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1. 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 Chair of the meeting.
- 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- c. A motion on the agenda that is not moved by its proposer may be treated by The Chair of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.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 (as amended) 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 Chair of the meeting, is expressed in writing to The Chair.
- h. A Councillor may move an amendment to their 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 of the meeting.
- j. Only one amendment shall be moved and debated at a time, the order of which shall be directed by The Chair of the meeting.
- k. One or more amendments may be discussed together if The Chair 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 on 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 Chair 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 they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.

- p. During the debate on 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 they considers has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q. A point of order shall be decided by The Chair of the meeting and their 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 or legal requirements.
- s. Before an original or substantive motion is put to the vote, The Chair 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 their right of reply.
- t. Excluding motions moved under standing order 1(r), the contributions or speeches by A Councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of The Chair of the meeting

2. DISORDERLY CONDUCT AT MEETINGS

- a. No person, including a Councillor, shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, The Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of The Chair of the meeting to moderate or improve their conduct, any councillor or The Chair 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 2(b) is ignored, The Chair 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.

3. MEETINGS GENERALLY

As The Council currently has no committees or sub-committees Standing order 3 is focused on Full Council meetings.

- 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 in respect of the business on the agenda.
- e. The period of time designated for public participation at a meeting shall be as directed by The Chair of the meeting.
- f. Each member of the public is entitled to speak only once in respect of business in relation to the parish and shall not speak for more than 3 minutes.
- g. Should more than one person wish to speak in favour or against a particular subject, a spokesperson may need to be appointed for each group.
- h. A question shall not require a response at the meeting nor start a debate on the question but may be added to the agenda of a future meeting. The Chair of the meeting may direct that a written or oral response be given
- i. A person who speaks at a meeting shall direct their comments to The Chair of the meeting.
- j. Only one person is permitted to speak at a time. If more than one person wants to speak, The Chair of the meeting shall direct the order of speaking.
- k. **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.**
- l. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- m. **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.**
- n. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before The Chair of The Council may in their absence be done by, to or before the Vice-Chair of The Council (if any).**

- o. **The Chair of the Council, if present, shall preside at a meeting. If The Chair is absent from a meeting, the Vice-Chair (if any), if present, shall preside. If both The Chair and the Vice-Chair are absent from a meeting, A Councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- p. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or non-councillors with voting rights present and voting.**
- q. **The Chair 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 their casting vote whether or not they give an original vote.**
- r. **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 their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- s. 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. the grant of dispensations (if any) to Councillors and non-Councillors with voting rights;
 - v. whether A Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and the resolutions made
- t. For all Meetings, the code of conduct adopted by The Council shall apply to Councillors and non-Councillors in respect of the entire meeting.
- u. **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 their right to participate and vote on that matter and shall be recorded in the minutes.**
- v. **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.** Should there be a relationship between Councillors and those Councillors are in attendance at meetings, then the quorum of the meeting shall increase appropriately to ensure perceived integrity.
- w. **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.
- x. A meeting shall not exceed 4 hours.

4. COMMITTEES AND SUB-COMMITTEES

The Council currently has no committees or 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 may appoint standing committees as may be necessary and shall at that time determine their terms of reference.**
- e. **The Council may dissolve a committee.**

5. ORDINARY COUNCIL MEETINGS

- a. **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.**
- b. **In a year which is not an election year, the annual meeting of a council shall be held on such a day in May as The Council decides.**
- c. **If no other time is fixed, the annual meeting of The Council shall take place at 6pm.**
- d. **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 decides.**
- e. **The first business conducted at the annual meeting of The Council shall be the election of The Chair and Vice-Chair (if any) of the Council.**
- f. **The Chair of The Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.**
- g. **The Vice-Chair of the Council, if any, unless they resign or becomes disqualified, shall hold office until immediately after the election of The Chair of The Council at the next annual meeting of the council.**
- h. **In an election year, if the current Chair of The Council has not been re-elected as a member of the council, they shall preside at the meeting until a successor Chair of The Council has been elected. The current Chair of The Council shall not have an original vote in respect of the election of the new Chair of The Council but must give a casting vote in the case of an equality of votes.**
- i. **In an election year, if the current Chair of The Council has been re-elected as a member of the council, they shall preside at the meeting until a new Chair of The Council has been elected. They may exercise an original vote in respect of the election of the new Chair of The Council and must give a casting vote in the case of an equality of votes.**

- j. Following the election of The Chair of The Council and Vice-Chair (if any) of The Council at the annual meeting of the council, the business of the annual meeting shall include:
- i. **In an election year, delivery by The Chair 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 Chair of The Council of their acceptance of office form unless The Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last annual meeting of the council;
 - iii. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - iv. Appointment of any new committees;
 - v. Review and adoption of appropriate standing orders and financial regulations;
 - vi. Review of all of The Council's policies and procedures.
 - vii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses. and review of contributions made to expenditure incurred by other local authorities;
 - viii. Review of representation on or work with external bodies and arrangements for reporting back;
 - ix. In an election year, to make arrangements with a view to The Council becoming eligible to exercise the general power of competence in the future;
 - x. Review of inventory of land and assets including buildings and office equipment;
 - xi. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - xii. Review of The Council's and/or staff subscriptions to other bodies;
 - xiii. Determining the time and place of ordinary meetings of The Council up to and including the next annual meeting of the Council

6. EXTRAORDINARY MEETINGS OF THE COUNCIL AND COMMITTEES AND SUB-COMMITTEES

As The Council currently has no committees or sub-committees Standing order 6 is focused on Full Council meetings

- a. **The Chair of The Council may convene an extraordinary meeting of The Council at any time.**
- b. **If The Chair 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 shall be signed by the two Councillors.**

7. PREVIOUS RESOLUTIONS

- a. A resolution shall not be reversed within six months unless further information/evidence has been forthcoming.
- b. Items that have been debated and agreed on shall not be reversed within six months unless further information/evidence has been forthcoming.
- c. When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

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. A tie in votes may be settled by the casting vote exercisable by The Chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a. A motion shall relate to the responsibilities of the meeting for 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. No motion may be moved at a meeting unless it is on the agenda. Motions must be given to The Proper Officer at least five days before the day of the meeting.
- c. All motions shall be accompanied with supporting information.
- d. The Proper Officer may, before including a motion on the agenda received in correct obvious grammatical or typographical errors in the wording of the motion.
- e. If The Proper Officer considers the wording of a motion received is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to The Proper Officer at least five clear days before the meeting.
- f. If the wording or subject of a motion is considered unlawful, The Proper Officer shall consult with The Chair as to whether or not to include the motion in the agenda.
- g. The decision of The Proper Officer as to whether or not to include the motion on the agenda shall be final.
- h. Motions rejected shall be recorded with an explanation by The Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE NOTICE

The following motions may be moved at a meeting without written notice to The Proper Officer;

- a. to correct an inaccuracy in the draft minutes of a meeting;
- b. to move to a vote;
- c. to defer consideration of a motion;
- d. to refer a motion to a particular committee or sub-committee;
- e. to appoint a person to preside at a meeting;
- f. to change the order of business on the agenda;
- g. to proceed to the next business on the agenda;

- h. to require a written report;
- i. to appoint a committee or sub-committee and their members;
- j. to extend the time limits for speaking;
- k. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- l. to not hear further from A Councillor or a member of the public;
- m. to exclude A Councillor or member of the public for disorderly conduct;
- n. to temporarily suspend the meeting;
- o. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- p. to consider an urgent item that cannot be deferred to the next meeting or to an extraordinary meeting.
- q. to adjourn the meeting; or
- r. to close a meeting.

11. MANAGEMENT OF INFORMATION

- a. 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.
- b. 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).
- c. 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.
- d. Councillors, staff, The Council's contractors and agents shall not disclose confidential information or personal data without legal justification.
- e. Any sensitive information that Councillors may need to view in order to determine a motion shall be printed on pink paper, circulated at the meeting by The Proper Officer and all such papers must be returned to The Proper Officer at the close of the motion. The Proper Officer, where appropriate, shall arrange for such papers to be destroyed.
- f. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12. DRAFT MINUTES

- a. If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. 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.
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by The Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If The Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes but include a paragraph stating that they do not agree that the minutes are an accurate record.
- e. The draft minutes will be published on The Parish Councils website within 4 weeks of a meeting.
- 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 and replaced with the approved minutes.
- g. **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.**

13. CODE OF CONDUCT AND DISPENSATIONS

- a. All Councillors and non-Councillors with voting rights must observe the code of conduct adopted by The Council.
- b. Unless they have been 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.
- c. Unless they has been 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 another interest if so required by The Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d. **Dispensation requests shall be in writing and submitted to The Proper Officer** as soon as possible before the meeting, or failing that, verbally at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by The Proper Officer or the meeting of The Council or if, 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. That decision is final.

- f. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding 4 years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g. A dispensation request shall be considered by The Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
 - i. **A dispensation may be granted in accordance with standing orders if having regard to all relevant circumstances any of the following apply:**
 - ii. **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**
 - iii. **granting the dispensation is in the interests of persons living in the council's area or**
 - iv. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a. Upon notification by the Borough Council that it is dealing with a complaint that A Councillor or non-Councillor with voting rights has breached the council's code of conduct, The Proper Officer shall report this to the council.
- b. Where the notification relates to a complaint made by the Proper Officer, The Proper Officer shall notify The Chair of The Council of this fact, and The Chair shall assume the duties of The Proper Officer in relation to the complaint until it has been determined and The Council has agreed what action, if any, to take.
- c. **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 them. Such action excludes disqualification or suspension from office.**
- d. 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

15. PROPER OFFICER

- a. The Proper Officer shall be The Clerk. The Council may employ a temporary member of staff to undertake the work of The Proper Officer if The Proper Officer has a prolonged absence.
- 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 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).**
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless A Councillor has given written notice at least one day before the meeting confirming their withdrawal of it;
 - iii. convene a meeting of The Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from Councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. 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;
 - ix. liaise, as appropriate, with The Council's Data Protection Officer (if there is one);
 - x. receive and send general correspondence and notices on behalf of The Council except where there is a resolution to the contrary;
 - xi. 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);
 - xii. arrange for legal deeds to be executed;
 - xiii. 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;
 - xiv. record every planning application notified to The Council and The Council's response to the local planning authority;
 - xv. refer a planning application received by The Council to The Chair or in their absence Vice-Chair 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;
 - xvi. manage access to information about The Council via the publication scheme.
 - xvii. Action or undertake activities or responsibilities instructed by resolution or contained in standing orders.
 - xviii. Provide Councillors with copies of minutes or any document needed for the

purpose of their official duties.

16. RESPONSIBLE FINANCIAL OFFICER

- a. The Council's Responsible Officer shall be The Clerk. The Council operates an approved Scheme Delegation.
- b. The Council may employ a temporary member of staff to undertake the work of the Responsible Officer if the Responsible Officer has a prolonged absence, however the scheme of Delegation will not apply.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a. Proper practices in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide.
- 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 Responsible Financial Officer shall supply to The Council a comparison with the budget for the financial year and highlight any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, The Responsible Financial Officer shall provide:
- e. Each Councillor with a statement summarising The Council's receipts and payments for the year for information; and
- f. to the full Council the accounting statements for the year in the form of Section 2 of the annual return, as required by proper practices, for consideration and approval.
- g. The year-end accounting statements shall be prepared in accordance with proper practices and apply 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 The Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. 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:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. 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;
 - iv. the inspection and copying by Councillors and local electors of The Council's accounts and/or orders of payments; and
 - v. procurement policies including the setting of values for different procedures

- where a contract has an estimated value of less than £30,000 including VAT
- vi. whether contracts with an estimated value below £60,000, excluding VAT, due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed annually for fitness of purpose.
 - c. 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:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. 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;
 - iii. the invitation to tender shall be advertised on The Council's website and any other manner that is appropriate;
 - iv. tenders are to be submitted in writing to The Proper Officer;
 - v. tenders are to be reported to and considered by a meeting of The Council.
 - d. The Council is not bound to accept the lowest value tender.
 - e. Grants may be awarded to charities or other organisations that benefit the residents of the Parish.
 - f. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, The Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, The Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. If a meeting considers any matter personal to a Council employee, the press and public shall be excluded.
- b. 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 as per standing order 11.
- c. 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.
- d. All matters regarding staff handling are contained within the contract of Employment.
- e. The Chair of The Council or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of members of staff. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by The Council.

20. REQUESTS FOR INFORMATION

- a. 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.
- b. The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a. The Council may appoint a Data Protection Officer.
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f. **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

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.

23. 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. **Any two Councillors may sign on behalf of The Council, any deed required by law and The Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

An invitation to attend a meeting of The Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council or Unitary Council representing the area of the council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

Councillors should ensure The Clerk is always kept apprised of any work they are undertaking on behalf of The Council and informed of any meetings they are holding in relation to The Council.

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. Hold meetings with members of the public without either an officer or another Councillor present

26. OPEN SPACES – MAINTENANCE

a. THE LEES

The Lees is an important environmental area, part being SSSI and within the Yalding Conservation Area. For many years, The Lees had been under a Countryside Stewardship Scheme (the scheme), which has governed the way in which the area is maintained. Following changes to the tiered system of the scheme, the area will no longer qualify for participation in a way that will allow the land to be protected. With the benefit of biodiversity in mind but also use for the benefit of the local community, this standing order, therefore, sets out the way in which the area will be maintained for the future.

The following shall be the guidelines of management of The Lees, excluding the car park area, which shall have its own management programme:

- i. The area will be maintained as grass, will not be ploughed, cultivated or re-seeded.
- ii. The area will be managed for hay which shall be removed each year. Cutting shall only take place once a substantial amount of the flora has been able to seed. This is typically not before early June depending on weather conditions. Cutting too late when the weather has been unusually dry in the spring can be detrimental to the regeneration of new growth.
- iii. Maintain a sward with a range of heights during the growing season so that at least 20 per cent of the sward is less than 7 cm and at least 20 per cent is more than 7 cm, to allow plants to flower and to provide a more varied habitat.
- iv. Do not top at any time, except in patches and upon the headlands to control injurious weeds (i.e. creeping and spear thistle, curled and broad-leaved docks or common ragwort); invasive non-native species (e.g. Himalayan balsam, rhododendron or Japanese knotweed); bracken or areas dominated by rushes.
- v. Where scrub is present prevent further encroachment by grazing, mowing or topping.
- vi. Do not supplementary feed.
- vii. Maintain hedgerows to a height and width customary to the local landscape, but not less than 1.5 m in height (except when laid or coppiced as part of a regular management cycle).

- viii. Do not cultivate or apply fertilisers, manures or pesticides to land within 2 m of the centre of the hedge.
- ix. Maintain hedgebanks in a style that is customary to the area. Where a bank is present, measure the height of the hedgerow from the top of the bank.
- x. Do not cut hedgerows during the bird breeding season (1 March to 31 August).
- b. **FOWLE HALL GREEN**
As per maintenance agreement with Medway Valley Countryside Partnership.
- c. **THE TATT**
As per maintenance agreement with Medway Valley Countryside Partnership.
- d. **THE KINTONS PLAYING FIELD**
Minimum of twenty-two cuts per annum during growing season to playing field standard.
- e. **JUBILEE FIELD**
Whilst the area is used by Laddingford School, the area to be maintained by Kent County Council at no cost to Yalding Parish Council to playing field standard.
- f. **YALDING VILLAGE GREEN**
Minimum of eighteen cuts per annum.
- g. **VERGES**
Minimum of fourteen cuts per annum during growing season.
- h. **PLAY AREAS**
As agreed annually but no less than three times per annum.

27. PLANNING REPRESENTATIONS

- a. The Council shall only “Object or No Comment” in their representations to planning applications. It will only give support to its own applications or those for public buildings and amenities if appropriate.
- b. For application in a flood zone The Council will always object and request The EA’s consideration.

28. STANDING ORDERS GENERALLY

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of The Council’s standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two Councillors to be given to The Proper Officer.
- c. The Proper Officer shall provide a copy of The Council’s standing orders to A Councillor as soon as possible after they have delivered their acceptance of office form.

- d. The decision of The Chair of a meeting as to the application of standing orders at the meeting shall be final.
- e. A Councillor's failure to observe standing orders on more than two occasions in one meeting may result in them being excluded from the meeting.

Updated and Adopted on: 20.01.2026

To be reviewed annually at the Annual Parish Council Meeting (See Minutes of that meeting)