

CHIPPING NORTON TOWN COUNCIL

At the Council Meeting held remotely due to restrictions imposed by government because of the COVID-19 pandemic, pursuant to notice on Monday 21 December 2020 at 7.15pm via Zoom, the following members were present: -

Cllr. G. Mazower, Town Mayor
Cllr. S. Coleman, Deputy Mayor
Cllr. R. Benfield
Cllr. N. Bradley
Cllr. C Butterworth
Cllr. L. Carter
Cllr. J. Graves
Cllr. D. Heyes
Cllr. M. Jarratt
Cllr. R. Poole
Cllr. M. Tysoe
Cllr. M. Walker

OCC Cllr H Biles
WODC Cllr L Carter
WODC Cllr G Saul

Officers: Louise Steele, Locum Town Clerk
Mrs Sonia Murgia, Accounts Assistant
Others: 5 Members of the Public

7550. Mayor's Welcome.

The Town Mayor welcomed everyone to the meeting and made some announcements about staffing matters including a thank you to Janet Eustace for her recent support as a Locum Clerk. The Mayor announced that Mr Steve Milton from LGRC would be joining in the New Year as a Locum Clerk alongside Mrs Steele

7551. The Minutes of the Meeting held on the 19 October 2020. Deferred from the meeting of 16 November 2021 the draft minutes of the meeting held on Monday 19 October 2020 were agreed as an accurate record of the meeting and it was agreed that the Mayor should sign them as such.

7552. The Minutes of the Meeting held on the 16 November 2020. With one amendment the draft minutes of the meeting held on Monday 16 November 2020 were agreed as an accurate record of the meeting and it was agreed that the Mayor should sign the amended minutes as such.

7553. Public Participation Emma Kennedy spoke about St Mary's Church plans to use the Town Hall steps as point one of a three-point Nativity Trail to be held on Christmas Eve (as a socially distanced, family event to celebrate Christmas). West Oxfordshire District Council have already assessed the event for Covid compliance and Ms Kennedy indicated that the event would be cancelled if the District moved into Tier 3 of Covid Restrictions. Ms Kennedy answer

Members questions and agreed to increase the volunteer marshals to be used on the Town Hall steps. By a unanimous vote Members agreed that the Town Hall steps could be used for the event.

The Mayor thanked Ms Kennedy for her participation in the meeting.

7554. Apologies for absence

Apologies for absence had been received from Cllr. E. Coles. Apologies were also received from WODC Cllr Cahill.

7555. Declarations of Interest

There were none.

7556. Mayors Announcements

The Mayor described her attendance opening the Chippy Larder gift event at the leisure centre and gave Cllr Poole the opportunity to explain more about the event which benefitted 146 families. Upon the proposal of Cllr Walker, seconded by Cllr Graves the Council thanked Cllr Poole and the Chippy Larder for making the event happen.

7557. Oxfordshire County Council (OCC)

Cllr Biles made some observations about the minutes of the Town Council meeting of 19 October 2020 and then moved on to her report.

Church Street has finally been resurfaced, though one car was parked for the duration of the works and they will return to resurface where that vehicle was parked.

A new Covid testing unit has opened at Woodford Green in Witney. It will be open 8am to 8pm and for the next three months. The number of Covid cases rose in the area by 50% in a week recently

There is online consultation on the OCC website on the County's budget and Cllr Biles urged people to have their say.

Looking forward to Agenda Item 10 (see Minute 7559 below) Cllr Biles observed that OCC's legal department has responded to CALA Homes

Cllr Biles wished everyone a Happy Christmas and New Year.

7558. West Oxfordshire District Council (WODC)

Cllr Cahill's written report was received and is appended to these minutes.

Cllr Carter wished everyone a Happy Christmas

Cllr Saul expanded upon Cllr Cahill's work on obtaining consultation on the putative closure of the recycling centres and Cllr Cahill was thanked for that work. Cllr Saul further reported that he has called in the Harpers planning application (CNTC Ref: 4500 – WODC Ref 20/02481/FUL 29-30 High Street Re-development to create a mixed-use site comprising of a cinema and thirteen serviced self-contained (short term let) apartment suites together with provision of car parking) so that it will be considered by a WODC Committee.

Cllr Saul further reported that WODC has issued an infrastructure funding statement – setting out the infrastructure priorities for West Oxfordshire – twelve items relate to

Chipping Norton and the Mayor accepted Cllr Saul's offer to summarise those into a single page document – the matter to be considered by the Town Council at the next meeting of the Strategic Planning Committee.

7559. East Chipping Norton Development

Council received Cllr Heyes' written report which is attached to these minutes. Cllr Heyes reported that, in response to the Mayor's letter WODC have requested a meeting between itself, OCC and the Town Council about the East Chipping Norton Development.

7560. Finance & Resources Committee

The minutes and report of the Finance & Resources Committee held on 2 December 2020 were received.

7561. Community Committee

The minutes of the Community Committee meeting held on 16 December 2020 were received.

By unanimous vote Council accepted the Committee's recommendations to grant a sum of £1,700 to Chipping Norton School fund the purchase of 4 table tennis tables and to grant a sum of £2,000 (from the contingency not the grants budget) to the Regulated Pastures to fund treeworks.

Upon the proposal of the Mayor, seconded by Cllr Tysoe it was agreed by unanimous vote to accept a quote from the Oxford Planters Company for bespoke planters for the Guildhall end of Middle Row at a cost of £4,000 (funded from the existing budget and the contingency).

7562. Budget & Precept

Upon the recommendation of the Finance & Resources Committee and by unanimous vote Council resolved to set a precept for the financial year 2021/22 of £315,055 which represents £115.11 per band D dwelling. This is the same band D dwelling figure as in the current year.

7563. Scheme of Delegation

Upon the recommendation of the Finance & Resources Committee and by unanimous vote Council resolved to adopt the Scheme of Delegation

7564. Inspection of the Town Hall

Upon the recommendation of the Community Committee and by unanimous vote Council resolved in principle to commission an inspection of the Town Hall and preparation of a costed Quinquennial report at a cost of £4,275. Before the report is commissioned it was agreed to put together a summary of what is known about previous works to, and problems with, the roof.

7565. Progress Reports

This item was deferred to a future meeting of Council.

7566. Calendar of Meeting

With two amendments a calendar of meetings for the remainder of the Civic Year 2020/21 was agreed. The amended calendar is attached to these minutes.

7567. Planning applications

Council considered its observations on the following planning applications and commented upon them as indicated

20/03378/HHD

Erection of a replacement garden shed
1 Burford Road Chipping Norton Oxfordshire

No objection

20/03370/HHD

Erection of front porch
7 Insall Road Chipping Norton Oxfordshire

No objection

20/03120/FUL

Erection of a detached two storey dwelling with associated parking
Land Off Toy Lane Chipping Norton

Object on grounds of overdevelopment, this is backland development that is inappropriate in this location. The Town Council is concerned to hear reports that no site notices have been displayed to alert neighbours to this application.

20/03143/S73

Amend Condition 2 of permission 17/00242/FUL to redesign of terrace as shown in proposed block plan to allow for continuous level access to external doorway of utility room in addition to those of kitchen / dining room and lounge
Olive Haus 10 Common Lane Chipping Norton

No objection

20/03415/FUL

Erection of a side extension to workshop
Town and Country Planning Act
Unit 1-2 Station Yard Industrial Estate Station Road

No objection

20/03078/FUL

Construction of tanks and pump plant associated with new sprinkler system
Owen Mumford Ltd Primsdown Industrial Estate Worcester Road

The Town Council is unable to comment because the documents were inaccessible on the WODC website

WODC Councillor Report to Town Council on December 21, 2020

Proposed closure of bring sites on Albion Street and New Street

A successful challenge to the Cabinet decision to go ahead with the closure resulted in the following statement: “Before the sites are considered for removal, our officers will be consulting with the associated Town or Parish Council and the Ward Member(s).”

Furthermore, it is not intended to begin any changes before February 1st, 2021

Air Pollution

This was discussed at the recent meeting of the Environment Scrutiny Committee following a presentation by officers. We were reminded that the Chipping Norton Action Plan dates from 2008 and astonished to find that during lockdown the pollution levels were lower than during the corresponding period in 2019.

Somewhat underwhelming ‘New’ Action proposals include working with other local authorities to design and build an air quality website – this will raise awareness of air pollution and will allow locals and visitors to make informed choices to adapt daily behaviour!

Once again, I had to question the reported figure of 41 micrograms of Nitrogen Dioxide per cubic metre – first it is a mean average and conceals readings of over 100 at peak times; secondly it is only the UK government that considers a level of 40 to be acceptable, EU figure is 25 and WHO is 10!

On a (slightly) positive note the senior officer accepted that as the box outside the Crown and Cushion is neither decorative nor useful it should be moved. This will be done as soon as the electrics have been disconnected – so possibly before the end of my term as Councillor.

Sorry I am not up to being with you, but

Merry Christmas.

Mike Cahill

East Chipping Norton Development Area

Progress report to the Town Council

December 2020

The Mayor and I held further meetings with Cala Homes using Zoom. After taking legal advice, CALA Homes have written to both WODC and OCC to question the legality of the OCC Masterplan being included in the emerging SPD when it has not been agreed between landowners.

The Mayor has also written to WODC to express our concern at the absence of engagement with the Town Council.

Essentially, OCC have failed to engage, not only with other landowners, but also with relevant bodies such as the Health Centre. The next stage in our campaign must be for the Town Council to bring all relevant parties together.

David Heyes

Bader	Full Council	Strategic Planning Cttee	Finance & Resources Cttee	Community Cttee	Staffing Sub-Committee	Health & Safety Sub-Committee	Planning Sub-Committee	Traffic Advisory Sub-Committee
2020	Monday 21 December 7.15pm							
2021	Monday 18 January 7.15pm	Tuesday 26 January 7.15pm	Tuesday 2 February 7.15pm	Wednesday 3 February 7.15pm	Monday 8 February 7.15pm			Thursday 11 March 10.30am
	Monday 15 February 7.15pm	Wednesday 24 February 7.15pm		Wednesday 3 March 7.15pm				
	Monday 15 March 7.15pm	Wednesday 24 March 7.15pm	Wednesday 31 March 7.15pm	Wednesday 14 April 7.15pm				
	Monday 19 April 7.15pm				Monday 26 April 7.15pm			
		Tuesday 4 May 7.15pm		Wednesday 12 May 7.15				
	Monday 17 May 7.15pm ANNUAL MEETING OF COUNCIL							

Notes:

Date for Annual Town Meeting to be agreed

Membership of Planning and Health & Safety Sub-Committees to be agreed

Notes concerning standing orders

Items in red can be changed

Items in italics are my contributions

1. RULES OF DEBATE AT MEETINGS

t - Contributions to debate limited to **three** minutes (except at Chairman's discretion)

2. MEETINGS GENERALLY

j – Advance notice of Public Participation not usual. *Suggest we keep it.*

l - member of the public shall not speak for more than (**five minutes**) minutes. *Keep this.*

cc - A meeting shall not exceed a period of (**two**) hours unless the majority of Councillors present vote to suspend this standing order for not more than [30] minutes. *A 15 minute extension should be enough !*

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

- c. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (**seven**) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting. *So, this means submit on Sunday, prepare agenda Tuesday and issue summons Wednesday. Six days should be enough.*

David Heyes

7th January 2021



**Chipping Norton Town Council
STANDING
ORDERS APRIL 2020
(ENGLAND)**

Approved by the Council on.....

Review Date.....

(ENGLAND)	1
Approved by the Council on	1
Review Date	1
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These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.	4
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INTRODUCTION

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HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council’s standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council’s Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council’s needs. It is NALC’s view that these model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

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 chairman 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 chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early oral notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman 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 chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate 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 chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. 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 he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (**three**) minutes without the consent of the chairman 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 chairman of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or 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 chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●
- Remote Meetings ●

- ***a*** Meetings shall take place at a time and date as the Council shall determine
 -
- ***b*** Council may alter the frequency, move or cancel such meetings.
- ***c*** A meeting of a local authority is not limited to a meeting of persons all of whom, or any of whom, are present in the same place and any reference to a “place” where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers
- ***d*** Members(including members of the public) in remote attendance attends the meeting at any time if all of the conditions in subsection are satisfied:
 - (a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
 - (b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
 - (c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting
- ***e*** For Council meetings 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.
 -
- ***f*** For Committee meetings 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
 -

- ***g*** 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.

Member and public access to documents and remote access of public and press to a local authority meeting to enable them to attend or participate in that meeting by electronic means, including by telephone conference, video conference, live webcasts, and live interactive streaming

- ***h*** A meeting being "open to the public" include access to the meeting through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person;
- ***i*** Being "present" at a meeting include access through remote means mentioned in paragraph (a) above."
- ***j*** Members of the public may make representations, answer questions and give evidence at a Council or Committee meeting which they are entitled to attend in respect of the business on the agenda (provided they notify the Clerk of their intention to speak no later than 24 hours before the start of the meeting)
- ***k*** The period of time designated for public participation at a meeting in accordance with standing order 3(j) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- ***l*** Subject to standing order 3(k), a member of the public shall not speak for more than (five minutes) minutes.
- ***m*** In accordance with standing order 3(j), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- ***n*** A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- ***o*** A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- ***p*** Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- ***q*** Subject to standing order 3(s), 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.

- **r** A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
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- **s** 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.
-
- **t** Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).
-
- **u** The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
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- **v** Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
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- **w** The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
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-
- *See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- **x** Unless standing orders provide otherwise, voting on a question shall be by a show of hands.
-

At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- **y** The minutes of a meeting shall include an accurate record of the following:
 - i. the time and media used to conduct the meeting;
 - ii. the names of councillors who are present and the names of councillors who

are absent;

- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- **z** A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
-

- **aa** 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.
-

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

- **bb** 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.
-

- **cc** A meeting shall not exceed a period of (two) hours unless the majority of Councillors present vote to suspend this standing order for not more than [30] minutes

4.COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees, sub committees or working groups as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 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 (**two**) days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, delegate to the standing committee the task of appointing its Chairman;
 - vii. shall permit a sub committee or working group to appoint its own chairman at its first meeting;
 - 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 COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
(This no longer applies until May 2021)
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
(This no longer applies until May 2021)
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.
(This no longer applies until May 2021)
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside until his successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - a.i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of

office form unless the Council resolves for this to be done at a later date;

- a.ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- 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 Council 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 Council's and/or staff subscriptions to other bodies;
- a.xvi.
 - Review of the Council's complaints procedure;
- a.xvii.
 - Review of the Council'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 Council's policy for dealing with the press/media;
- a.xix. Review of the Council's employment policies and procedures;

a.xx. ●Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

a.xxi. ●Determining the time and choice of media of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed electronically by the two councillors.**
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within (**seven**) days of having been requested to do so by (**two**) members of the committee or the sub-committee, any (**two**) members of the committee or the sub-committee] may convene an extraordinary meeting of the committee or a sub-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 (**eight**) councillors 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 Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman 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 Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (**seven**) 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 (**seven**) 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 chairman of the forthcoming meeting or, as the case may be, the councillors 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 received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE 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 councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory 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 Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●
Remote Meetings	●

- a ● If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b ● There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(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 chairman of the Council at the next available meeting of the Council in person and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect, at the next available meeting of the Council in person

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

e ● 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 councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

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

c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. He may return to the meeting after it has considered the matter in which he 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 a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

f A dispensation request shall confirm:

- i.i. the description and the nature of the disclosable 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 at the beginning of the meeting of the Council, or committee or sub-committee 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 Council's area; or

iii. it is otherwise appropriate to grant a dispensation.

● **CODE OF CONDUCT COMPLAINTS**

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

b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman 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 14(d).

c The Council 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 or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

• **PROPER OFFICER**

- a** The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b** The Proper Officer shall:
- i. at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, and instructions how to link to the remote meeting the agenda and,**
 - **Provide, in a conspicuous place or by publishing on the website of the body or, for a parish council, on the website of the principal council within the meaning of the Local Government Act 1972 public notice of the time, place and agenda.**

See standing order 3(b) for the meaning of clear days for a meeting of a full council 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 councillor has given written notice at least (**four**) days before the meeting confirming his withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. facilitate inspection of the minute book by local government electors;**
[Councils to determine how to do this, which form of media it will publish its minutes]
- v. receive and retain copies of byelaws made by other local authorities;**
- vi.** hold acceptance of office forms from councillors;
- vii.** hold a copy of every councillor's register of interests;
- viii.** assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix.** liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x.** receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) of the Planning Sub Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Sub Committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

● **RESPONSIBLE FINANCIAL OFFICER**

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

● **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - xvii.i. the Council's receipts and payments (or income and expenditure) for each quarter;

xvii.ii. the Council'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 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

b.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 31st August.

● **FINANCIAL CONTROLS AND PROCUREMENT**

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. 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 in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised 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 councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or**

solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of staffing sub-committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of Staffing Sub Committee or, if he is not available, the vice-chairman (if there is one) of the Staffing Sub Committee of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Sub Committee at its next meeting.
- c The chairman of Staffing Sub Committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution Staffing Sub Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Staffing Sub Committee or in his absence, the vice-chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Sub Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Town Clerk relates to the chairman or vice-chairman of Staffing Sub Committee this shall be communicated to another member of the Staffing Sub Committee which shall be reported back and progressed by resolution of the Staffing Sub Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

- xvii.iii.1.iv.b. **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

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

RELATIONS WITH THE PRESS/MEDIA

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

23 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 Council unless authorised by a resolution.

b Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least () councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

GENERAL RULES OF REMOTE HELD MEETINGS

(Valid until 7th May 2021)

- a.i. Members(including the public) will be asked to mute their device when they are not speaking.
- a.ii. A Roll call will be taken at the beginning of the meeting to determine those Councillors present for those who do not have a video link.
- a.iii. Members will be asked to state their name when they are speaking for those who do not have a video link.
- a.iv. Votes taken to be read back to ensure everyones vote is recorded accurately.