or Clerk. The summons to the meeting shall be sent by the Clerk to the Council. Any summons under this provision must comply with the minimum notice requirements.
15. Members of the Town Council and the Proper Officer shall have the right to attend all Committees, Sub Committees and Working Groups of the Town Council and to speak at the invitation of the Chairman.

Section F – Business of Meetings

1. Except where the Council or Committee, on the grounds of urgency or expediency (for example to cover variations to suit members, or guests, where necessary) vary the order of business in accordance with Standing Orders, the order of business at every meeting of the Council or Committee shall be as outlined below.
2. Except where agreed in advance by the Full Council or Committee as appropriate, or when necessitated by the holding of one meeting after another, meetings of the Council and its Committees shall commence at 7pm.

3. At Ordinary Full Council Meetings:

- a. Health and safety announcements.
- b. To choose a person to preside if the Mayor and Deputy Mayor be absent.
- c. Prayers, where permitted by Motion of the Council and desired by the Mayor/Chairman.
- d. Apologies for absence.
- e. To receive Declarations of Interests as required by the Code of Conduct or by relevant legislation.
- f. To hear speakers with the permission of the Council.
- g. To read and approve as a correct record the Minutes of Full Council Meetings not yet approved but ready for approval. If a copy has been circulated to each Member of the Council not later than the date of issue of the summons to attend the Meeting, the minutes will be taken as read.
- h. To consider Written Questions from Members of the Public.
- i. To receive reports from the Mayor, Police, Cornwall Council, Saltash Gateway CIC (PL12 Community Enterprises) and other bodies or Members at the discretion of the Mayor/Chairman.
- j. To consider Matters Arising from the Minutes not otherwise on the agenda.
- k. To consider Financial Matters.
- l. To consider Correspondence.
- m. To read and approve as a correct record the Minutes of Committees of the Council, and of Sub Committees reporting to Full Council, and to consider any Recommendations and Matters Arising from them. If a copy has been circulated to each Member of the Council not later than the date of issue of the summons to attend the Meeting, the minutes will be taken as read.
- n. To consider other matters placed on the agenda by the Mayor/Chairman.
- o. To consider other matters submitted by motion
- p. To consider Planning Matters.
- q. To consider matters of public engagement and communication.

- r. To consider urgent non-financial matters at the discretion of the Mayor/Chairman
- s. To note the Dates of the Next Meetings.
- t. To move to order that the Common Seal of the Council be affixed to all deeds and documents necessary to give effect to the foregoing acts and proceedings.

4. At the Annual Town Council Meeting:

Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:

In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;

In addition to all items listed under (a) to (t) above, a further item shall be inserted after (l) and before (m)

Matters to be considered by Annual Council:

- a. Appointments to Committees
- b. Appointments to Outside Bodies
- c. To consider approval of annual accounts
- d. To review Standing Orders
- e. To consider re-approval of schemes of delegation
- f. To consider approval of the Annual Health and Safety Policy

5. At Interim Full Council Meetings:

- a. Health and safety announcements
- b. To choose a person to preside if the Mayor and Deputy Mayor be absent.
- c. Apologies for absence
- d. To receive Declarations of Interests as required by the Code of Conduct or by relevant legislation

- e. To consider Planning Matters.
 - f. To consider other matters placed on the agenda by the Mayor/Chairman
 - g. To consider urgent non-financial matters at the discretion of the Mayor/Chairman
 - h. To note the Dates of the Next Meetings
 - i. To move to order that the Common Seal of the Council be affixed to all deeds and documents necessary to give effect to the foregoing acts and proceedings.
6. At the Full Town Council (Priority Setting) Meeting:
- a. Health and safety announcements.
 - b. To choose a person to preside if the Mayor and Deputy Mayor be absent.
 - c. Apologies for absence.
 - d. To receive Declarations of Interests as required by the Code of Conduct or by relevant legislation.
 - e. To consider the Town Council's Priorities for the ensuing year.
 - f. To consider urgent non-financial matters at the discretion of the Mayor/Chairman.
 - g. To note the Dates of the Next Meetings.
 - h. To move to order that the Common Seal of the Council be affixed to all deeds and documents necessary to give effect to the foregoing acts and proceedings.
7. At Extraordinary Full Council Meetings:
- a. Health and safety announcements.
 - b. To choose a person to preside if the Mayor and Deputy Mayor be absent.
 - c. Apologies for absence.
 - d. To receive declarations of interests as required by the Code of Conduct or by relevant legislation.
 - e. To consider the matters specified when the meeting was called.
 - f. To note the Dates of the Next Meetings.

- g. To move to order that the Common Seal of the Council be affixed to all deeds and documents necessary to give effect to the foregoing acts and proceedings.
8. At the Annual Town Meeting with Parishioners:
- a. Health and safety announcements.
 - b. To choose a person to preside if the Mayor and Deputy Mayor be absent.
 - c. Prayers, where permitted by Motion of the Council and desired by the Mayor/Chairman.
 - d. Apologies for absence.
 - e. To read and approve as a correct record the Minutes of the last Annual Town Meeting with Parishioners. If a copy has been circulated to each Member of the Council, and displayed for Parishioners, not later than the date of issue of the summons to attend the Meeting, the minutes will be taken as read.
 - f. To receive Annual Reports from the Mayor, Police, Cornwall Council, Saltash Gateway CIC, Town Council Committees, Members who represent the Council on outside bodies, and other bodies or Members at the discretion of the Mayor/Chairman.
 - g. To consider Questions from Members of the Public.
 - h. To note the Dates of the Next Annual Town Meeting with Parishioners.
 - i. To move to order that the Common Seal of the Council be affixed to all deeds and documents necessary to give effect to the foregoing acts and proceedings.
9. At Mayor Choosing:
- a. The National Anthem.
 - b. Welcome by the Mayor and health and safety announcements.
 - c. To choose a person to preside if the Mayor and Deputy Mayor be absent.
 - d. Prayers, where permitted by Motion of the Council and desired by the Mayor/Chairman.
 - e. Apologies for absence.
 - f. To elect a Town Mayor for the ensuing year.
 - g. To receive the declaration of office from the new Mayor.

- h. To elect a Deputy Town Mayor for the ensuing year.
- i. To note appointments by the Mayor as Mayoress, Mayor's Chaplain, Mayor's Cadet etc.
- j. To move the best thanks of the Council to the outgoing Mayor.
- k. To approve the dates for meetings of the Council for the ensuing year.
- l. To move to order that the Common Seal of the Council be affixed to all deeds and documents necessary to give effect to the foregoing acts and proceedings.

Additional items in keeping with the traditions of the Council and of Mayor Choosing may be added by agreement of the Mayor and Town Clerk, with consideration to the wishes of the Mayor-Elect.

10. At Committee Meetings:

- a. Health and safety announcements.
- b. To choose a person to preside if the Chairman and Vice Chairman be absent.
- c. Apologies for absence.
- d. To receive Declarations of Interests as required by the Code of Conduct or by relevant legislation.
- e. To hear speakers with the permission of the Committee.
- f. To consider Written Questions from Members of the Public.
- g. To receive the Minutes of Sub Committees and consider any recommendations or matters arising.
- h. To receive reports from Working Groups and consider any recommendations or matters arising.
- i. To consider Financial Matters.
- j. To consider other matters placed on the agenda by the Chairman.
- k. To consider other matters submitted by motion.
- l. To consider urgent non-financial matters at the discretion of the Chairman.
- m. To note the Dates of the Next Meetings.

11. Further to the above at the Annual Town Council Meeting in an election year and at a Full Town Council Meeting not less than two months prior to Mayor

Choosing in a non-election year, there shall be an additional item between (p) and (q) to consider nominations for Mayor-Elect and for Deputy Mayor-Elect for the ensuing year.

12. With respect to items of business detailed above:
 - a. Any items on the agenda must be relevant to some question over which the Council has power, or which affects the Town.
 - b. Matters submitted by motion must be signed by the Members proposing and seconding the motion and delivered, at least seven days before the appropriate meeting of the Council, to the office of the Clerk to the Council by whom it shall be dated.
 - c. No items shall be considered that proposes to rescind any resolution passed within the preceding six months and no motion or amendment to the same effect as one which has been negatived within the preceding six months, unless submitted by motion bearing the names of at least four members of the Council.
 - d. Items that may require expenditure may only be considered if a maximum expenditure is identified and listed on the agenda.
 - e. Supporting papers must be provided with all matters as appropriate. These must be given to the Clerk at least 72 hours prior to the meeting and submitted by him to members at least 48 hours prior to the meeting.
 - f. The Mayor or Chairman may require that any reports be submitted in writing and circulated prior to the meeting.

Section G – Conduct of Meetings

1. Save where provided by statute the quorum of a meeting of the Council and of a Sub Committee or Committee shall be one third of the total number of members of the Council, Committee or Sub Committee, except that in no case shall the quorum be less than three members. Meetings may consider matters without quorum, but not make resolutions, where no member present objects.
2. The public shall be admitted to all meetings of the Council, its Committees and Sub Committees so far as there is accommodation, 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 specify reasons for the exclusion.
3. If the Mayor or Chairman is absent the meeting shall be chaired by the Deputy Mayor or Vice Chairman or, in their absence, by a Member chosen by the Meeting. The person in the Chair shall take on the full powers of the Mayor/Chairman for the purposes of that meeting.

Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).

4. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted subject to notifying the Chairman at the commencement of the meeting.
5. The press shall be provided reasonable facilities for the taking of their report of all or part of any meeting at which they are entitled to be present, in accordance with G2 above.
6. With respect to items of Business detailed in Section F above:
 - a. The Mayor/Chairman may reject any report or items not submitted in accordance with Section F, and/or may limit the time available to give any verbal report.
 - b. The Mayor/Chairman may reject any question from members of the public not submitted in writing, or submitted anonymously.
 - c. Minutes, on being read or taken as read, shall be automatically considered for approval by the Mayor/Chairman putting the question "That the Minutes of the Meeting of the Council (or Committee) held onday of..... be signed as a true record".
 - d. Items not on the agenda may not be considered except as outlined herein.
7. The following motions may be served without notice:
 - a. Appointment of the Chairman of the meeting.
 - b. Motions relating to the accuracy of the Minutes, closure, adjournment, order of business, next business.
 - c. That the Council do resolve itself into Committee.
 - d. Appointment of Committee or Sub Committee or members thereof, so far as arising from an item mentioned in the summons to the meeting.
 - e. To refer a matter to a Committee or Sub Committee or Working Group, and to appoint any such Working Group.
 - f. Adoption of reports and recommendations of Committees or officers and of any consequent resolutions.
 - g. That leave be given to withdraw a motion.
 - h. Amendments to motions.

- i. Authorising the sealing of documents.
 - j. Extending the time for speeches.
 - k. That an item of business specified in the summons have precedence.
 - l. Suspending Standing Orders, except where required by the law.
 - m. Motions under the appropriate legislation to exclude members of the public.
 - n. That a Member be not further heard or do leave the Meeting, in accordance with Standing Orders.
 - o. Motion to overturn the ruling of the Mayor/Chairman or to have no confidence in the Mayor/Chairman.
 - p. Giving consent of the Council where the consent of the Council is required by these Standing Orders.
 - q. Motions requiring actions of the Council in relation to an agenda item, or to an urgent non-financial matter, that do not require any expenditure beyond petty cash (for example to send a letter, to seek a meeting, to issue a Press Release, or to issue a recommendation on a Planning Matter).
 - r. To hear an urgent report from a Committee, Sub Committee, Working Group, Employee, Contractor, Professional Advisor or Consultant of the Council.
8. A motion or amendment shall not be discussed unless it has been proposed and seconded, and shall, if required by the Mayor/Chairman, be reduced to writing and handed to the Mayor/Chairman before it is further discussed or put to the Meeting.
 9. A Member when seconding a motion or amendment is entitled to speak on it and may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
 10. A Member shall address the Mayor when speaking. If two or more Members attempt to speak at the same time, the Mayor shall call on one to speak.
 11. A Member shall direct his or her speech to the question under discussion or to an explanation or to a question of order. No speech shall exceed six minutes except by the consent of the Council.
 12. An amendment shall be either:
 - a. to leave out words
 - b. to leave out words and insert or add others
 - c. to insert or add words

but such omission or insertion of words shall not have the effect of introducing a new proposal into, or of negating the motion before the Council.

13. If an amendment be rejected by the vote of the Council, other amendments may be moved on the original motion. If an amendment be carried, the motion as amended, shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.
14. A further amendment shall not be moved until the Council shall have disposed of every amendment previously proposed and seconded.
15. A Member shall not be entitled to speak more than once on any motion except to move a further amendment, or on any amendment, except in the exercise of right of reply given by Standing Orders 9 and 10, or on a point of order, or by way of personal explanation, or to move in so many words "That the question be now put". However they may be invited to speak further at the invitation of the Mayor/Chairman.
16. A Member may, at the conclusion of the speech of another Member move, without comment, "That the question be now put", "That the debate be adjourned", "That the Council proceed to the next business" or, "That the Council do now adjourn", on the seconding of which, the Mayor, if in his or her opinion, the question before the Meeting has been sufficiently discussed, shall, subject to the right of reply given by Standing Order G28, put the motion to the vote and if it is carried the question before the Meeting shall be put to the vote or the subject of the debate shall be deemed to be disposed of for that day, or the Meeting shall stand adjourned as the case may be.
17. A Member may give voice to a point of order or in personal explanation but a personal explanation shall be confined to some material part of a former speech by him or her at the same Meeting, which may have been misunderstood. A Member attempting to give such explanation shall be heard forthwith.
18. The ruling of the Mayor/Chairman on a point of order, or on the admissibility of a personal explanation shall not be open to discussion, except under Standing Order G19 below.
19. Where a Member is in disagreement with the ruling of the Mayor/Chairman he may move a motion to 'Overturn the ruling of the Chairman'. On the motion being seconded the Mayor/Chairman shall immediately cede the Chair to the Deputy Mayor/Vice Chairman or other person appointed by the meeting. The mover of the motion and the Mayor/Chairman may each speak for up to three minutes after which there shall be a vote without further discussion. The Mayor/Chairman shall then resume the Chair.

20. Whenever the Mayor/Chairman addresses the Council or Committee any Member then speaking, and the remainder of the Council, shall remain silent until after the Mayor has finished speaking.
21. A motion or amendment may be withdrawn by the proposer with the concurrence of the seconder and the consent of the Council, which shall be signified without discussion, and it shall not be competent for any Member to speak upon it after the proposer has asked for permission for its withdrawal, unless such permission shall have been refused.
22. When a motion is under debate, no other motion shall be moved except the following:-
 - a. to amend the motion
 - b. to postpone the consideration of the motion
 - c. to adjourn the Meeting
 - d. to adjourn the debate
 - e. to proceed to the next business
 - f. that the question now be put
 - g. that a Member be not further heard
 - h. that a Member do leave the Meeting
 - j. that the subject of debate be referred to a Committee, Sub
 - i. Committee or Working Group, and that such a Working Group be appointed: to overturn the ruling of the Mayor/Chairman
 - ii. to have no confidence in the Mayor/Chairman
23. A Member of the Council may, prior to any matter being voted on, request that the full motion or amendment be read out and may, with the permission of the Mayor/Chairman, ask further questions of clarification on it.
24. No Member shall at a meeting persistently disregard the ruling of the Mayor/Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.
25. If, in the opinion of the Mayor/Chairman, a member has broken the provisions of Standing Order G24 the Mayor/Chairman 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.

26. If either of the motions mentioned in SO G25 is disobeyed, the Mayor/Chairman may suspend the meeting or take such further steps as may be reasonably necessary to enforce them.
27. If in the opinion of a Member the Mayor or Chairman is conducting the meeting in breach of Standing Orders, or is behaving such as to wilfully obstruct business, or behaving irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule, he may move to have no confidence in the Chairman. On the motion being seconded the Mayor/Chairman shall immediately cede the Chair to the Deputy Mayor/Vice Chairman or other person appointed by the meeting. The mover of the motion and the Mayor/Chairman may each speak for up to three minutes after which there shall be a vote without further discussion. If the motion is defeated the Mayor/Chairman shall resume the Chair. If the motion is carried then the temporary Chair shall continue in the Chair.
28. The proposer of a motion shall have right to reply at the close of the debate upon such motion, immediately before it is put to the vote, or before the motion "That the debate be now adjourned"; "That the Council proceed to the next business", or "That the Council do now adjourn", is put. If an amendment or a series of amendments is proposed, he or she shall be entitled to reply at the close of the debate upon the amendment then being discussed. A Member exercising a right of reply shall not introduce any new matter. After every reply to which this Standing Order refers, a decision shall be taken without further discussion. An amendment which is carried shall be put to the Meeting as the substantive proposition without discussion.

A Member of the Council, who has proposed a motion which has been referred to a Committee, shall have notice of the Meeting of the Committee at which it is proposed to consider the motion, and if he or she attends, shall have an opportunity of explaining it.
29. A Member may, with the consent of his seconder and of the Council, signified without discussion, alter a motion which he or she has proposed or, of which notice has been given if the alteration is one which could have been moved as an amendment thereto.
30. The Council may resolve itself into a Committee of the whole Council.
31. Any member of the public may, on being invited by the Mayor/Chairman, speak to any item on the Town Council agenda at the appropriate time, provided that only one person shall speak for and one against a particular issue. A permission to speak slip must be handed to the Town Clerk prior to the start of the Meeting. That member of the public must stand and at all times address the Chairman when speaking and no speech shall exceed three minutes except by consent of the Council.
32. Any member of the public asking a question or speaking to a particular item must identify themselves before they speak and should, subject to the discretion of the Mayor or Chairman, stand to speak.

33. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order his or her removal from the Council Chamber or that part of the Chamber open to the public shall be cleared.
34. Every question shall be determined by a show of hands, and on the requisition of any member the voting on any question shall be recorded so as to show how each member present and voting gave his vote.
35. When there are more than two persons nominated for any position or office to be filled by the Council, and on one of the votes given there is not a clear 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 shall be taken, and so on until a majority of votes is given in favour of one person.
36. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.
37. The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
38. Execution and sealing of legal deeds

A legal deed shall not be executed on behalf of the council unless authorised by a resolution.

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

Amendments

Date	Detail	Actioned by
30.08.2017	Minor text amendments; re-order of FTC agenda items	AJT

