

EMBSAY WITH EASTBY PARISH COUNCIL

Standing Orders

**February 2013
March - 2016**

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1. 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 When calculating the 3 clear days for notice of a meeting to councillors and the public, 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 shall not count.
- c Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution, which shall give reasons for the public's exclusion.
- d Meetings of the Parish Council shall be held in each year on such dates and times and at such places as the Council may direct.
- e Smoking is not permitted at any meeting of the Parish Council.
- f Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- g The period of time that is designated for public participation in accordance with standing order 1(f) above] shall not exceed 15 minutes.
- h Subject to standing order 1(g) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 5 minutes unless there are no other members of the public present who are entitled to speak at the meeting.

- i In accordance with standing order 1(f) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- j In accordance with standing order 1(i) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- k Any person speaking at a meeting shall address his comments to the Chairman.
- l Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- m The recording, photographing, broadcasting or transmitting of proceedings of a meeting is permitted under the Openness of Local Government Bodies regulations 2014, but such photographing, recording, broadcasting or transmitting shall be carried out in accordance with separate rules adopted by the Council or parish meeting to effectively and lawfully manage this activity.
- n In accordance with standing order 1(c) above, the press shall be provided 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 Chairman may in his/her absence be done by, to or before the Vice-Chairman (if any).

- p The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the councillors present at the meeting shall preside at the meeting.

- q Subject to model standing order 1 (v) below, all proposals at a meeting shall be decided by a majority of the Councillors present and voting thereon.

- r The Chairman 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 casting vote whether or not he/she gave an original vote.

- s Unless standing orders provide otherwise, voting on any proposal shall be by a show of hands. At the request of a Councillor, the voting on any proposal shall be recorded so as to show whether each councillor present and voting gave his vote for or against that proposal. 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 record the names of councillors present and absent.

- u If prior to a meeting, a Councillor has submitted reasons for his/her absence at the meeting, which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.

- v An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting, shall be recorded in the minutes.

- w 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 3.
- x Meetings shall not exceed a period of 2.5 hours.

2. Ordinary Council Meetings

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b In a year that is not an election year, the annual meeting of the Council shall be held on such day in May as the Council may direct.
- c In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.
- d The election of the Chairman and Vice-Chairman of the Council shall be the first business completed at the annual meeting of the Council.
- e The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the Council.
- f The Vice-Chairman of the Council, if any, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- g In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he/she shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.

- h In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he/she shall preside at the meeting until a new Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- i Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the Council, the order of business should include
 - i In an election year, delivery by councillors of their declarations of acceptance of office.
 - ii Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by working parties.
 - iii Review of delegation arrangements to working parties and other local authorities.
 - iv Review of the terms of references for working parties.
 - v Receipt of nominations to existing working parties.
 - vi Appointment of any new working parties, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
 - vii Review and adoption of appropriate standing orders and financial regulations as required. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
 - viii Review of representation on or work with external/outside bodies and arrangements for reporting back.
 - ix Review of inventory of land and assets including buildings and office equipment.
 - x Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3. Proper Officer

- a The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer

during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.

- b The Council's Proper Officer shall do the following: -
- i. Having agreed the time, date and venue of the Council meeting, the proper Officer shall serve the summons and agenda to all councillors at least three clear days before the meeting. This may be by hand, or postal delivery to their home, or electronically – providing that any such email contains the electronic signature and title of the Proper Officer the above also applies to any meeting of a Committee or sub – committee.
 - ii. Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by 2 councillors is signed by them
 - iii. Subject to standing orders 4(a)–(e) below, include in the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it.
 - iv. Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order [3(b)i] above.
 - v. Make available for inspection the minutes of meetings.
 - vi. Receive and retain copies of byelaws made by other local authorities.
 - vii. Receive and retain declarations of acceptance of office from councillors.
 - viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
 - ix. Keep proper records required before and after meetings;
 - x. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
 - xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
 - xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
 - xiii. Arrange for legal deeds [to be signed by 2 councillors] and witnessed.
 - xiv. Arrange for the prompt authorisation, approval, and instruction regarding

any payments to be made by the Council in accordance with the Council's financial regulations.

- xv. Record every planning application notified to the Council and the Council's response to the local planning authority on a register for such purpose;
- xvi. Refer a planning application received by the Council to the Planning Working Party (and all other councillors) within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council. All councillors who wish to make comment on an application should respond to the working party within 72 hours of notification.
- xvii. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.
- xviii. Ensure that insurance cover in respect of all insured risks is reviewed and confirmed annually by the Council.
- xix. Ensure that the Council reviews its and its employee's membership of other bodies annually.
- xx. Arrange for the Council's complaints procedure to be reviewed annually by the Council.
- xxi. Arrange for the Council's procedures for handling requests made under the Freedom of Information Act 2000 to be reviewed annually by the Council.

4. Motions Not Requiring Written Notice

Motions in respect of the following matters may be moved without written notice.

- i. To appoint a person to preside at a meeting.
- ii. To approve the absences of councillors.
- iii. To approve the accuracy of the minutes of the previous meeting.
- iv. To correct an inaccuracy in the minutes of the previous meeting.
- v. To dispose of business, if any, remaining from the last meeting.
- vi. To alter the order of business on the agenda for reasons of urgency or expedience.
- vii. To proceed to the next business on the agenda.
- viii. To close or adjourn debate.
- ix. To refer by formal delegation a matter to a working party, committee, sub-committee or an employee.
- x. To appoint a working party thereto.
- xi. To receive nominations to a working party.
- xii. To dissolve a working party..

- xiii. To consider a report and/or recommendations made by a working party or an employee.
 - xiv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
 - xv. To authorise legal deeds signed by two councillors and witnessed.
 - xvi. To authorise the payment of monies up to £500.
 - xvii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
 - xviii. To extend the time limit for speeches.
 - xix. To exclude the press and public for all or part of a meeting.
 - xx. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
 - xxi. To give the consent of the Council if such consent is required by standing orders.
 - xxii. To suspend any standing order except those which are mandatory by law.
 - xxiii. To adjourn the meeting.
 - xxiv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
 - xxv. To answer questions from councillors.
- a If a motion falls within the terms of reference of a working party or within the delegated powers conferred on an employee, a referral of the same may be made to such working party or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

5. Rules of Debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- b Subject to standing orders 4(a)-(e) above, a motion shall not be considered unless it has been proposed and seconded.
- c Subject to standing order 3(b)-(iii) above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.

- d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
- e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f Any amendment to a motion shall be either:
 - i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.
- g A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i Subject to Standing Order 6(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- j Pursuant to standing order 6(h) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
- k If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 5 minutes.

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- o Subject to standing orders 6(m) and (n) above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
- p During the debate of 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 irregularity in the meeting he is concerned by.
- q A point of order shall be decided by the Chairman and his decision shall be final.
- r With the consent of the seconder and/or of the meeting, the proposer may withdraw a proposal or amendment. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- s Subject to standing order 6(o) above, when a councillor's 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 silent or for him to leave the meeting;
 - vi. to refer a motion to a working party, committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting;
 - ix. to suspend any standing order, except those which are mandatory.
- t In respect of standing order 5(s)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the

vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

6. Code of Conduct

- a All councillors shall observe the code of conduct adopted by the Council.
- b All councillors shall be in possession of the code of conduct on the delivery of their declaration of acceptance of office.

7. Questions

- a A councillor may seek an answer to a question concerning any business of the Council provided 10 clear days notice of the question has
- b Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c Every question shall be put and answered without discussion. By the Chairman

8. Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting, they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 4(a)(iv) above.
- c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting 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/she shall sign the minutes and include a paragraph in the following terms or to the same effect:
"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/her view was not upheld by the majority of the Parish Council and the minutes are confirmed as an accurate record of the proceedings.”

- e Upon a resolution which confirms the accuracy of the minutes of a meeting. These minutes will be signed by the chair and a copy be kept for a minimum of 5 years any previous draft minutes or recordings of the meeting shall be destroyed.

9. Disorderly Conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If, in the opinion of the Chairman, there has been a breach of standing order 9(a) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forth with and without discussion.
- c If a resolution made in accordance with standing order 9(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

10. Rescission of Previous Resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least two councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

11. Voting on Appointments

- a Where more than 2 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. Any tie may be settled by the Chairman's casting vote.

12. Expenditure

- a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b The Council's financial regulations shall be reviewed once a year.
- c The Council's financial regulations may make provision for the authorisation of the payment of money for any of the Council's functions to be delegated to an employee.
- d Add: Any working party expenditure must be agreed by all members of that party – before contacting the clerk/ council to authorise. Any dispute must be brought to full council (or clerks discretion?)

13. Execution and Sealing of Legal Deeds

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b In accordance with a resolution made under standing order 13(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

14. Working Parties

- a The Council may, at its annual meeting, appoint working parties and may at any other time appoint such other working parties as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. may permit working parties to determine the dates of their meetings;
 - iii. shall appoint and determine the term of office of councillor or non-councillor members of such working parties (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the

- next annual meeting;
- iv. may appoint substitute councillors to a working party whose role is to replace ordinary councillors at a meeting of a working party.
 - v. may in accordance with standing orders, dissolve a working party at any time.

15. Extraordinary Meetings

- 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 or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.

16. Advisory Committees

- a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.

- b Advisory committees may consist wholly of persons who are non-councillors.

17. Accounts and Financial Statement

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually by the finance working party and the RFO.

- b The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments and the balances. This statement should include a comparison with the budget for the financial year. A financial statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council

for formal approval before 30 June.

18. Estimates/Precepts

- a The Council shall approve written estimates (budget) for the coming financial year at its meeting before the end of December.
- b Any working party or councillor desiring to incur expenditure shall give the Proper Officer an estimate of the expenditure recommended for the coming year no later than October.

19. Canvassing of and Recommendations by Councillors

- a Canvassing councillors or the members of a working party, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A councillor or a member of a working party shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

20. Inspection of Documents

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his/her official duties (but not otherwise), inspect any document in the possession of the Council or a working party, and request a copy for the same purpose. The minutes of meetings of the Council shall be available for inspection by councillors.

21. Unauthorised Activities

- a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council or a working party:

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

22. Confidential Business

- a Councillors or employees shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A councillor in breach of the provisions of standing order 23(a) above may be removed from a working party by a resolution of the Council.

23. Matters Affecting Council Employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b The Chairman of the Council or a designated councillor shall upon a resolution, conduct a review of the performance and/or appraisal of the Parish Clerk and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by the Council
- c Subject to the Council's policy regarding the handling of grievance matters, the Parish Clerk shall contact the Chairman or in his/her absence, the Vice-Chairman of the Council, in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Council.
- d Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by the Parish Clerk relates to the Chairman or Vice-Chairman of the Council, this shall be communicated to another member which shall be reported back and progressed by resolution of the Council.
- e Any member or person responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.

- f The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- g Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.

24. Freedom of Information Act 2000

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 3(b)(x) above.

25. Relations with the Press/Media

- a In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media – without the consent of the clerk
- b All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media –

26. Liaison with District and County Councillors

- a An invitation/summons to attend a meeting of the Council shall be sent, together with the agenda, to the councillor of the District and County Council representing the electoral ward.
- b Unless the Council otherwise orders, a copy of each letter or email sent to the

District or County or YDNP shall be sent to the District or County councillor representing the electoral ward.

27. Planning Applications

- a The Parish Clerk shall, as soon as it is received, enter on a register kept for that purpose, the particulars of every planning application including the date on which it was received, the name and address of the applicant and the place to which it relates.

- b The Clerk will notify all members of the parish council of all planning applications. Any comments to the Clerk within 72 hours of receipt

- c The Council shall delegate to the Parish Clerk the authority to respond to **ALL** planning applications and consultations on highways issues. The Clerk will report all applications at the next Council meeting. where there is a major development or complex planning issues and insufficient time for the application to be reported to the next Council meeting the Clerk will advise the Chairman (a) apply for comments to be sent after the deadline or (b) call an Extraordinary Parish Council Meeting to discuss the application and the Clerks Response.

28. Financial Matters

- 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 accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the Internal Auditor 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;
 - v. procurement policies (subject to standing order 28(b) below) including the setting of values for different procedures where the contract has an estimated value of less than **£3000**.

- b Any proposed contract for the supply of goods, materials, services and the

execution of works with an estimated value in excess of **£3000** shall be procured on the basis of a formal tender as summarised in standing order **28(b) below**.

- c Any formal tender process shall comprise the following steps:
 - i. a public notice of intention to place a contract to be placed in a local newspaper;
 - ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
 - iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
 - v. tenders are then to be assessed and reported to the appropriate meeting of Council or Working Party.

- d Neither the Council, nor any working party, is bound to accept the lowest tender, estimate or quote.

- e Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2015 (S8 No.2, as amended) and the Utilities Contracts Regulations 2015 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

29. Registration and Declaration of Interests

- a Within 28 days of election or co-option, a member must notify the Monitoring Officer of any “disclosable pecuniary interests” which they have at that time.

- b Where a member is re-elected or reappointed, notification is only required of any new disclosable pecuniary interests within 28 days of election or co-option.

- c A member must keep their Register of Interests entry up to date by notifying the Monitoring Officer of any changes to their disclosable pecuniary interest within 28 days of the change occurring, or of their becoming aware of the change.

- d A pecuniary interest is a “disclosable pecuniary interest” in relation to a councillor if it is of a type describe in Appendix A to the Code of Conduct, and either it is in the interest of the member or it is an interest of their spouse or civil partner, a person with whom they are living as husband and wife, or a person with whom they are living as if they were civil partners and they are aware that the other person has an interest.
- e Members are required to notify the Monitoring Officer of any gifts or hospitality with an estimated value of at least £25 that they receive in their role as a councillor. They must inform the Monitoring Officer of any such gifts or hospitality within 28 days of receiving them so that the details can be entered into the Register of Interests.
- f If the nature of an interest is such that the member and the Monitoring Officer consider that disclosure of the details of the interest could lead to them, or a person connected with them, being subject to violence or intimidation, the interest must not be included in any published version of the Register of Interests, or be entered into any copy of the register that is made available for public inspection.

30. Disclosable or Disclosable Pecuniary Interests at Meetings

- a The following provisions apply if a member is present at a meeting of the Council or of any working party of the Council, and they are aware that they have a disclosable pecuniary interest in the matter to be considered, or being considered at the meeting.
- b If the interest is not entered in the Council’s authority’s Register of Interests, the member must disclose the interest to the meeting (unless the interest is a sensitive interest).
- c If the interest is not entered in the Council’s Register of Interests and is not the subject of a pending notification, the Member must notify the Monitoring Officer of the interest before the end of 28 days beginning with the date of disclosure.
- d Where the interest does not appear in the Register of Interests, the member must bring the interest to the attention of the meeting (unless the interest is a sensitive

interest).

- e A member may not participate, or participate further, in any discussion of the matter at the meeting, participate in any vote, or further vote, taken on the matter at the meeting or remain in the room during the discussion or vote on the matter.
- f The Parish Clerk shall record in the Minutes, particulars of any notice given by any member of the Council of any interest unless it is a sensitive interest.

31. Disclosure of Other Interests at Meetings

- a Where a member is present at a meeting of the Council, or any working party, and identify any other significant interests which they feel should be declared in the public interest, such interest may be declared at the meeting.
- b In such circumstances the member must consider whether their continued participation in the matter relating to their interests would be reasonable in the circumstances, particularly if the interest may give rise to a perception of a conflict of interests in the matter under discussion.
- c If a candidate for any appointment under the Council is to their knowledge related to any member of or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Parish Clerk. A candidate who fails so to do shall be disqualified for such appointment and, if appointed, may be dismissed without notice. The Parish Clerk shall report to the Council any such disclosure.

32. Allegations of a Failure to Comply with the Council's Code of Conduct

- a All complaints alleging a failure to comply with the Council's Code of Conduct will be considered in accordance with a procedure agreed with Craven District Council.

33. Variation, Revocation and Suspension of Standing Orders

- a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business,
- b A motion to add to or vary or revoke one or more of the Council's standing orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of as least two councillors.

34. Standing Orders to be Given to Councillors

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his/her declaration of acceptance of office.
- b The Chairman's decision as to the application of standing orders at meetings shall be final.
- c A councillor's failure to observe standing orders more than 3 times in one meeting may result in him/her being excluded from the meeting in accordance with standing orders.

**Reviewed and approved at a meeting of the Parish Council held on
13th April 2016/GA**