

NEWTON KYME CUM TOULSTON PARISH COUNCIL

Standing Orders

May 2021

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1. Code of Conduct	
1.1	All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
1.2	Unless granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
1.3	Dispensation requests shall be in writing and submitted to the Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
1.4	A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee and that decision is final
1.5	A dispensation may be granted in accordance with standing order 1.4 above if having regard to all relevant circumstances the following applies: <ul style="list-style-type: none"> • without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or • granting the dispensation is in the interests of persons living in the council's area or • it is otherwise appropriate to grant a dispensation.
1.6	Upon notification by the District or 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.
2. Annual Meetings	
2.1	In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office. In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct. If no other time is fixed, the annual meeting of the council shall take place at 6pm.
2.2	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.
2.3	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.
2.4	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.
2.5	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.
2.6	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.
2.7	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: <ul style="list-style-type: none"> i. 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

	<p>for this to be done at a later date;</p> <ul style="list-style-type: none"> ii. Review of delegation arrangements to committees, sub-committees, staff and other local authorities; Review of the terms of reference for committees; Appointment of members to existing committees; Appointment of any new committees in accordance with standing order 4 above; iii. Review and adoption of appropriate standing orders and financial regulations; iv. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities; v. Review of representation on or work with external bodies and arrangements for reporting back; vi. Review of inventory of land and assets including buildings and office equipment; vii. Confirmation of arrangements for insurance cover in respect of all insured risks; viii. Review of the council's and/or staff subscriptions to other bodies; ix. Review of the council's complaints procedure; x. Review of the council's procedures for handling requests made under Freedom of Information and Data Protection legislation; xi. Review of the council's policy for dealing with the press/media; and xii. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.
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3. Meetings

3.1	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.
	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.
3.3	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.
3.4	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.
3.5	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.
3.6	<p>Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.</p> <p>A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.</p>
3.7	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.
3.8	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).
3.9	The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a

	councillor as chosen by the councillors present at the meeting shall preside at the meeting.
3.10	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.
3.11	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.
3.12	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 on to the next item of business on the agenda.
3.13	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 10(a) (i) above. The minutes of a meeting shall include an accurate record of the following: <ul style="list-style-type: none"> • the time and place of the meeting; • the names of councillors present and absent; • interests that have been declared by councillors and non-councillors with voting rights; • whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered; • if there was a public participation session; and • the resolutions made.
3.14	A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
3.15	No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.
3.16	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.
3.17	The Chairman of the Council may convene an extraordinary meeting of the council at any time. 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.
3.18	If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
4. Committees, sub-committees and Working Parties	
4.1	Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
4.2	The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.
4.3	Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
5. Alteration or Reversal of previous decisions	
5.1	A resolution shall not be reversed within six months except either by a special motion, which requires written

	notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 5.2 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
5.2	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 4 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
4. Clerk to the Council (Proper Officer)	
4.1	<p>The Clerk shall:</p> <ul style="list-style-type: none"> • at least three clear days before a meeting of the council, a committee or a sub committee, • serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and • provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them). • convene a meeting of the council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office; • facilitate inspection of the minute book by local government electors; • receive and retain copies of bye-laws made by other local authorities; • retain acceptance of office forms from councillors; • retain a copy of every councillor's register of interests; • assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures; • receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary; • assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980); • refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (if there is one) of the Council] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning requires consideration before the next ordinary meeting of the Council; • arrange for legal deeds to be executed; • 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; • manage access to information about the council via the publication scheme.
5. Legal Documents	
5.1	A legal deed shall not be executed on behalf of the council unless authorised by a resolution. Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.
6. Accounts and Financial Statement	
6.1	"Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England)
6.2	All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
6.3	The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30

	<p>September and 31 December in each year a statement to summarise:</p> <ul style="list-style-type: none"> the council's receipts and payments for each quarter; the council's aggregate receipts and payments for the year to date; the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
6.4	<p>As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide: each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and to the council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.</p>
6.5	<p>The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft Annual Governance and Accountability Return shall be presented to all councillors at least 14 days prior to anticipated approval by the council. The Annual Governance and Accountability Return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.</p>
7. Financial Controls and Procurement	
7.1	<p>The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:</p> <ul style="list-style-type: none"> the keeping of accounting records and systems of internal controls; the assessment and management of financial risks faced by the council; the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually; the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
7.2	<p>Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.</p>
7.3	<p>A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 7.1 is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).</p>
7.4	<ul style="list-style-type: none"> Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps: a specification for the goods, materials, services or the execution of works shall be drawn up; an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process; the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate; tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer; tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed; tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.

7.5	Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
7.6	<p>A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.</p> <p>A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.</p>
8. Management of Information	
8.1	The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
8.2	The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
8.3	The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
8.4	Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.
9. Responsibilities to Provide Information	
9.1	In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
9.2	The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.
10. Responsibility under Data Protection Legislation	
10.1	<p>The Council shall:</p> <ul style="list-style-type: none"> • have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data. • have a written policy in place for responding to and managing a personal data breach. • keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken. • ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date. • maintain a written record of its processing activities.

These Standing Orders were reviewed and adopted by the Parish Council at the Annual Parish Council meeting on 4 May 2021