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CONSTITUTION

CHAPTER 2 STANDING ORDERS

Adopted May 2026

Review May 2027

Meetings 4
Ordinary Council Meeting 4
Annual Council Meeting 6
Order of business 6
Draft Minutes 7
Special Meeting 8
Chair of the Meeting 8
Proper Officer 8
Quorum of the Council 9
Voting at Council Meetings 9
Adjournment 10
Urgent Business 10
Resolutions Moved on Notice 10
Resolutions Moved Without Notice 11
Questions 11
Rules of Debate 12
Closure 14
Disorderly Conduct 14
Rescission of Previous Resolution 15
Voting On Appointments 15
Discussions and Resolutions Affecting Employees of the Council 15
Handling Confidential or Sensitive Information 15
Sealing of Documents 16
Committees and Sub Committees 16
Reporting to Council 16
Sub-Committees 16
Advisory Task & Finish Groups 16
Voting in Committees 16
Presence of Non-Members of Committees at Committee Meetings 17
Terms of Reference of Committees and Task & Finish Groups 17
Accounts and Financial Statement 17
Financial Controls and Procurement 18
Annual Budget and Precept Setting Process 19

Code of Conduct and Dispensations 20
Canvassing of and Recommendations by Members....21
Inspection of Documents....22
Unauthorised Activities....22
Admission of the Public and Press to Meetings....22
Confidential Business....23
Information Provision & Data Protection....23
Responsibilities Under Data Protection Legislation 23
Liaison with Borough/County Members 24
Planning and Licensing Applications 24
Code of Conduct Complaints....24
Variation, Revocation and Suspension of Standing Orders 25
Standing Orders to be given to Members 25
APPENDIX 1: Terms of Reference(s)....26
Finance Committee 26
Communication & Events Task & Finish Group....27
Budget Task & Finish Group 27
Climate Change Task & Finish Group 28
Task & Finish Group Terms of Reference 29
APPENDIX 2: Procedure For Public Participation at Meetings 30
Meetings/Circumstances Where This Procedure Does Not Apply 30
Full Council, Committee and Sub-Committees 30
Time at which Public may Speak....30
Rules and Time Limits for Public Participation....31

Meetings

Ordinary Council Meeting

1 Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct but 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.

2 A minimum three clear days' notice must be given but must not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas or Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

3 In addition to the Annual Meeting at least three other meetings shall be held in each year.

4 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 with reasons stated and recorded.

a) The Council may approve, and amend, a scheme or schemes allowing persons who are not Council members to speak at meetings. Those who are not Council members, and are not co-opted members of the Committee, Sub-Committee or Task & Finish Group, which is meeting, may speak at meetings only under the rules of the scheme in force at the time of the meeting. The public participation scheme is attached as Appendix 2 to this document.

5 In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees.

6 **Order of business** for annual council and ordinary meetings items shall be in the order as set out in Standing Orders 7 and 8 except where standing order 39 applies.

7 At every meeting other than the Annual Council Meeting the first order of business shall be to receive apologies and to choose a person to preside if the Chairman and Vice-Chairman is absent.

8 After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency or statute, shall, if necessary, include the following:

a) To receive any declarations of interest.

b) To deal with business expressly required by statute to be done.

c) Confirm the accuracy of the minutes of the last meeting of the council and approve the signature of the minutes by the person presiding as a correct record.

d) To allow public participation (standing order 4a refers)

e) To answer questions from Members.

f) To receive and consider reports and minutes of committees.

g) To receive and consider resolutions or recommendations in the order in which they have been notified.

h) To authorise the sealing of documents.

i) If necessary, to authorise the signing of orders for payment.

Annual Council Meeting

9 In an election year the Annual Council Meeting shall be held on or within 14 days following the day on which the Members are elected and/or take office

10 In a year which is not an election year, meetings shall be held on such day in May as the Council decides.

11 If no other time is fixed, the annual meeting of the Council shall take place at 6pm.

12 The Chair or Vice Chair of the Council, unless he/she/they have resigned or becomes disqualified, shall continue in office, and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.

13 In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual 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 shall give a casting vote in the case of an equality of votes.

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

15 The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary clearly defining roles of the committees and any delegated powers, but subject to any statutory provision on that behalf:

a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting

b) May appoint persons other than members of the Council to any Committee.

c) May, subject to the provisions of Standing Order 56-58, at any time dissolve or alter the membership of the committee.

Order of business

16 At each Annual Council Meeting the first business shall be:

a) To elect a Chair & Vice Chair of the Council

b) 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.

c) To appoint committees and sub-committees and shall thereafter refer to Standing Orders 15 and 8082 and Appendix 1.

17 After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall, if necessary, include the following:

a) To deal with business expressly required by statute to be done.

b) Confirm the accuracy of the minutes of the last meeting of the council.

c) To adopt the following documents as in accordance with the Council's Constitution:

   i. Standing Orders

   ii. Any other governance documents as required.

d) To answer questions from Members.

e) To receive and consider reports and minutes of committees.

f) To receive and consider resolutions or recommendations in the order in which they have been notified.

g) To authorise the sealing of documents.

h) If necessary, to authorise the signing of orders for payment.

i) 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;

Draft Minutes

18 If the draft minutes of a preceding meeting have been served on Members with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

19 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 48

20 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.

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 and include a paragraph in the following terms or to the same effect:

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

21 Following the preparation of draft minutes, the Executive Officer shall issue them to the relevant Chair for comment prior to publication in draft form on the council's website.

22 Following a resolution which confirms the accuracy of the minutes of a meeting, draft minutes or recordings may be retained or destroyed in accordance with the Council's retention policy.

Special Meeting

23 The Chair of a committee or the Parish Council Chair may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

24 If the Chair of the Council/Committee does not call an extraordinary meeting 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/Commitee. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.

Chair of the Meeting

25 The person presiding at a meeting may exercise all the powers and duties of the Parish Council Chair in relation to the conduct of the meeting.

26 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 his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).

27 The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) 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.

28 The Parish Council Chair shall be a member of every committee; for the sake of clarity, this is to allow he/she/they voting rights at all committees he/she/they may attend.

29 The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

Proper Officer

30 Where a statute, regulation, or order confers function or duties on the proper officer of the Council in the following cases, they shall be the Executive Officer or nominated officer:

31 The Proper officer shall;

a) Convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office

b) Receive declarations of acceptance of office.

c) Receive and record notices disclosing pecuniary and non-pecuniary interests.

d) Receive and retain plans and documents.

e) Sign notices or other documents on behalf of the Council.

f) Receive copies of byelaws made by the other Local Authorities.

g) To certify copies of byelaws made by the Council.

h) To serve a signed summons to attend meetings of the Council & provide public notice at least three clear days before a meeting of the Council, a committee or sub-committee

i) To keep proper records for all Council meetings & facilitate public inspection.

j) Should the Responsible Finance Officer be absent for whatever reason Executive Officer shall enact the Council's adopted RFO protocol.

k) Deal with all staff-related matters as per Delegated Authority as set out in the Delegation of Powers to officers.

l) manage access to information about the Council via the publication scheme.

Quorum of the Council

32 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.

33 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.

Voting at Council Meetings

34 The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) 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.

35 Members shall vote by show of hands or, if at least two members so request, by signed ballot.

36 If a member so requires, the Executive Officer shall record the names of the members who voted on any question so as to show whether they voted for or

against it. Such a request may be made before the vote but in any event before moving onto the next business.

37 The Parish Council Chair may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not they gave an original vote.

Adjournment

38 After each ninety-minute period the Chair shall normally adjourn the meeting for a five- minute recess to afford those present a comfort break.

a) A meeting shall not exceed a period of 3 hours.

Urgent Business

39 The Chair may, at their discretion, alter the order of business as specified on the agenda. In addition, a motion to vary the order of business on the grounds of urgency may be proposed by any member and after being seconded shall be put to the vote without discussion.

Resolutions Moved on Notice

40 Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the agenda by the Executive Officer; or

41 The mover has given notice in writing (notice of motion) of its terms and has delivered the notice to the Executive Officer at least 6 working days prior to the next meeting of the Council.

42 The Executive Officer shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that they intend to move at some later meeting or that they withdraw it.

43 The Executive Officer may, before including a motion on the agenda correct obvious grammatical or typographical errors in the wording of the motion. If the Executive 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 in writing so that it can be understood at least 6 clear days before the meeting.

44 If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting, or as the case may be, the Members who have convened the meeting to consider whether the motions shall be included in the agenda or rejected. If rejected, the Proper Officer shall record the reason for rejection.

45 If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless

postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.

46 If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chair, if they consider it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

47 Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties which affect its area.

Resolutions Moved Without Notice

48 Resolutions dealing with the following matters may be moved without notice:

a) To appoint a Chair of the meeting

b) To correct the minutes

c) To approve the minutes

d) To alter the order of business

e) To proceed to the next business

f) To close or adjourn the debate

g) To refer a matter to a committee

h) To appoint a committee or any members thereof

i) To adopt/require a report

j) To authorise the sealing of documents

k) To amend a motion and/or move to vote

l) To give leave to withdraw a resolution or amendment.

m) To extend the time limit for speeches

n) To exclude the public. (Standing Order 105)

o) To silence or eject from the meeting a member or a member of the public for disorderly conduct (Standing Order 55)

p) To give the consent of the Council where such consent is required by these Standing Orders.

q) To suspend any Standing Order. (Standing Order 133)

r) To adjourn the meeting.

Questions

49 A member may ask the Parish Council Chair or the Executive Officer any question concerning the business of the Council. The Parish Council Chair or Executive Officer may respond immediately or within an agreed timescale.

50 No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.

51 Every question shall be put and answered without discussion.

52 A person to whom a question has been put may decline to answer.

Rules of Debate

53

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 chair of the meeting.

j) Subject to standing order 53 (k), 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 consider 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 53(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.

Closure

54 At the end of any speech a member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council do now adjourn”.

If such motion is seconded, the Parish Council Chair/Chair shall put the motion but, in the case of a motion “that the question be now put”, only if they are of the opinion that the question before the Council has been sufficiently debated.

If the motion “that the question be now put” is carried, they shall call upon the mover to exercise or waive their right of reply and shall put the question immediately after that right has been exercised or waived.

The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

Disorderly Conduct

55 All members must behave in a manner required by the Council’s adopted Code of Conduct (Chapter 8 of the Council’s Constitution).

56 No member shall at a meeting persistently disregard the ruling of the Chair, willfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute. If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach in line with the code of conduct.

57 If, in the opinion of the Chair, a member has broken the provisions of Standing Orders 55 or 56, the Chair shall express that opinion to the meeting 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.

58 If the member named continues their misconduct, the Chairman may move "That the member named do leave the meeting for its duration" (in which case the motion shall be put and determined without seconding or discussion).

59 If there is a general disturbance, which the Chairman considers makes the due and orderly dispatch of business impossible, the Chairman may adjourn the meeting for a period, or to a place, as in their discretion they shall decide.

60 If a member of the public interrupts the proceedings at any meeting, the Chairman shall warn them. If they continue the interruption, the Chairman shall order their removal from the meeting room for the duration of the meeting.

Rescission of Previous Resolution

61 A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 5 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.

62 When a special resolution or any other resolution moved under the provisions of Standing Order 61 has been disposed of, no similar resolution may be moved within a further six months.

Voting On Appointments

63 Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person. A tie-in vote may be settled by the casting vote exercisable by the chair of the meeting.

Discussions and Resolutions Affecting Employees of the Council

64 If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary, or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the public shall be excluded. (Standing Order 105)

Handling Confidential or Sensitive Information

65

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) Members and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

e) Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

Sealing of Documents

66 A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

67 Subject to Standing Order 66, any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

Committees and Sub Committees

68 The Chair and Vice-Chair of Committees will be elected by the Full Council at its Annual Meeting.

Reporting to Council

69 The minutes of committee meetings shall be presented to the next practicable meeting of the Council where members may ask the Chair of the Committee to report further on the proceedings of the same.

Sub-Committees

70 Every committee may appoint sub-committees/Task & Finish Groups for purposes to be specified by the committee.

71 The Chair or Vice-Chair of the committee shall be a member of every sub-committee appointed by it unless they signify that they do not wish to serve.

Advisory Task & Finish Groups

72 The Council and committees may establish Advisory Task & Finish Groups comprising only Cllrs or Cllrs and members of the public.

73 Each Advisory Task & Finish Group will include a member of staff to provide advice and administrative support.

74 The terms of reference and membership will be determined by Council or the appointing committee.

75 Advisory Task & Finish groups make recommendations and are not decision-making forums.

Voting in Committees

76 Members of committees and sub-committees entitled to vote (see relevant terms of reference) shall by show of hands, or, if at least two members so request, by signed ballot.

77 Chair of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

Presence of Non-Members of Committees at Committee Meetings

78 A member who has proposed a resolution which has been referred to any committee of which they are not a member, may explain the resolution to the committee but shall not vote. Except as otherwise provided by the Terms of Reference of a committee, any member of the council may attend any committee or sub-committee of the council of which they are not a member, at which they may speak but not vote.

79 79 A resolution passed under Standing Order 105 excluding the press and public from a meeting shall not apply to a member attending under Standing Order 78.

Terms of Reference of Committees and Task & Finish Groups

80 Unless the Council at any time determines to the contrary, the Committees and advisory groups of the Council to be appointed in each year shall be the

a) Finance & Staffing Committee

b) Communications & Events Task & Finish Group

c) Budget Task & Finish Group

d) Climate Change Task & Finish Group

81 These committees shall have the matters referred to them, the delegated powers, and be constituted in the manner described in the Terms of Reference contained in Appendix 1 to these Standing Orders.

82 All task & finish groups established by the Council, or a committee shall have a term of reference in the format as prescribed by Appendix 1. They are not decision-making bodies.

Accounts and Financial Statement

83

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 each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council's receipts and payments (or income and expenditure) for each quarter;
ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
iii. 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.

d) As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
ii. 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.

e) 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.

Financial Controls and Procurement

84 All payments by the Council shall be authorised, approved, and paid in accordance with the law, proper practices, and the Council's Financial Regulations (Chapter 3 of the Council's Constitution).

85

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. whether contracts with an estimated value below £30,000 due to special circumstances are exempt from a tendering process or procurement exercise.

b) Financial regulations shall be reviewed regularly and at least annually for fitness of purpose. All procurement activity shall be undertaken in accordance with the principles of value for money, transparency, integrity and equal treatment, and in compliance with the Procurement Act 2023 and associated statutory guidance

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. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

iv. 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;

v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

d) The Council shall not artificially divide or disaggregate contracts to avoid the application of procurement thresholds or legislative requirement

e) Where the estimated total value of a contract indicates that it may constitute a public contract for the purposes of the Procurement Act 2023, 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.

Annual Budget and Precept Setting Process

86 The council shall approve written estimates or calculated precept for the coming financial year no later than the February meeting of the Full Council.

87 Any committee desiring to incur expenditure shall give the Executive Officer a written estimate of the expenditure recommended for the coming year no later than the end of October, for presentation to the Budget Task and Finish Group who will recommend to the Finance Committee.

Code of Conduct and Dispensations

88 As per section 27(2) of The Localism Act 2011 all Members with voting rights shall observe the code of conduct adopted by the Council.

89 A member who has declared a pecuniary or prejudicial interest may not participate in any discussion on the matter at the meeting or in any vote taken on the matter at the meeting and is required to leave the room where the meeting is taking place during the discussion and vote.

90 A member may attend the meeting and make representations, answer questions or give evidence provided that the public is also allowed to attend the meeting for the same purpose, and you leave the meeting immediately after having done so.

91 [1]**Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

92 A decision as to whether to grant a dispensation shall be made by the Proper Officer in consultation with the Chair of the Council or, failing that, the Committee Chair and that decision is final. 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 four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

93 Subject to Standing Orders 89 and 90, dispensations requests shall be considered by the Proper Officer in consultation with the Chair of the Council or, failing that, the

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[1] [1] A dispensation request is a formal application made by a council member seeking permission to participate in discussions or votes on matters where they have a declared pecuniary or prejudicial interest. The request must provide details about the nature of the interest, the reason participation is needed, and the period for which the dispensation is sought. Approval of such requests is subject to council procedures and is designed to ensure fair and effective decision-making while managing conflicts of interest.[1]

Committee Chair before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

94 A dispensation may be granted in accordance with Standing Order 92 if having regard to all relevant circumstances the following applies:

a) 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

b) granting the dispensation is in the interests of persons living in the council's area or

c) it is otherwise appropriate to grant a dispensation.

95 At the Annual Council Meeting at the beginning of a new four-year term of office, the Executive Officer will grant dispensation to all councillors residing with the parish enabling them to cast their vote on the precept.

96 The Executive Officer shall hold a copy of the Register of Member's Interests in accordance with instructions received from the Monitoring Officer of the Responsible Authority and/or as required by statute. The registers of Member's Interests will also be published on the Council website.

97 If a candidate for any appointment under the Council is to their knowledge related to any member of or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Executive Officer.

98 A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Executive Officer shall report to the Council or to the appropriate committee any such disclosure. Where a relationship to a member is disclosed, this Standing Order shall apply.

Canvassing of and Recommendations by Members

99 Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Executive Officer shall make known the purpose of this sub-paragraph of the Standing Orders to every candidate.

100 A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

101 Standing Orders 102 & 103 shall apply to tenders if the person making a tender was a candidate for an appointment.

Inspection of Documents

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

103 All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council and any local government elector of the Parish without charge.

Unauthorised Activities

104 No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:

a) Inspect any lands or premises which the Council has a right or duty to inspect; or

b) Issue orders, instructions or directions unless authorised to do so by the Council or the relevant committee or sub-committee.

Admission of the Public and Press to Meetings

105 The public shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public by means of the following resolutions:

"That in view of the[special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw".

106 The Council shall state the special reason for exclusion.

107 At all meetings the Chair may at their discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.

108 All Council meetings shall permit an opportunity for time to be allocated to allow members of the public to make statements and ask questions.

109 [2]The Executive Officer shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

110 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.

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[2] [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.]

111 If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that they be removed from the meeting.

Confidential Business

112 No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee, or the sub-committee as the case may be.

113 Any member in breach of the provisions of Standing Order 112, shall be removed from any committee or sub-committee of the Council.

Information Provision & Data Protection

114 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 2018 and UK GDPR.

115 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.

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

117 The Proper Officer shall 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);

Responsibilities Under Data Protection Legislation

118 The Council shall appoint Information Governance Lead(s) for information rights and data protection compliance, supported by proportionate arrangements including staff training and oversight. The Council may appoint a Data Protection Officer where required or considered necessary.

119 The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.

120 The Council shall have a written policy in place for responding to and managing a personal data breach.

121 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.

The Council shall ensure procedures are in place to enable individuals to exercise their rights under data protection legislation, including rights of access, rectification, erasure, restriction, objection and data portability where applica

122 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.

123 The Council shall maintain a written record of its processing activities.

Liaison with Borough/County Members

124 At the start of every committee year, Borough/County Members will be sent a notice of meeting dates for all Council & Committee meetings with a link to the Council's website to view agenda and minutes.

Planning and Licensing Applications

125 The Council's Admin Officer, in consultation with the Proper Officer, shall refer every planning application received via email to all members of the Council for comment, and having taken soundings from members, shall respond to any planning application received for consultation except for controversial/large-scale applications (5 or more dwellings) which shall automatically be referred to the Full Council for consideration.

126 All comments made on behalf of the Council under its delegated powers above shall be published on the Council's website and submitted to the next full Council meeting for noting only.

127 Any member of the council may require the Executive Officer to refer any planning or licensing application to the council rather than express an opinion on behalf of the Council under its delegated powers.

128 A Special Council Meeting can be called by the Chair if the Planning Application requires consideration before the next meeting of the Council.

Code of Conduct Complaints

129 Upon notification by the Principal Authority that it is dealing with a complaint that a Member or non-Member with voting rights has breached the parish council's code of conduct, the Proper Officer shall report to the parish council.

130 Where the notification in Standing Order 129 above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Parish Council Chair of their fact, and the Parish Council Chair shall nominate another staff member to 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 in accordance with Standing Order 132.

131 The Council may:

a) provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;

b) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

132 Upon notification by the Principal Authority that a Member or non-Member with voting rights has breached the Code of Conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

Variation, Revocation and Suspension of Standing Orders

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

134 A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

Standing Orders to be given to Members

135 A copy of these Standing Orders shall be given to each member by the Executive Officer upon delivery to them of the member's Declaration of Acceptance of Office and written undertaking to comply with the Code of Conduct adopted by the Council and at other times when the Standing Orders are amended.

136 These standing orders and in particular the Terms of Reference of Committees shall be reviewed annually.

APPENDIX 1: Terms of Reference(s)

Finance Committee

The Committee has delegated authority to deal with the following matters to conclusion: -

1. Allocation of grants and donations within the agreed criteria and budget.
2. To agree Service Level Agreements and associated fees with external agencies and to deal with any resulting issues arising under the terms of the Service Level Agreement/Agreements.
3. All financial and accounting matters.
4. Undertake an annual review of the Council's Assets Register.
5. Complete and agree Annual Financial Risk Management.
6. Staffing, administration, and governance matters.
7. Leases and licences.
8. To set up and disband Task & Finish Groups as and when necessary and agree their Terms of Reference
9. To consider recommendations put forward by Task & Finish Groups reporting to the Committee.
10. Annual review of fees and charges of FOPC facilities and properties.
11. To review the FOPC Insurance Policy document premium charge.
12. To review and recommend the Council's Investment Policy annually to Full Council.
13. To review the Community Investment Programme and make recommendations to Full Council on the use of Section 106 monies received by the Parish Council.
14. To consider any fundraising projects.
15. To support the Executive Officer in the appointment and management of staff, (including terms and conditions of employment) with at least one nominated council member to participate in recruitment for senior officers.
16. To support the Executive Officer in the appointment and management of consultants
17. To consider all aspects of Health and Safety policy and monitoring of health and safety incidents, such as staff accidents at work or accidents to the public on the Council's estate.
18. To consider any staffing matters including staffing structure, levels of pay & Executive Officer appraisal.
19. To consider all other personnel and administration matters not dealt by other Committees and make recommendations to Full Council where appropriate.

20. Any other matter deemed to be the responsibility of their committee or at the request of the full council.
21. Establish a group comprising three Cllrs to address staff grievances, complaints, appeals, disciplinary issues and other issues related to individual staff members as per the Employee Handbook.

Referred Business

1. **To consider and make recommendations to Full Council on the following matters:**

- **Prepare annual budget and precept request.**
- **Monitor income and expenditure within the budget estimates approved by FOPC and make necessary recommendations.**
- **To make recommendations on use of reserves.**
- **To consider all reports from the Internal & External Auditors**
- **To consider all aspects of financial administration of FOPC business (such as banking arrangements and investments) and make recommendations to Full Council.**

Communication & Events Task & Finish Group

The Communication & Events Task and Finish Group has delegated authority to deal with the following matters to conclusion: -

1. **Organise public events on behalf of the Parish Council.**
2. **Consider the promotion and communication matters for the parish including 'the Newsletter', website and social media.**
3. **Liaise with local community organisations and statutory partners in the organisation of key parish events including the Lantern Parade, Teddy Bears Picnic and Remembrance Sunday.**
4. **Formulate event calendar and submit to the Full Council agreement.**
5. **Formulate event calendar and submit budget proposals to the Budget T&F for agreement.**
6. **Any other matter deemed to be the responsibility of the Task and Finish group or at the request of the Full Council.**

Budget Task & Finish Group

The Task & Finish Group deals with the following matters and reports to the Finance Committee on the following;

1. **To perform the scrutiny role in setting the Council's budget each financial year;**

2. **To report risks that, in the view of the Task and Finish Group, may hinder the Council in achieving its objectives.**
3. **To report any suggestions for efficiencies or savings for consideration; and**
4. **To highlight any priority projects that should remain in the budget.**

Climate Change Task & Finish Group

The Climate Change Task & Finish Group is tasked with the following.

1. To review and help progress the Council's Climate Change Action Plan and develop project proposals to reduce the Council's carbon footprint, and to make recommendations to Full Council or the appropriate committee via annual updates and as required for project approvals and budgets.
2. To develop and recommend resident-facing initiatives (including communications and engagement activities), in consultation with the Community Engagement Officer(s) and the Communications and Events Officer(s), that support the Council's climate objectives, and to make recommendations to Full Council or the appropriate committee via annual updates and as required for project approvals and budgets.
3. To monitor relevant local and national developments and guidance on climate and sustainability, and to make recommendations to Full Council or the appropriate committee via annual updates or as required for project approvals and budgets.

Task & Finish Group Terms of Reference

[insert name] Task & Finish Group

Terms of Reference

1. The Group will consist of [insert no.] Members, determined by the [insert committee name or Council] and the [officer] in an advisory capacity. Membership to be determined by the parent body. The group may invite members of the public to attend meetings in an advisory capacity on an ad-hoc usually temporary basis.
2. At its first meeting the group members shall:
    a) Review these terms of reference / complete the skeleton Terms of Reference for approval as appropriate.
    b) Appoint an elected member as Lead Member who should ensure the entire group's members are kept informed and involved with progress and act as the primary reporting channel back to the parent body.
3. In line with the task set by the [Council / committee], the purpose and remit of the group is to:
    a) [insert remit]
    b) [insert remit]
    c) [insert remit]
4. The group does not have delegated powers to make decisions on behalf of the [insert committee if applicable] or the Parish Council nor should exceed its purpose and remit (above) without the parent body's sanction to a change to their Terms of Reference
5. The group reports to the[committee/council]
6. The group shall provide timely reports to the parent body in the following manner:

    [insert manner of reports]
7. Meetings of the working group are not usually but may be a public meeting.

APPENDIX 2: Procedure For Public Participation at Meetings

This procedure is agreed as provided for in the Standing Orders for Meetings (SO 4a). Members of the public may speak at meetings of Councillors on the terms set out below.

Meetings/Circumstances Where This Procedure Does Not Apply

1. Members of the public may not speak at meetings of the full Council if the Council votes to suspend Standing Orders to enable them to do so.
2. This procedure also does not apply to staff grievance/disciplinary or appeals panel meetings or task & finish group meetings.

Full Council, Committee and Sub-Committees

1. Members of the public may speak at formally convened meetings of the Council, a Committee, or Sub-Committee, under the rules set out below.
2. Where:
   a) a meeting is to debate an issue which, in the opinion of the Executive Officer, is of extraordinary public interest; and
   b) the Executive Officer is of the view that the rules in this procedure will not allow an adequate opportunity for public participation,
   c) the Executive Officer, in consultation with the Chairman of the body which is to debate the issue, may agree special arrangements for public participation on the issue.
3. Where, following consultation with the Chairman of the body which is to debate the issue, the Executive Officer is of the opinion that public participation in any or all of the items on the agenda for that meeting would be inappropriate or unnecessary, having regard to other opportunities for the public to express their views to Councillors, they may decide that public participation will not be permitted for all or any of the items on the agenda for that meeting.
4. Members of the public may speak at any Full Council, Committee or Sub-Committee meetings, on any matter within the terms of reference of the body, whether or not the matter is on the agenda for the meeting.

Time at which Public may Speak.

1. All public remarks not relating to an agenda item shall be made under the agenda item ‘public participation’.

2. All public remarks relating to an agenda item shall be made immediately after the Chairman calls the relevant item, before members have started to debate it.

Rules and Time Limits for Public Participation

1. Time will be allocated on a first-come, first served, basis or as directed by the Chair. Members of the public are therefore encouraged to give as much notice as possible of their wish to speak and must do so no later than 12.00 noon, two clear working days before the meeting. For the avoidance of doubt, the deadline will be published on the agenda for the meeting.
2. No member of the public may speak for more than 3 minutes.
3. A member of the public may not speak more than once on the same subject at the same meeting unless the Chairman of the meeting invites them to clarify their remarks.
4. Members of the public may not speak on items that are confidential or exempt from publication under legislation.
5. Members of the public may not participate in the Councillors' debate.
6. The Chairman of the meeting may rule that any public remarks are not appropriate and will not be accepted; for example if they are defamatory, insulting, frivolous or offensive. In such an instance the Chairman may disallow a person from speaking or continuing to speak.
7. The public participation period shall not exceed 15 minutes.