

TETFORD & SALMONBY PARISH COUNCIL

Standing Orders - The Rulebook

Corrected September 2023

These Standing Orders were based on the NALC Model Orders and accepted at Tetford & Salmonby Parish Council Meeting. Points in **bold** are legal requirements. Points highlighted in **yellow** are changes made during the most recent review.

1	Meetings	3
2	Ordinary Council meetings.....	6
3	Proper Officer	7
4	Motions requiring written notice	9
5	Motions not requiring written notice	9
6	Rules of debate	10
7	Code of conduct (England).....	12
8	Questions	12
9	Minutes	12
10	Disorderly conduct.....	13
11	Rescission of previous resolutions.....	13
12	Voting on appointments.....	14
13	Expenditure	14
14	Execution and sealing of legal deeds	14
15	Committees	15
16	Extraordinary meetings.....	15
17	Accounts and Financial Statement.....	15
18	Estimates/precepts.....	16
19	Canvassing of and recommendations by councillors.....	16
20	Inspection of documents	16
21	Unauthorised activities.....	17
22	Confidential business	17
23	Matters affecting council employees	17
24	Freedom of Information Act 2000	18
25	Relations with the press/media	19
26	Liaison with District and County or Unitary Councillors.....	19
27	Financial matters.....	19
28	Allegations of breaches of the code of conduct	20
29	Variation, revocation and suspension of standing orders	211
30	Standing orders to be given to councillors.....	21

1 Meetings

Mandatory for full Council meetings	●
Mandatory for committee meetings	●
Mandatory for sub-committee meetings	●

- a **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**

- b **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 Subject to standing order 1(c) above residents are permitted to ask questions during a period of time outlined on the agenda. Standing Orders will be adjourned during this period.

- e The period of time which is designated for public participation in accordance with standing order 1(d) above shall not exceed 10 minutes unless the Chairman allows.

- f In accordance with standing order 1(d) 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.

- g In accordance with standing order 1(f) above, the Chair 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.

- h A brief record of a public participation session at a meeting shall be included in the

minutes of that meeting.

- i A person shall raise their hand when requesting to speak
- j Any person speaking at a meeting shall address his comments to the Chair.
- k Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.

- l **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.**

- m **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair may in his absence be done by, to or before the Vice-Chair.**

- n **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chairman and the Vice-Chair are absent from a meeting, a Councillor as chosen by Tetford & Salmonby Parish Councillors present at the meeting shall preside at the meeting.**

- o **Subject to model standing order 1 (y) below, all questions at a meeting shall be decided by a majority of Tetford & Salmonby Parish Councillors present and voting thereon.**

- p **The Chair 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 also standing orders 2 (i) and (j) below.)**

- q **Unless standing orders provide otherwise, voting on any 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.

- r **The minutes of a meeting shall record the names of councillors present and absent.**
- s **The code of conduct adopted by Tetford & Salmonby Parish Council shall apply to councillors in respect of the entire meeting.**
- t **An interest arising from the code of conduct adopted by Tetford & Salmonby Parish Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (See also standing orders 7 and 8 below.)**
- u **No business may be transacted at a meeting unless at least one third of the whole number of members of Tetford & Salmonby Parish Council are present and in no case shall the quorum of a meeting be less than 3.**
- v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- w Meetings shall not exceed a period of 2 hours.

2 Ordinary Council meetings

See also standing order 1 above

- a** In an election year, the annual meeting of Tetford & Salmonby Parish 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 a Council shall be held on such day in May as Tetford & Salmonby Parish Council may direct.
- c** If no other time is fixed, the annual meeting of Tetford & Salmonby Parish Council shall take place at 7.30pm.
- d** In addition to the annual meeting of Tetford & Salmonby Parish Council, at least three other ordinary meetings shall be held in each year on such dates and times as Tetford & Salmonby Parish Council directs.
- e** The election of the Chair and Vice-Chair of Tetford & Salmonby Parish Council shall be the first business completed at the annual meeting of Tetford & Salmonby Parish Council.
- f** The Chair of Tetford & Salmonby Parish 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 Tetford & Salmonby Parish Council.
- g** The Vice-Chair of Tetford & Salmonby Parish Council, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of Tetford & Salmonby Parish Council at the next annual meeting of Tetford & Salmonby Parish Council.
- h** In an election year, if the current Chair of Tetford & Salmonby Parish Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chair of Tetford & Salmonby Parish 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 Tetford & Salmonby Parish 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 Tetford & Salmonby Parish Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chair of Tetford & Salmonby Parish Council has been elected. He may

exercise an original vote in respect of the election of the new Chair of Tetford & Salmonby Parish Council and must give a casting vote in the case of an equality of votes.

- j Following the election of the Chair of Tetford & Salmonby Parish Council and Vice-Chair at the annual meeting of Tetford & Salmonby Parish Council, the order of business shall be as follows.
- i. In an election year, delivery by councillors of their declarations of acceptance of office.
 - ii. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
 - iii. Review of the terms of references for committees.
 - iv. Receipt of nominations to existing committees.
 - v. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
 - vi. Review and adoption of appropriate standing orders and financial regulations.
 - vii. Review of inventory of land and assets including buildings and office equipment.
 - viii. Establishing or reviewing Tetford & Salmonby Parish Council's complaints procedure.
 - ix. Establishing or reviewing Tetford & Salmonby Parish Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
 - x. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3 Proper Officer

- a Tetford & Salmonby Parish Council's Proper Officer shall be either (i) the clerk or (ii) such other employee appointed by Tetford & Salmonby Parish 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 Tetford & Salmonby Parish Council's Proper Officer shall do the following.
- i. **Sign and serve either by delivery to their residences or electronically on councillors a summons confirming the time, date, venue and the agenda of a meeting of Tetford & Salmonby Parish Council and a meeting of a committee at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Office.**
 - ii. **Give public notice of the time, date, venue and agenda at least 3 clear days**

before a meeting of Tetford & Salmonby Parish Council or a meeting of a committee (provided that the public notice with agenda of an extraordinary meeting of Tetford & Salmonby Parish Council convened by councillors is signed by them).

- iii. **Convene a meeting of full Council for the election of a new Chair of Tetford & Salmonby Parish Council, occasioned by a casual vacancy in his office, in accordance with standing order 3(b) ii above.**
- iv. Make available for inspection the minutes of meetings.
- v. **Receive and retain copies of byelaws made by other local authorities.**
- vi. **Receive and retain declarations of acceptance of office from councillors.**
- vii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- viii. Keep proper records required before and after meetings;
- ix. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to Tetford & Salmonby Parish Council's procedures relating to the same.
- x. Receive and send general correspondence and notices on behalf of Tetford & Salmonby Parish Council except where there is a resolution to the contrary.
- xi. Manage the organisation, storage of and access to information held by Tetford & Salmonby Parish Council in paper and electronic form.
- xii. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by Tetford & Salmonby Parish Council in accordance with the Council's financial regulations.
- xiii. Record every planning application notified to the Council and the Council's response to the local planning authority;
- xiv. The Clerk will follow the Council's Policy on Planning Application Consultation Procedures
- xv. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

4 Motions requiring written notice

- a In accordance with standing order 3(b) (iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Councils Proper Officer at least 10 clear days before the meeting.
- b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, Tetford & Salmonby Parish Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- d Having consulted the Chair or councillors pursuant to standing order 4(c) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- e Every motion rejected in accordance with Tetford & Salmonby Parish Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.
- f Every motion and resolution shall relate to Tetford & Salmonby Parish Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

5 Motions not requiring written notice

- a 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 an employee.
- x. **To appoint a committee.**
- xi. To dissolve a committee
- xii. To note the minutes of a meeting of a committee
- xiii. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
- xiv. To authorise legal deeds to be signed by two councillors and witnessed.
(See *standing orders 14(a) and (b) below.*)
- xv. To authorise the payment of monies up to £50
- xvi. To exclude the press and public for all or part of a meeting.
- xvii. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- xviii. To give the consent of Tetford & Salmonby Parish Council if such consent is required by standing orders.
- xix. To suspend any standing order except those which are mandatory by law.**
- xx. To adjourn the meeting.
- xxi. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- xxii. To answer questions from councillors.

6 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 Chair'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 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.
- d 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.
- e A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- f Only one amendment shall be moved and debated at a time, the order of which shall be

directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.

- g Subject to Standing Order 6(f) above, one or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.
- h Pursuant to 6(f) above the number of amendments to an original or substantive motion which may be moved by a Councillor, is limited to one.
- i If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.
- j 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.
- k The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- l A point of order shall be decided by the Chairman and his decision shall be final.
- m 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 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.
- n In respect of standing order 6(m) (iv) above, the Chair shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chair 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.

7 Code of conduct (England)

- a **All councillors shall observe the code of conduct adopted by Tetford & Salmonby Parish Council.**
- b All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- c **If Paragraph 12(2) of the code of conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by Tetford & Salmonby Parish Council & pursuant to this or any relevant provisions in a statutory code of conduct in force at the time, councillors may exercise the rights contained in standing order 7(d) below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.**
- d **Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must vacate their Council seat and sit among the public during any public debate. Thereafter, they should leave the room in order for Council to debate and vote upon item of business.**

8 Questions

- a A councillor may seek an answer to a question concerning any business of the Council provided 3 clear days' notice of the question has been given to the Proper Officer.
- 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.

9 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 5(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 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 Tetford & Salmonby Parish Council held on [date] in respect of () were a correct record but his view was not upheld by the majority of Tetford & Salmonby 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, any previous draft minutes or recordings of the meeting shall be destroyed.

10 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 Chair, there has been a breach of standing order 10(a) above, the Chair shall express that opinion and thereafter any councillor (including the Chair) 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 10(b) above, is disobeyed, the Chair may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

11 Rescission of previous resolutions

- a A resolution (whether affirmative or negative) of Tetford & Salmonby Parish Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 3 councillors of Tetford & Salmonby Parish Council.
- 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.

12 Voting on appointments

- a Where more than 2 persons have been nominated for a position to be filled by Tetford & Salmonby Parish 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.

13 Expenditure

- a Any expenditure incurred by Tetford & Salmonby Parish Council shall be in accordance with Tetford & Salmonby Parish Council's financial regulations.
- b **Tetford & Salmonby Parish Council's financial regulations shall be reviewed once a year.**
- c **Tetford & Salmonby Parish Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of Tetford & Salmonby Parish Council's functions to be delegated to an employee.**

14 Execution and sealing of legal deeds

See also standing order 5(a) (xvi) above

- a A legal deed shall not be executed on behalf of Tetford & Salmonby Parish Council unless the same has been authorised by a resolution.
- b **In accordance with a resolution made under standing order 14(a) above, any two members of Tetford & Salmonby Parish Council, may sign, on behalf of Tetford & Salmonby Parish Council, any deed required by law and the Proper Officer shall witness their signatures.**

15 Committees

See also standing order 1 above

- a Tetford & Salmonby Parish Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. may permit committees to determine the dates of their meetings;
 - iii. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
 - iv. council may in accordance with standing orders, dissolve a committee at any time.

16 Extraordinary meetings

See also standing order 1 above

- a **The Chair of Tetford & Salmonby Parish Council may convene an extraordinary meeting of Tetford & Salmonby Parish Council at any time.**
- b **If the Chair of Tetford & Salmonby Parish Council does not or refuses to call an extraordinary meeting of Tetford & Salmonby Parish Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of Tetford & Salmonby Parish Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**

17 Accounts and Financial Statement

- a All payments by Tetford & Salmonby Parish Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
- 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 Tetford & Salmonby Parish Council's receipts and payments for each quarter and the balances held at the end of a quarter together with a Bank

Reconciliation. 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) 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 Tetford & Salmonby Parish 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 **Tetford & Salmonby Parish Council shall approve written estimates for the coming financial year** at its meeting before the end of January.

19 Canvassing of and recommendations by councillors

- a Canvassing councillors, directly or indirectly, for appointment to or by Tetford & Salmonby Parish 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 shall not solicit a person for appointment to or by Tetford & Salmonby Parish 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 Tetford & Salmonby Parish 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 official duties (but not otherwise), inspect any document in the possession of Tetford & Salmonby Parish Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees 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:
 - i. Make any undertaking with regard to inspections carried out by them of any lands or premises which the Council has a right or duty to inspect, but shall report back to Council for discussion and decision;
and
 - ii. issue orders, instructions or directions unless authorised to do so by the Council.

22 Confidential business

- a Councillors 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 24(a) above may be removed 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 Tetford & Salmonby Parish Council has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b Subject to Tetford & Salmonby Parish Council's policy regarding absences from work, the Clerk shall notify the Chair of the Council or Vice-Chair in his absence, of any absence occasioned by illness or urgency and that person shall report such absence to Council at its next meeting.
- c **Two** members of the Council with responsibility for the Clerk (not the Chairman) shall upon a resolution conduct a review of the performance and/or appraisal of the 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
- d Subject to Tetford & Salmonby Parish Council's policy regarding the handling of grievance matters, the Clerk shall contact the Councillor with responsibility for the Clerk in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.

- e Subject to Tetford & Salmonby Parish Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by the Clerk relates to the Councillor with responsibility for the Clerk, this shall be communicated to another member of the Council which shall be reported back and progressed by resolution of the Council.
- f Any persons 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.
- g Tetford & Salmonby Parish Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h 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.
- i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 26(g) and (h) above if so justified.
- j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 26(g) and (h) above shall be provided only to the Clerk and/or the Chair of Tetford & Salmonby Parish Council.

24 Freedom of Information Act 2000

- a All requests for information held by Tetford & Salmonby Parish 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 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 All requests from the press or other media for an oral or written statement or comment from Tetford & Salmonby Parish Council shall be referred to the Chair or in the Chair's absence the Vice-Chair or the Clerk.
- b In accordance with Tetford & Salmonby Parish 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. All enquiries should be directed to either the Clerk or the Chair.

26 Liaison with District and County or Unitary Councillors

- a An invitation to attend a meeting of Tetford & Salmonby Parish Council shall be sent, together with the agenda, to the Councillors of the District and County Councillors representing its electoral ward.
- b Where Tetford & Salmonby Parish Council deems necessary a copy of each letter shall be sent to the District or County Councillors representing its electoral ward.

27 Financial matters

- a Tetford & Salmonby Parish 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 Tetford & Salmonby Parish 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 Tetford & Salmonby Parish Council's accounts and/or orders of payments;
 - v. procurement policies (subject to standing order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than **£3,000**.
- b **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of **£3,000** shall be procured**

on the basis of a formal tender as summarised in standing order 27(c) 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 Tetford & Salmonby Parish Council;
 - v. tenders are then to be assessed and reported to the appropriate meeting of Council.

- d Tetford & Salmonby Parish Council is not 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) Tetford & Salmonby Parish Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, Tetford & Salmonby Parish Council must comply with EU procurement rules.**

28 Allegations of breaches of the code of conduct

- a On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to the Chairman.

- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.

- c The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council including the Proper Officer shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.
 - i. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
 - ii. Ensure that any background papers containing the information set out in standing

- order 28(a) above are not made public.
- iii. Ensure that the public and press are excluded from meetings as appropriate.
 - iv. Ensure that the minutes of meetings preserve confidentiality.
 - v. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.
- d Standing order 28(c) above should not be taken to prohibit Tetford & Salmonby Parish Council (whether through the Proper Officer or the Chairman of any ad-hoc committee) from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.
- e The Council or any such ad hoc committee shall have the power to:
- i. seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;
 - ii. seek and share information relevant to the complaint;
 - iii. consider offering the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full Council.
- g References in standing order 28 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

29 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 permanently add to or to vary or to revoke one or more of Tetford & Salmonby Parish Council's standing orders not mandatory by law shall not be carried unless two-thirds of the Councillors at a meeting of the Council vote in favour of the same.

30 Standing orders to be given to councillors

- a The Proper Officer shall provide a copy of Tetford & Salmonby Parish Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- b The Chair'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 being excluded from the meeting in accordance with standing orders.