



Charmouth Parish Council

STANDING ORDERS

**Adopted on: 18th August 2015
Last amended on: 26th March 2019**

Model Standing Orders that are in bold type contain statutory requirements.

How to use these Standing Orders

Standing orders are the written rules of Charmouth Parish Council. They are used to confirm the Council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of a Council but they may refer to them.

Meetings of full Council, councillors, the Responsible Financial Officer and Proper Officer are subject to many statutory requirements. Charmouth Parish Council has standing orders to confirm those statutory requirements and has standing orders to control the number, place, quorum, notices and other procedures for committee and sub-committee meetings because these are subject to fewer statutory requirements.

Standing orders that are in bold type contain statutory requirements. It is recommended that councils adopt them without changing them. Other model standing orders not in bold are designed to help councils operate effectively but do not contain statutory requirements so they may be adopted as drafted or amended to suit a Council's needs. For convenience, the word "councillor" is used in model standing orders and includes a non-councillor with or without voting rights unless otherwise stated.

The standing orders do not include financial regulations. Financial Regulations are standing orders to regulate and control the financial affairs and accounting procedures of Charmouth Parish Council. The Financial Regulations, as opposed to the standing orders of a Council, include most of the requirements relevant to the Responsible Financial Officer.

Index of Standing Orders

1.	Rules of Debate at Meetings	1
2.	Disorderly Conduct at Meetings	3
3.	Meetings Generally.....	3
4.	Committees and Sub-committees.....	7
5.	Ordinary Council Meetings	10
6.	Extraordinary Meetings of the Council and Committees and Sub-committees	14
7.	Previous Resolutions	14
8.	Voting on Appointments.....	14
9.	Motions for a Meeting that Require Written Notice to be Given to the Proper Officer.....	15
10.	Motions at a Meeting that do not Require Written Notice	16
11.	Handling Confidential or Sensitive information	16
12.	Draft Minutes	17
13.	Code of Conduct and Dispensations	18
14.	Code of Conduct Complaints	19
15.	Proper Officer	20
16.	Responsible Financial Officer.....	22
17.	Accounts and Accounting Statements.....	22
18.	Financial Controls and Procurement	23
19.	Handling Staff Matters	25
20.	Requests for Information	26
21.	Relations with the Press/Media.....	27
22.	Execution and Sealing of Legal Deeds	27
23.	Communicating with District and County Councillors.....	28
24.	Restrictions on Councillor Activities	28
25.	Standing Orders Generally.....	28

1. Rules of Debate at Meetings

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the Chair.
- h. A councillor may move an amendment to 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 Chair.
- j. Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k. One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.

Charmouth Parish Council – Standing Orders

- 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 of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- 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 other irregularity in the proceedings of the meeting he is concerned by.
- q. A point of order shall be decided by the Chair 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;

Charmouth Parish Council – Standing Orders

- 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 requirements.
- s. Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t. Excluding motions moved understanding order 1(r) above, 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 Chair of the meeting.

2. Disorderly Conduct at Meetings

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under standing order 2(b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings Generally

- a. Meetings of the Council shall be held at the Council Offices, The Elms, St Andrew's Drive, Charmouth, DT6 6LN at 7.30pm unless the Council otherwise decides at a previous meeting. **Council meetings shall not take place in premises which at the time of the**

Charmouth Parish Council – Standing Orders

meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost. Meetings shall terminate not later than 9.30 pm, unless by resolution this standing order is suspended. Any matters not considered shall be adjourned to the beginning of the next meeting.

- b. The minimum three clear days for notice of a Council meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c. The minimum three clear days' public notice for a committee meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d. Council and Committee meetings shall be open to the public and press 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 and press's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.**
- f. The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed thirty minutes unless directed by the Chair of the meeting.**
- g. Subject to standing order 3(f) above, a member of the public shall not speak for more than three minutes and no group of speakers shall speak on the same or a similar subject for more than fifteen minutes.**
- h. In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.**
- i. A person shall raise his hand when requesting to speak.**

Charmouth Parish Council – Standing Orders

- j. A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
- k. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l. Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- m. A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a Council or Committee meeting at which they are entitled to be present.**
- o. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council.**
- p. **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q. **Subject to a Council or Committee meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors present and voting.**
- r. **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.** *(See standing orders 5(i) and (j) below for the different rules that*

Charmouth Parish Council – Standing Orders

apply in the election of the Chair of the Council at the annual meeting of the Council.)

- s. **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.
- t. The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of 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;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.
- u. **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v. **No business may be transacted at a Council 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,** but a motion to suspend Standing Orders shall not be moved without a resolution agreed by six members. For the avoidance of doubt, ordinarily when there are eleven members on the Council the quorum is four. In the event that the number of members on the Council is less than eleven then the quorum is

Charmouth Parish Council – Standing Orders

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

- w. **If a Council or Committee meeting is or becomes inquorate then no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x. A meeting shall not exceed a period of two hours.

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 or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual 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 4 days before the meeting that they are unable to attend;

Charmouth Parish Council – Standing Orders

- vi. shall, after it has appointed the members of a standing committee, appoint the Chair & Vice-chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own Chair & Vice-chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
- e. The composition of the Council's Committees shall be such that every Councillor shall be able to sit on at least one Committee. Volunteers shall be called for to be represented on Committees at the Annual Meeting of the Council, but in the event of more representatives than required, the Council shall vote as to who shall be represented
- f. The Standing Committees shall be as follows:-
- i. **EMERGENCY COMMITTEE** – Five Councillors plus additionally, if the emergency is flood related, the Flood Warden without voting rights responsible in the event of an emergency to co-ordinate the Parish Council's rescue activities in co-operation with the emergency services and other Category One and Category Two responders (Civil Contingencies Act 2004) and to co-ordinate the Parish Council response with regard to the restoration of normality.
 - ii. **FORESHORE COMMITTEE** - Five Councillors plus additionally the Flood Warden without voting rights responsible for the management of the Foreshore and the Flood Plan.

Charmouth Parish Council – Standing Orders

- iii. FINANCE & GENERAL PURPOSES COMMITTEE - shall comprise of Five Councillors, being the Chair and Vice Chair of Council, Chair of the following Committees: Foreshore; HR; and Playing Fields, Cemetery and Street Management committees; and one other Councillor. In the absence of the chair of either the Foreshore, HR, or Playing Fields, Cemetery and Street Management committees, the Vice chair of that committee may attend as a substitute for the Chair. The Finance Committee is responsible for managing financial matters in accordance with the Financial Regulations as well as any matter that does not fall within the remit of any other committee

The Finance shall have two standing sub-committees. These being (a) Payments Authorisation Sub-committee and the (b) the Works Sub-committee. The Payments Authorisation Sub-committee shall comprise of any three members of the Finance and General Purposes Committee and it shall meet during any month when there is not normally a Finance and General Purposes Committee. The Payments Authorisation Sub-committee shall meet for the sole and only purpose of reviewing the schedule of payments prepared by the Clerk for compliance and to authorise payment by resolution of the Sub-committee as required by the Financial Regulations. The Works Sub-committee shall consist of four members of the Finance Committee is responsible for the scheduling of work undertaken by the Council's direct labour staff. It shall meet as and when required.

- iv. HR Committee – Five councillors responsible for HR matters.
- v. PLANNING COMMITTEE – Five Councillors plus additionally the Tree Warden without voting rights responsible for village planning matters. The PLANNING Committee shall have delegated powers to formulate comments on planning applications on behalf of the Council.
- vi. PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE – Five councillors plus additionally the Footpath Liaison Officer without voting rights responsible for the management of the playing field, cemetery. war memorial and bus shelters, bins, planters etc. as well as any footpath issues.

- vii. Other than the Finance and General Purposes Committee, all Committee meetings shall be public meetings 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 and press's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- g. The Chair and Vice Chair of the Council shall be ex-officio members of each Committee of the Council except the Finance and Executive Committee where they are full members.

5. Ordinary Council Meetings

- a. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council may decide.**
- c. **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e. **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair of the Council from amongst the elected members of the Council.¹**
- f. **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g. **The Vice-Chair of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election**

¹ For the avoidance of doubt the term 'elected members' includes co-opted members as once they have been co-opted they become included in the term 'elected members'

Charmouth Parish Council – Standing Orders

of the Chair of the Council at the next annual meeting of the Council.

- h. **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**
- i. **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**
- j. Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting of the Council, the business of the annual meeting shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee and consideration of any recommendations
 - iv. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - v. Review of the terms of reference for committees
 - vi. To appoint Statutory and Standing Committees, that is
 - Foreshore Committee;
 - Playing Fields, Cemetery and Street Management Committee;
 - Planning Committee;
 - HR Committee;

Charmouth Parish Council – Standing Orders

- Emergency Committee
- vii. Appointment of members to each committee;
- viii. To consider any payment of subscription falling to be paid annually.
- ix. To appoint two representatives as Trustees of the Charmouth Almshouse Charities.
- x. To appoint 2 representatives as Trustees of the Charmouth Heritage Coast Centre.
- xi. To appoint one representatives to the St Andrew's Community Hall Management Committee.
- xii. To appoint representative to the following external committees:
 - Asnelles Twinning Association;
 - Bridport Local Area Partnership;
 - Charmouth Local History Society (Pavey Group);
 - Dorset Association of Parish and Town Councils Western Area Committee (two representatives);
 - Dorset Partnership for Older People Project;
 - Friends of Charmouth Library; and
 - Lyme Regis Area Partnership; LymeForward Steering Group and the Coastal Communities Team.
- xiii. To appoint the following representatives and officers:
 - Flood Warden and Deputy Flood Warden;
 - Footpath Liaison Officers (Two officers);
 - Highways Officer;
 - Public Transport; and
 - Tree Officer.
- xiv. Appointment of any new committees in accordance with standing order 4 above;
- xv. Review and adoption of appropriate standing orders and financial regulations;
- xvi. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses ;

Charmouth Parish Council – Standing Orders

- xvii. 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;
- xviii. Review of inventory of land and assets including buildings and office equipment;
- xix. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xx. Review of the Council's and/or staff subscriptions to other bodies;
- xxi. Review of the Council's complaints procedure;
- xxii. 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);
- xxiii. ; Review of the Council's policy for dealing with the press/media;
- xxiv. Review of the Council's employment policies and procedures
- xxv. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxvi. Review of annual contracts;
- xxvii. In an election year the review of Repeat permissions for the ensuing four years (exceptionally five years following the 2019 election):
 - Charmouth Events Committee – use of Playing Field for Party in the Park/Fayre (if held);
 - Charmouth Events Committee – exhibition of fire-works on a day near 5th November and on New Year's Eve; and
 - Tai Chi – use of the beach on the quarterly equinox days and Tuesday mornings in August.
- xxviii. Determining the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council.

6. Extraordinary Meetings of the Council and Committees and Sub-committees

- a. **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b. **If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c. The Chair 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 Chair of a committee or a sub-committee does not or refuses to call an extraordinary meeting within five days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee and the sub-committee may convene an extraordinary meeting of a committee and 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 two councillors to be given to the Proper Officer in accordance with standing order 9 below, 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) above has been disposed of, no similar motion may be moved within 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 Chair of the meeting.

9. Motions for a Meeting that Require Written Notice to be Given to the Proper Officer

- a. A motion shall relate to the responsibilities of the meeting which it is tabled for 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 five 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) above, 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) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least three clear days before the meeting.
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. Subject to standing order 9(e) above, 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 in a book for that purpose and numbered in the order that they are received.

- h. Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their 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 sensitive 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 requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

11. Management of Information

See also standing order 20.

Charmouth Parish Council – Standing Orders

- 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

- 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) above.
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the (Council or ‘.....’ Committee) 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. Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of Conduct and Dispensations

See also standing order 3(u) above.

- 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. The Councillor or Non-councillor may however, where the meeting is a meeting to which the public are permitted to attend and that the public have not been excluded by Standing Order 3(b), sit within the area set aside for the public to attend the meeting and he may answer questions from members attending the meeting on matters of fact. He may return to the meeting as a member after it has considered the matter in which he had the interest. The Councillor or Non-councillor shall not vote on any matter for which he has a disclosable pecuniary interest unless he has been granted a dispensation.
- 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. The Councillor or Non-councillor with voting rights may however, where the meeting is a meeting to which the public are permitted to attend and that the public have not been excluded by Standing Order 3(b), sit within the area set aside for the public to attend the meeting and he may answer questions from members attending the meeting on matters of fact. He may return to the meeting after it has considered the matter in which he had the interest.

Charmouth Parish Council – Standing Orders

- 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. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g. Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or a sub-committee for which the dispensation is required]. **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
 - 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 or**
 - 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.**

14. Code of Conduct Complaints

- a. Upon notification by West Dorset District Council or its successor Dorset Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's

Charmouth Parish Council – Standing Orders

code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Council.

- b. Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d) below].
- c. The Council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d. **Upon notification by the West Dorset District Council or its successor Dorset 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.**

15. Proper Officer

- a. The Proper Officer shall be (i) the Parish Clerk or (ii) the Deputy Parish Clerk 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 and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer;** *(See standing order 3(b) above for the meaning of clear days for a meeting of a full Council and standing order 3 (c) above for a meeting of a committee.)*

Charmouth Parish Council – Standing Orders

- i. **give public notice of the time, place and agenda at least three clear days before a meeting of the Council or a meeting of a committee or a sub-committee provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them;** (*See standing order 3(b) above for the meaning of clear days for a meeting of a full Council and standing order 3(c) above for a meeting of a committee.*)
- ii. subject to standing order 9 above, 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 full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. retain acceptance of office forms from councillors;
- vii. retain 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. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form;
- xi. arrange for legal deeds to be executed; (*See also standing order 23 below.*)
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;

Charmouth Parish Council – Standing Orders

- xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xiv. refer a planning application received by the Council to the Chair or in his absence Vice-Chair of the Planning 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 Committee;
- xv. manage access to information about the Council via the publication scheme; and
- xvi. retain custody of the seal of the Council which shall not be used without a resolution to that effect. (*See also standing order 23 below.*)

16. Responsible Financial Officer

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

17. Accounts and Accounting Statements

- a. "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local 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 30th June, 30th September and 31st December in each year a statement to summarise:
 - i. the Council's receipts and payments for each quarter;
 - ii. the Council's aggregate receipts and payments for the year to date; and
 - 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.

Charmouth Parish Council – Standing Orders

- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval. .
- e. The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31st March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

18. Financial Controls and Procurement

- a. The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.

Charmouth Parish Council – Standing Orders

- 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, but are responsible for obtaining value for money at all times.

- 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.

19. Handling Staff Matters

- a. A matter personal to a member of staff that is being considered by a meeting of Council or the HR Committee is subject to standing order 11 above.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the Council and the Chair of the Works Committee or, if he is not available, the vice-Chair of Council and Vice Chair of the Works Committee of absence occasioned by illness or other reason and that person shall report such absence to the Works committee at its next meeting.
- c. The Chair of the HR Committee or in his absence, the Vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of each employee. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the HR Committee.

Charmouth Parish Council – Standing Orders

- d. Subject to the Council’s policy regarding the handling of grievance matters, the Council’s most senior employee (or other employees) shall contact the appropriate Committee Chair in his absence, the vice-Chair of the appropriate Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the HR Committee].
- e. Subject to the Council’s policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by employee relates to the Chair or vice-Chair of the HR Committee, this shall be communicated to another member of the HR Committee, which shall be reported back and progressed by resolution of the HR Committee.
- f. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and kept securely.
- g. The Council shall keep all written records relating to employees secure. All paper records shall be kept securely locked and electronic records shall be password protected and encrypted.
- h. Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to Parish Clerk and the Chair of the Council.

20. Requests for 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.
- b. Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair

of the Finance and General Purposes Committee and copies to the Chair of the Council. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21. Responsibilities Under Data Protection Legislation

- a. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- b. The Council shall have a written policy in place for responding to and managing a personal data breach.
- c. 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.
- d. 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.
- e. The Council shall maintain a written record of its processing activities.

22. 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 (The Communications Strategy) 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) above.

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

- b. **Subject to standing order 22(a) above, 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.]**

24. Communicating with District and County 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 of West Dorset District Council and Dorset County Council or the successor Dorset Council representing the area of the Council.
- b. Unless the Council determines otherwise, a copy of each letter sent to West Dorset District Council or Dorset County Council or the successor Dorset Council shall be sent to the ward councillor(s) representing the area of the Council.

25. Restrictions on Councillor Activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. Persistent Absence

- a. If a member fails throughout six consecutive months to attend any meetings of the Council or of its committees or sub-committees of which he or she is a member, or of a joint committee, joint board or other body to which any of the Council’s power have been transferred or delegated, he or she ceases automatically to be a member of the Council², unless either he or she has a ‘statutory excuse’ (broadly speaking: military service during war or an emergency) or his failure is due to a reason approved by the Council before the end of the period or he or she attended as a representative of the council at a meeting of any body of persons

² Local Government Act 1972 Sections 85(1) and 85(2)

(such as a county association of local councils). The period of an absence begins with the last meeting attended³.

27. Standing Orders Generally

- a. All or part of a standing order, except one that incorporates mandatory statutory 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 requirements, shall be proposed by a special motion, the written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.

(End of Document)

³ Local Government Act 1972 Section 85(1)