

Apuldram Parish Meeting

Standing Orders

The Standing Orders were adopted by the Parish Meeting at its meeting held on 24th May 2024 and will be reviewed annually. The review will be recorded in the minutes of the annual parish meeting.

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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- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.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 Member may move an amendment to his/her/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 1(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 Member 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 Member may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another Member;
 - ii. to move or speak on another amendment if the motion has been amended since he/she/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 Member may interrupt only on a point of order or a personal explanation and the Member who was interrupted shall stop speaking. A Member raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q A point of order shall be decided by the chair of the meeting and his/her/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 his/her/their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a Member 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 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 Member or the chair of the meeting may move that the person be no longer heard or be 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

Parish meetings ●

Committee 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 **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **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.**
- e 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.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his/her/their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
- k 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.
- l **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.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **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.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Parish Meeting may in his/her/their absence be done by, to or before the Vice-Chair of the Parish Meeting (if there is one).**
- p **The Chair of the Parish Meeting, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Parish Meeting (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Member as chosen by the Members present at the meeting shall preside at the meeting.**
- q **All questions at a meeting shall be decided by a majority of the Members and non-Members with voting rights present and voting.**
- r **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 his/her/their casting vote whether or not he/she/they gave an original**

vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Parish Meeting at the annual meeting of the Parish Meeting.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Member, the voting on any question shall be recorded so as to show whether each Member present and voting gave his/her/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.

t 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 Members who are present and the names of Members who are absent;
- iii. interests that have been declared by Members and non-Members with voting rights;
- iv. the grant of dispensations (if any) to Members and non-Members with voting rights;
- v. whether a Member or non-Member 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
- vii. the resolutions made.

- u **A Member or a non-Member with voting rights who has a discloseable pecuniary interest or another interest as set out in the Parish Meeting's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Parish Meeting are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- 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 a period of 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Parish Meeting 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-members unless it is a committee which regulates and controls the finances of the Parish Meeting.**
- c **Unless the Parish Meeting determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-members.**
- d The Parish Meeting may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual parish meeting;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the

meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee or a sub-committee.

5. ORDINARY MEETINGS

- a **In a year which is not an election year, the annual meeting of the Parish Meeting shall be held on such day in May as the Parish Meeting decides.**
- b **If no other time is fixed, the annual meeting of the Parish Meeting shall take place at 6pm.**
- c **In addition to the annual meeting of the Parish Meeting, at least one other ordinary meetings shall be held in each year on such dates and times as the Parish Meeting decides.**
- d **The first business conducted at the annual meeting of the Parish Meeting shall be the election of the Chair and Vice-Chair (if there is one) of the Parish Meeting.**
- e **The Chair of the Parish Meeting, unless he/she/they has 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 Parish Meeting.**
- f **The Vice-Chair of the Parish Meeting, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Parish Meeting at the next annual meeting of the Parish Meeting.**
- g Following the election of the Chair of the Parish Meeting and Vice-Chair (if there is one) of the Parish Meeting at the annual meeting, the business shall include:
 - a.i. **The delivery by the Chair of the Parish Meeting of his/her/their acceptance of office form unless the Parish Meeting resolves for this to be done at a later date;**
 - a.ii. Confirmation of the accuracy of the minutes of the last meeting of the Parish Meeting;
 - a.iii. Receipt of the minutes of the last meeting of a committee;
 - a.iv. Consideration of the recommendations made by a committee;
 - a.v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

- a.vi. Review of the terms of reference for committees;
- a.vii. Appointment of members to existing committees;
- a.viii. Appointment of any new committees in accordance with standing order 4;
- a.ix. Review and adoption of appropriate standing orders and financial regulations;
- a.x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- a.xi. Review of representation on or work with external bodies and arrangements for reporting back;
- a.xii. In an election year, to make arrangements with a view to the Parish Meeting becoming eligible to exercise the general power of competence in the future;
- a.xiii. Review of inventory of land and other assets including buildings and office equipment;
- a.xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- a.xv. Review of the Parish Meeting's and/or staff subscriptions to other bodies;
- a.xvi. Review of the Parish Meeting's complaints procedure;
- a.xvii. Review of the Parish Meeting's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- a.xviii. Review of the Parish Meeting's policy for dealing with the press/media;
- a.xix. Review of the Parish Meeting's employment policies and procedures;
- a.xx. Determining the time and place of ordinary meetings of the Parish Meeting up to and including the next annual meeting of the Parish Meeting.

6. EXTRAORDINARY MEETINGS AND COMMITTEES

- a **The Chair of the Parish Meeting may convene an extraordinary meeting of the Parish Meeting at any time.**
- b **If the Chair of the Parish Meeting does not call an extraordinary meeting of the Parish Meeting within seven days of having been requested in writing to do so by two Members, any two Members may convene an extraordinary meeting of the Parish Meeting. The public notice giving the**

time, place and agenda for such a meeting shall be signed by the two Parish Members.

- c The chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chair of a committee does not call an extraordinary meeting within 14 days of having been requested to do so by 3 members of the committee , any 3 members of the committee may convene an extraordinary meeting of the committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 members to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b 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

- a Where more than two persons have been nominated for a position to be filled by the Parish Meeting 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 WRITTEN 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 Parish Meeting's statutory functions, powers and obligations or an issue which specifically affects the Parish Meeting's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 14 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) 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 7 clear days before the meeting.

e 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 member who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g 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 WRITTEN NOTICE

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

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a Member or a member of the public;

- xiii. to exclude a Member or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Parish Meeting 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 Parish Meeting 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 Parish Meeting'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 **Member, staff, the Parish Meeting's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Parish Meeting meetings ●

Committee meetings ●

a 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.

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(a)(i).

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, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

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

- **e If the Parish Meeting’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.**
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f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following 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.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

a All Members and non-Members with voting rights shall observe the code of conduct adopted by the Parish Meeting.

b Unless he/she/they has been granted a dispensation, a Member or non-Member with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a discloseable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

c Unless he/she/they has been granted a dispensation, a Member or non-Member with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Parish Meeting’s code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/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, 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.

f A dispensation request shall confirm:

- i.i. the description and the nature of the discloseable pecuniary interest or other interest to which the request for the dispensation relates;
- i.ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- i.iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- i.iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), 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.

h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

- i. 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;**
- ii. granting the dispensation is in the interests of persons living in the Parish Meeting's area; or**
- iii. it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

a Upon notification by the District Council that it is dealing with a complaint that a Member or non-Member with voting rights has breached the Parish Meeting's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Parish Meeting.

b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Parish Meeting of this fact, and the 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 Parish Meeting has agreed what action, if any, to take in

accordance with standing order 14(d).

c The Parish Meeting may:

- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

d Upon notification by the District Council that a Member or non-Member with voting rights has breached the Parish Meeting's code of conduct, the Parish Meeting shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Parish Meeting to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the Parish Meeting, a committee or a sub-committee,**

- **serve on Members 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 Member has consented to service by email), and**
- **give public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Parish Meeting convened by Members is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full Parish Meeting and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a Member has given written notice at least 7 days before the meeting confirming his/her/their withdrawal of it;

iii. **convene a meeting of the Parish Meeting for the election of a new Chair of the Parish Meeting, occasioned by a casual vacancy in his/her/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 Members;

vii. hold a copy of every Member'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 Parish Meeting's relevant policies and procedures;

ix. liaise, as appropriate, with the Parish Meeting's Data Protection Officer (if there is one);

x. receive and send general correspondence and notices on behalf of

the Parish Meeting 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 Parish Meeting 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;

(see also standing order 23);

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Parish Meeting in accordance with its financial regulations;

xiv. refer a planning application received by the Parish Meeting to all members 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.

xv. manage access to information about the Parish Meeting via the publication scheme; and

xvi. retain custody of the seal of the Parish Meeting (if there is one) which shall not be used without a resolution to that effect.

(see also standing order 22).

xvii. urgent matters arising between the ordinary parish meeting or committee meetings shall be considered by the Chairman and at least one other member (one of which, shall if possible be the Vice Chair), and recommendations made to the Proper Officer of the Parish Meeting. The Proper Officer shall have regard to the recommendations, and make the appropriate decision(s) on the basis of authority, which is hereby delegated in accordance with Section 101 of the Local Government Act, The Proper Officer shall report detail(s) of the decision(s) made at the next meeting.

xviii. The Proper Officer shall on behalf of the Parish Meeting respond on behalf of the meeting to consultations from the Government, Government Agencies, the Local Government Association, other Local Authorities, professional bodies and all

i. It is not possible to assess and present the matter to the parish meeting or committee within the prescribed time for a response; or,

ii. the matter is considered to be of a relatively minor or straightforward nature not requiring debate by the members.

16. RESPONSIBLE FINANCIAL OFFICER

a The Parish Meeting shall appoint appropriate staff member(s) to undertake the

work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Parish Meetings – a Practitioners’ Guide”.

b All payments by the Parish Meeting shall be authorised, approved and paid in accordance with the law, proper practices and the Parish Meeting’s financial regulations.

c The Responsible Financial Officer shall supply to each Member as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

xvii.i. the Parish Meeting’s receipts and payments (or income and expenditure) for each quarter;

xvii.ii. the Parish Meeting’s aggregate receipts and payments (or income and expenditure) for the year to date;

xvii.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:

b.i. each Member with a statement summarising the Parish Meeting’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

b.ii. to the Parish Meeting 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 Parish Meeting (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 Members at least 14 days prior to anticipated approval by the Parish Meeting. The annual governance and accountability return of the Parish Meeting, which is subject to external audit, including the annual governance statement, shall be presented to the Parish Meeting for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Parish Meeting 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 Parish Meeting;
 - 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 Members and local electors of the Parish Meeting's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** 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.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Parish Meeting, 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 Parish Meeting's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Parish Meeting's written response to the tender and (iv) the prohibition on prospective contractors contacting Members or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope

addressed to the Proper Officer;

- v. tenders shall be opened by the Proper Officer in the presence of at least one Member after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Parish Meeting or a committee or sub-committee with delegated responsibility.
- e. Neither the Parish Meeting, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Parish Meeting must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Parish Meeting must comply with procurement rules. NALC's procurement guidance contains further details.**

19. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Parish Meeting shall publish information in accordance with its publication scheme and respond to requests for information held by the Parish Meeting.**
- b **The Parish Meeting shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

20. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Parish Meeting may appoint a Data Protection Officer.
- b **The Parish Meeting shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**

- c **The Parish Meeting shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Parish Meeting 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 Parish Meeting 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 Parish Meeting shall maintain a written record of its processing activities.**

21. RELATIONS WITH THE PRESS/MEDIA

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

22. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Parish Meeting unless authorised by a resolution.
- b **Subject to standing order 23(a), any two Members may sign, on behalf of the Parish Meeting, any deed required by law and the Proper Officer shall witness their signatures.**

23. COMMUNICATING WITH DISTRICT AND COUNTY MEMBERS

- a An invitation to attend a meeting of the Parish Meeting shall be sent, together with the agenda, to the ward Member(s) of the District and County Council representing the area of the Parish Meeting.
- b Unless the Parish Meeting determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward Member(s) representing the area of the Parish Meeting.

24. RESTRICTIONS ON MEMBERS ACTIVITIES

- a. Unless duly authorised no Member shall:
 - i. inspect any land and/or premises which the Parish Meeting has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25. 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 Parish Meeting'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 3 Members to be given to the Proper Officer in accordance with standing order 9.
- c. The Proper Officer shall provide a copy of the Parish Meeting's standing orders to a Member as soon as possible.
- d. The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.