

Agenda No. 7a**Declarations of Interest**

Proposal is to move from a system where multiple declarations of interest are made on a single sheet of paper by only those Councillors with an interest to declare, to a system whereby all Councillors attending a meeting be required either to declare an interest in matters or to declare as no known interest.

This would require a personalised sheet of paper for each Councillor attending a meeting to make such declarations or otherwise, which would be mandatory. This personalised sheet would be handed to the Town Clerk or Chair before leaving any meeting, providing a comprehensive record with no omissions.

The benefit of the proposed system would allow for any late arrival to make any necessary declaration, which the current system does not easily allow for, it would also allow for any Councillor who finds during the course of a meeting that a declaration of interest might become appropriate even if not anticipated at the commencement of a meeting.

This would remove much, if not all, of the ambiguity surrounding the current system and would not penalise a late arrival nor an unexpected necessity to make a declaration, this the current system does not easily accommodate.

It is my understanding that on one recent occasion a late arriving Councillor did not find the opportunity to enter a declaration on the relevant sheet, but did leave the room at the appropriate time, this leading to potential for reporting to Standards. On another very recent occasion, a Councillor did not anticipate the implications of a planning application until moments before it was due to be discussed, with realisation that neighbours to the property concerned were acquaintances or friends who might be adversely affected.

It is my opinion that the current system is no longer fit for purpose, as has been demonstrated by recent events and I would therefore commend this proposal to Full Council.

Pete Samuels

Agenda No. 7b

SALTASH TOWN COUNCIL

**PROCEDURE AND CONTROLS RELATING TO CHANGES TO SUPPLIER
BANKING INFORMATION USED FOR ELECTRONIC PAYMENTS.**

Reference Financial Standing Order 6.18

Supplier bank details used for electronic payments are particularly vulnerable to fraud or error and it is therefore essential that the following procedure is followed to carry out any changes.

1. Any requests for change to supplier bank details for payments must be received by written hard copy notification from the supplier.
 2. The written hard copy notification from the supplier must be authenticated and confirmed by further email communication with the supplier.
 3. The written hard copy notification from the supplier and the email authentication and confirmation must be signed by a councillor and the Town Clerk prior to any change being made to the supplier bank details.
 4. The Chairman or Vice Chairman of Policy and Resources will check and sign off standing data of all suppliers bank details on a monthly basis when signing the bank reconciliations.
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Agenda No. 7d



Saltash Town Council

Konsel An Dre Essa

Standing Orders

2016

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1. General Principles

- a 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.
- b 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.
- c All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- d A motion to add to, vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least six (6) councillors to be given to the Proper Officer in accordance with Standing Order 10.
- e Any variation or amendment to these Standing Orders, including their Appendices, will not come into force until they have been adopted by resolution passed by a two-thirds majority of the full Council, having given one month's notice of the agreed changes.
- f 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.
- g The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- h The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

2. Meetings generally

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- d Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend at that point identified on the agenda for public participation.
- e The period of time designated for public participation at a meeting in accordance with standing order 2(d) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- f Subject to standing order 2(e) above, a member of the public shall not speak for more than 3 minutes.
- g In accordance with standing order 2(d) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- h A person who wishes to address the council during the public session must submit a written request to the Clerk at or before the start of the meeting.
- i A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- k **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- l **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor of the Council may in his absence be done by, to or before the Deputy Mayor of the Council.**

- m **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- n **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.**
- o **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.**
- p **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving to the vote and will be taken in alphabetical order of those present at the meeting and voting.**
- q The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.
- r **No business may be transacted at a meeting unless at least 6 (six) members of the council are present, being one-third of the whole number of members of the council.** The Terms of Reference for each committee will define its quorum which in no case be less than **three (3)**
- s **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**
- t A meeting shall not exceed a period of 2 ½ hours. .

3. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.

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- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 3(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;

- ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s 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 and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved understanding order 3(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

4. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the

meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c If a resolution made under standing order 4(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

5. Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council has established Terms of Reference for the governance of its committees which are attached as an appendix to these Standing Orders. They confirm the membership, voting rights and scheme of delegation and may only be varied by resolution of a meeting of full Council.
- e The council may appoint committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 5(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. shall permit a committee to appoint its own chairman at the first meeting of the committee;
 - vi. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - vii. shall determine if the public may participate at a meeting of a committee;
 - viii. shall determine if the public and press are permitted to attend the

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- meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - ix. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - x. may dissolve a committee.
- f Members of the Town Council shall have the right to attend all Committees, Sub Committees and Working Parties as non voting members. They may sit at the table at the discretion of the Committee and may speak at the invitation of the Chairman.
- g Where the press and public are excluded from any part of a meeting of the Personnel Committee, members of the council not appointed to serve on the committee will also be excluded from that part of the meeting.

6. Meetings

The following shall be considered as full council meetings

- a. Annual Town Council meeting**
- b. Ordinary meetings of the Council**
- c. Extra Ordinary meetings of the Council**
- d. Mayor Choosing**

a Annual Meetings

- i. In an election year, the annual meeting of the council shall be held on the third 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 following the day on which the new councillors elected take office.
- ii. In a year which is not an election year, the annual meeting of a council shall be held on the first Thursday in May at 7pm.
- iii. The first business conducted at the annual meeting of the council shall be the election of the Mayor and Deputy Mayor of the Council.
- iv. The Mayor, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected.
- v. The Deputy Mayor, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor of the Council at the next annual meeting of the council.
- vi. In an election year, if the current Mayor of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Mayor of the Council has been elected. The current Mayor shall not have an original vote in

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respect of the election of the new Mayor of the Council but must give a casting vote in the case of an equality of votes.

- vii. **In an election year, if the current Mayor of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Mayor of the Council has been elected. He may exercise an original vote in respect of the election of the new Mayor of the Council and must give a casting vote in the case of an equality of votes.**
- viii. Following the election of the Mayor and Deputy Mayor of the Council at the annual meeting of the council, the business of the annual meeting shall include:
 - a) **In an election year, delivery by the Mayor 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 Mayor of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
 - b) Confirmation of the accuracy of the minutes of the last meeting of the council;
 - c) Receipt of the minutes of the last meeting of a committee;
 - d) Consideration of the recommendations made by a committee;
 - e) Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - f) Review of the terms of reference for committees;
 - g) Appointment of members to existing committees;
 - h) Appointment of any new committees in accordance with standing order 5 above;
 - i) In an election year, to confirm that the Council has met the eligibility criteria and is able to adopt and exercise the general power of competence;
 - j) Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

b Ordinary Meetings

- i. **Ordinary Full Council meetings shall be held on the first Thursday of each month excepting May, unless otherwise determined by resolution at the Annual Meeting of the Council.**
- ii. **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.**

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iii. At Ordinary Full Council Meetings the order of business shall be :

- 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 and consider written requests for dispensations.
- 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
- h) To consider Written Questions from Members of the Public.
- i) To receive reports from the Mayor, Police, Cornwall Council, Saltash Gateway CIC and other bodies or Members at the discretion of the Mayor.
- j) To consider Matters Arising from the Minutes not otherwise on the agenda (for report only)
- k) To consider Financial Matters.
- l) To consider Planning Matters.
- m) To consider Correspondence.
- n) To receive and note Minutes of Committees of the Council, and of Sub Committees reporting to Full Council, and consider any recommendations therein.
- o) To consider other matters placed on the agenda
- p) To consider other matters submitted by motion
- q) To consider matters of public engagement and communication.
- r) To note the Dates of the Next Meetings.
- s) 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.

c Extraordinary meetings of the council and committees and sub-committees

- i. **The Mayor of the Council may convene an extraordinary meeting of the council at any time.**
- ii. **If the Mayor 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.**

- iii. The Chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- iv. If the Chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of a committee or a sub-committee.
- v. **At Extra Ordinary Full Council Meetings the order of business shall be :**
 - a) Health and safety announcements.
 - b) To choose a person to preside if the Mayor and Deputy Mayor are absent.
 - c) Apologies for absence.
 - d) To receive Declarations of Interests as required by the Code of Conduct or by relevant legislation and consider written requests for dispensations.
 - 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.

d Annual Town Meeting

- i. The Annual Town Meeting shall be held between March 1st and June 1st, at a time fixed by resolution of the full Council.
- ii. At the Annual Town Meeting the order of business shall be :
 - 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 Meeting and desired by the Mayor/Chairman.
 - d) Apologies for absence.
 - e) To adopt the minutes of the last Annual Town Meeting of electors.
 - f) To receive annual reports from the Mayor, Saltash Town Council, Cornwall Council, Police, Saltash Gateway, CIC and representatives of outside partners within the area of Saltash.
 - g) To consider questions from members of the public
 - h) To note the date of the next Annual Town Meeting with electors.

7. Filming and recording meetings

a Filming and Recording council meetings

- i. Whilst a meeting of the Council, its committees or sub committees is open to the public, any person, if present, may :
 - a. film, photograph or make an audio recording of a meeting;
 - b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
 - c. report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
- ii. Oral reporting, commentary or broadcasting is not permitted during any part of a meeting of the council, its committees and sub committees.
- iii. An individual must be present and able to use their equipment in order to film, photograph or audio record a meeting. There will be no opportunity to report on any part of the meeting where the council has resolved to exclude the press and public.

b Disruptive behaviour whilst filming and recording

- i. No filming, photographing or audio recording of a meeting should be carried out in such a way as to disrupt the proceedings of the meeting.
- ii. If person(s) disregard the request of the chairman of the meeting to moderate or improve their behaviour whilst filming or recording, any councillor or the chairman of the meeting may move that the person be instructed to cease filming, photographing or audio recording. The motion, if seconded, shall be put to the vote without discussion.
- iii. If a resolution under standing order 7 b above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.
- iv. Members of the Council recording meetings are reminded of their obligations under the Council's Code of Conduct in respect of confidential matters.

8. Previous resolutions and Rescission of minutes

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six (6) councillors to be given to the Proper Officer in accordance with standing order 10 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

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- b The Mayor or Chairman of the relevant committee may call an extra ordinary meeting to consider a written notice to rescind a decision of that meeting when in receipt of a notice under standing order 10.
- c When a motion moved pursuant to standing order 8 (a) above has been disposed of, no similar motion may be moved within a further six months.

9. Voting on appointments

a Election of Officers

- i. Where two or more persons have been nominated for a position to be filled as an office of the council, election will take place by recorded ballot.
- ii. Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person.
- iii. A tie in votes may be settled by the casting vote of the Chairman of the meeting.

b Representatives to outside bodies

- i. Where two or more persons have been nominated to serve as a representative to an outside body, election will take place by a show of hands, unless two members of the council request a recorded vote.
- ii. Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person.
- iii. A tie in votes may be settled by the casting vote of the Chairman of the meeting.

10. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting to which it is tabled and in any event shall relate to the performance of the council's

statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.

- b A written notice of motion received in accordance with these Standing Orders may be referred to any meeting of the Council or its committees or sub committees. The final decision as to where the motion will be considered will be made by the Proper Officer.
- c No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ten (10) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- d The Proper Officer may, before including a motion on the agenda received in accordance with standing order 11 (b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- e If the Proper Officer considers the wording of a motion received in accordance with standing order 11(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least eight (8) clear days before the meeting.
- f If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the relevant Committee meeting or the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- g A written notice of motion shall not relate to any matter covered by the Council's complaints, grievance and disciplinary policies.
- h Subject to standing order 11 (e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

11. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;

- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

12. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.
- c Any member exercising their right to film and/or record any part of the meeting where the press and public have been excluded shall not disclose or otherwise undermine the confidentiality of any part of any session which they record or film.

13. Minutes

- a The Minutes of all Committees shall be reported to Full Council 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.
- b Minutes of Sub Committees will be received and considered by the relevant Committee. Working Groups may keep notes but shall not be required to keep Minutes except by resolution of the full Council.
- c There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11 (a) i above.
- d The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the

meeting and stand as an accurate record of the meeting to which the minutes relate.

- e If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- f Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14. Code of conduct and dispensations

General

- a The Council has adopted a Code of Conduct which 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.

- b Members must have particular regard to their obligation to record and leave the room for certain matters in which they have an interest as defined by the Code of Conduct or by relevant legislation.
- c The Council shall maintain for public inspection, a Register of Members' interests that is compliant with the Code of Conduct and with relevant legislation.

Members and the Code of Conduct

- d 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.
- e 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 Monitoring Officer and the Clerk of any changes within 28 days.

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- f All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- g Unless granted a dispensation, a councillor or non-councillor with voting rights who has 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, including any part of the meeting where the public are entitled to speak.
- h Unless granted a dispensation, a councillor or non-councillor with voting rights who has registered 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, including any part of the meeting where the public are entitled to speak.
- i Where a non-registerable interest arises from membership of an outside body as defined in 3.5a of the Council's code of conduct, a councillor remain in the room to address the meeting, provide a short statement and answer questions for no more than three (3) minutes before leaving the room at the request of the Chairman.
- j 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.
- k 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. The Proper Officer or Solicitor to the Council may decline to allow inspection of any document which is protected by other legislation 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.

Allegations of breaches of the Code of Conduct

- l Notification of any complaint shall remain confidential to the Proper Officer of the Council until such time as the matter has been concluded.
- m Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- n 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

- o The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- p 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.
- q **Upon notification by the Standards Committee of the Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office but may include removal from one or more committees of the Council or restricted access to council premises except to attend meetings.**

Dispensations

- r The Council has adopted a policy for the issuing of dispensations which is in accordance with the Council's Code of Conduct. It is attached to these Standing Orders as an appendix.
- s This policy shall apply to all meetings of the Council, its committees and sub-committees.
- t No dispensation will be awarded for any meeting where there are no minutes of the proceedings.

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.
 - ii. **convene a meeting of full council for the election of a new Mayor of the Council, occasioned by a casual vacancy in his office;**
 - iii. facilitate inspection of the minute book by local government electors;
 - iv. retain acceptance of office forms from councillors;
 - v. retain a copy of every councillor's register of interests;
 - vi. prepare and make available all agendas and minutes in line with the

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- provisions of these Standing Orders.
- vii. To act as the exempting officer and respond to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
 - viii. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - ix. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
 - x. arrange for legal deeds to be executed;
See also standing order 21 below.
 - xi. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
 - xii. refer a planning application received by the council to the Mayor or the Chairman of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council or Planning Committee ;
 - xiii. manage access to information about the council via the publication scheme; and
 - xiv. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.
See also standing order 21 below.
 - xv. **receive and retain copies of byelaws made by other local authorities;**

16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer.

17. Financial Regulations

- a The Council has established Financial Regulations for the governance and management of its finances and to meet the requirements of the audit and accountability regime in place at the time. These are attached as Part II of these Standing Orders.
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Council's proper practices will be in accordance with the most recent JPAG guidance.

18. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of the Personnel Committee is subject to standing order 13 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the Chairman of the Personnel Committee of absence occasioned by illness or other reason and that person shall report such absence to Personnel Committee at its next meeting.
- c The Mayor and Chairman of the Personnel Committee shall conduct a review of the performance and annual appraisal of the work of Proper Officer. The review and appraisal shall be reported in writing and is subject to approval by resolution by Personnel Committee.
- d Subject to the council's policy regarding the handling of grievance matters, the Proper Officer shall advise the Chairman of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee or its appointed representatives.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff and relates to the Mayor or Chairman of the Personnel Committee, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Proper Officer and the Chairman of the Personnel Committee.

19. Requests for information

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.

- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to Chairman of the Policy and Resources Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

20. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

21. 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 Where any document will be a necessary step in legal proceedings on behalf of the Council it shall be signed by the Clerk to the Council, unless any enactment otherwise requires or authorises, or the Council shall have given the necessary authority to some other person.

22. Communicating Unitary Authority councillors

- a An invitation to attend a meeting of the council shall be sent to the ward councillor(s) of the Unitary Authority representing the area of the council, together with the agenda for the meeting and other relevant papers.
- b Unless the council determines otherwise, a copy of relevant correspondence sent to the Unitary Authority shall be sent to the ward councillor(s) representing the area of the council.

23. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.
 - iii. issue any order respecting any works which are being carried out by or on behalf of the Council.
 - iv. incur any expenditure on behalf of the council or issue an instruction to incur expenditure

Agenda No. 7d



Saltash Town Council
Konsel An Dre Essa



Standing Orders

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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 negated 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