



STANDING ORDERS

Graham R. Day
Chairman
11th March 2020

Update prepared by Bob Lunn, Clerk to the Council – February 2020

URCHFONT PARISH COUNCIL: STANDING ORDERS

Adopted 2 July 2003 (amended 03.09.03) (04.04.05) (28.03.07) (10.09.08) (17.03.10) (02/10) (07/10)(2/11)(14.03.12)(amended 18/7/12)(13.3.13)(12.2.14)(8.10.14)(12.7.17)(11.3.20)

Note: Clauses in bold are statutory requirements and may not be altered.

Introduction

In November 2013 Urchfont Parish Council resolved to change its operational structure to improve efficiency and transparency to the public. The primary change agreed was to disband all standing committees/sub-committees and conduct all business at full council meetings on a monthly basis, this to include consideration of planning matters. This fundamental change is reflected in these Standing Orders where appropriate

Meetings

1. a. Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct.
b. Smoking and consumption of alcohol is not permitted at any meeting of the Council.
2. **The Statutory Annual General Meeting of the Parish Council**
 - a. **In an election year the Annual General Meeting shall be held on or within 14 days following the day on which the councillors elected take office and**
 - b. **In a year which is not an election year the Annual General Meeting shall be held on such day in May as the Council may direct.**
3. **In addition to the Statutory Annual General Meeting at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct. An Annual Parish Meeting for local residents shall be held between 1 March and 1 June inclusive.**
4. **Chairmanship**
 - a. **The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.**
 - b. The maximum length of continuous service shall be limited to five years in the case of the Chairman and Vice Chairman of the full Council.
5. **Proper Officer**

Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, s/he shall be the Clerk to:

- a. receive declarations of acceptance of office.
- b. receive and record notices disclosing interests at meetings.
- c. receive and retain plans and documents.
- d. sign notices or other documents on behalf of the Council.
- e. receive copies of bylaws made by another local authority.
- f. certify copies of bylaws made by the Council.
- g. sign and issue the summons to attend meetings of the Council.
- h. keep proper records for all Council meetings.

Quorum of the Council

6. **Four members shall constitute a quorum at meetings of the Full Council (but see clause 8 below).** Decisions taken at a meeting at which fewer than half the members (i.e. fewer than 6) are present shall be subject to ratification at the next Council meeting.
7. If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.
8. The quorum for the Planning element of the FC Meeting shall be Five, see Planning Policies and Procedures.

Voting

9. Members shall vote by show of hands or, if at least two members so request, by signed ballot.
10. **If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.** Similarly the names of the proposer and seconder of any question shall be recorded if any member so requires.

11 Chairman or Presiding Voting Status

- a. **Subject to (b) and (c) below the Chairman would not normally cast a vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote.**
- b. **If the person presiding at the annual general meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of offices, s/he may not give an original vote in an election for Chairman.**
- c. **The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.**

12. Order of Business

At each Annual General Meeting the first business shall be:

- a. **To elect a Chairman of the Full Council, including the planning section.**
- b. **To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
- c. **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**
- d. **To decide when any declarations of acceptance of office and written undertakings to observe the code of conduct adopted by the council which have not been received as provided by law, shall be received.**
- e. To elect a Vice-Chairman of the Council.
- f. To appoint representatives to outside bodies.
- g. To appoint the Lead Councillor for Planning who will be responsible for conducting proceedings during the planning section of Council meetings.
- h. To consider the payment of any subscriptions falling to be paid annually.

- i. To inspect any deeds and trust investments in the custody of the Council as required; and shall thereafter follow the order set out in the Standing Order 16

13. Public Participation

- a. Prior to commencement of the formal business of the Parish Council, members of the public shall be encouraged to express their views on items on the agenda and to ask factual questions, such questions to be answered, if possible, at the end of the public participation period. Subject to the Chairman's discretion, contributions by individual members of the public may be limited to a maximum time of three minutes.
- b. The Chairman and members of the Council shall not engage in any debate with the public, nor should the public be permitted to intervene in any subsequent Council debate, except in so far as at the Chairman's sole discretion the meeting may be adjourned temporarily to allow further interaction between councillors and the public on matters of fact. This procedure should be explained at the beginning of any meeting at which members of the public are present.

Full Council Meetings (other than AGM)

14. At every meeting other than the Annual General Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.

15. In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 32 must be read in conjunction with this requirement.

16. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:

- a. To read and consider the Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- b. **After consideration, to approve the signature of the Minutes by the person presiding as a correct record.**
- c. **To deal with business expressly required by statute to be done**
- d. To dispose of business, if any, remaining from the last meeting
- e. To receive such communications as the person presiding may wish to lay before the Council
- f. To receive and consider reports from lead councillors, the Clerk and working groups.
- g. To receive and consider business or recommendations which has been duly notified
- h. To authorise the sealing of documents
- i. If necessary, to authorise the signing of orders for payment

Urgent Business

17. A motion to vary the order of business on the ground of urgency:

- a. May be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
- b. Shall be put to the vote without discussion.

18. *Clause Removed*

19. Except as provided by these Standing Orders, no matter for discussion may be raised unless the business to which it relates has been put on the Agenda, either by the Clerk or as a result of notice given to the Clerk in writing at least 7 clear days before the next meeting of the Council. All business so notified shall be included on the Agenda and included with the summons for the meeting.

20. *Clause Removed*

21. All business raised for discussion shall be relevant to some subject over which the Council has power or duties which affects its area.

22. Proposals without Notice

The following proposals may be moved without notice to:

- a. appoint a Chairman of the meeting.
- b. correct the Minutes.
- c. approve the Minutes.
- d. alter the order of business.
- e. proceed to the next business.
- f. close or adjourn the debate.

- g. adopt a report.
- h. authorise the sealing of documents.
- i. amend a motion.
- j. give leave to withdraw a proposal or amendment.
- k. exclude the press and public. (See Orders 62, 63 & 67 below)
- l. silence or eject from the meeting a member named for misconduct. (See order 28 below)
- m. give the consent of the Council where such consent is required by these Standing Orders.
- n. suspend any Standing Order. (Subject to Orders 73 & 74 below)
- o. adjourn the meeting

Rules of Debate

23. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.

- 24.**
- a. Only matters relevant to an Agenda item may be discussed.
 - b. A member introducing an item for debate shall state clearly the action that it is proposed the Council should take.
 - c. A member shall direct his speech to the question under discussion *or* to a personal explanation or to a question of order. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.
 - d. When a proposal is under debate no other proposal shall be made except the following: -
 - i. To proceed to the next business.
 - ii. To adjourn the debate.
 - iii. That the question be now put.
 - iv. That a member named be not further heard.
 - v. That a member named does leave the meeting.
 - vi. To exclude the public and press.
 - vii. To adjourn the meeting.

- 25. a. Prior to accepting a formal resolution, the Chairman should ensure that there has been sufficient time for the matter under consideration to be debated.
 - b. The Chairman should pause after a resolution has been proposed and seconded to allow time for further debate and/or any amendments to be moved, debated and determined (in reverse order to their being proposed).
 - c. The wording of a resolution should be read out to the meeting prior to voting even if it has been previously circulated with the agenda (and therefore members have had three clear working days' notice).
 - d. Amendments which have the effect of contradicting the basic principle of a resolution should not be considered as those who disagree with a resolution should vote against it.
26. A member shall remain seated when speaking unless requested to stand by the Chairman.
- 27. a. the ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
 - b. Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide whom to call upon.
 - c. Whenever the Chairman speaks during a debate all other members shall be silent.

28. Closure

The Chairman shall close any discussion once s/he is of the opinion the question has been sufficiently debated except that the proposer of the item shall have the right of reply before a vote is taken. A member exercising a right of reply shall not introduce a new matter.

29. Disorderly Conduct

- a. **All members must observe the Code of Conduct which was adopted by the council on 8th October 2014, a copy of which is annexed to these Standing Orders.**
- b. **No member shall at a meeting** persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute.**
- c. If, in the opinion of the Chairman, a member has acted in a manner contrary to that required, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. **If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Wiltshire Council Monitoring Officer.**
- d. If the motion mentioned in paragraph (c) is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them

30. Rescission of Previous Decision

- a. A decision (whether affirmative or negative) of the Council shall not be reversed within six months except at a meeting at which the original proposer is present, and either by a special resolution, the written notice whereof bears the names of at least 7 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
- b. When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months

31. Voting On Appointments

Where more than two persons have been nominated for any position to be filled by the Council and of the votes

given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

32. Discussions Affecting Employees of the Council

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council has decided whether or not the press and public shall be excluded. (See Standing Order Nos. 62, 63 & 67)

33. Resolutions on Expenditure

Any proposal which would substantially alter the expenditure of the Council from that previously agreed shall be considered by the Chairman and the Clerk before being put to the Council.

34. Expenditure

Orders for the payment of money by cheque or direct debits shall be authorised by resolution of the Council and signed by two members. Two signatures will NOT be required prior to payment of invoices by the Clerk using internet banking if circumstances described in UPC Financial Regulations clause 2a apply,

35. Sealing of Documents

- a. A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution
- b. Any two members of the Council named in a resolution moved under the provisions of paragraph (a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal.

Clauses 36, 37 and 38 Removed

39. Special Meetings

The Chairman of the Council may summon, via the Clerk, an additional meeting at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter (3) of the members of the Council submitted to the Clerk. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

Working Parties / Groups

40. The Council may appoint working groups / parties for purposes to be specified by the Council

41. The Chairman and Vice-Chairman shall be members of every working party / group appointed by it unless they signify that they do not wish to serve.

42. Clause Removed

43. Clause Removed

44. Advisory Working Groups

- a. The Council may create advisory working groups, whose name, and number of members and the bodies to be invited to nominate members shall be specified.

- b. The Clerk shall inform the members of each advisory working group of the terms of reference of that Group.
- c. An advisory working group may make recommendations and give notice thereof to the Council.
- d. An advisory working group may consist partly or wholly of persons who are not members of the Council.

45. Clause Removed

46. Clause Removed

Accounts and Financial Statement

- 48.** All accounts for payment and claims upon the Council shall be dealt with in accordance with the Council Financial Regulations (UPC Policy & Procedure 3)
- 49.** The Annual Statement of Accounts and Governance of the Council (which is subject to external audit) shall be presented to the Council for formal approval before the end of the following month of June.

50. Estimates (Budgets) / Precepts

- a. The council shall approve written estimates (budgets) for the coming financial year at its meeting before the end of the month of December to facilitate preparation of the PRECEPT submission in January of the following year. The final budget for the following year will be considered at the March meeting having gained the latest information available.
- b. Any councillor desiring to incur expenditure in relation to their defined lead role(s) shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than the end of November

Interests

- 51. If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 8th October 2014 then s/he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required by the Responsible Authority (via the Clerk who has sole access to the protected Authority website for this purpose).**
- 52. If a member who has declared a personal interest then considers the interest to be prejudicial, s/he must withdraw from the room or chamber during consideration of the item to which the Interest relates, subject to having the right to speak during the public participation part of the meeting (see clause 13).**
- 53. In certain circumstances the Council may grant a dispensation to permit a member(s) to take part in the business of the authority even if the member has a disclosable pecuniary interest relating to that business. A written request for dispensation is to be submitted, well in advance of any anticipated discussion, to the Clerk who has delegated responsibility to receive and approve such dispensation requests on behalf of the Council. The Clerk will notify the Council and Authority Monitoring Officer if dispensation is approved.**
- 54. The Clerk is required to maintain a link to the Register of Member's Interests, held on the Wiltshire Council website, on the Parish Website in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.**
- 55.** If a candidate for any appointment under the Council is to his knowledge related to any member of or the

holder of any office under the Council, s/he and the person to whom s/he is related shall disclose the relationship in writing to the Clerk. A candidate who fails to disclose shall be disqualified for such appointment and, if appointed, may be dismissed without notice. The Clerk shall report to the Council any such disclosure. Where relationship to a member is disclosed this Standing Order shall apply.

56. The Clerk shall make known the purpose of this 'Interests' Standing Order to every candidate.

Canvassing of and Recommendations by Members

57. a. Canvassing of members of the Council, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purpose of this subparagraph of this Standing Order to every candidate.

b. A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

58. Standing Order Nos. 55 & 57 shall apply to tenders as if the person making the tender were a candidate for an appointment.

Inspection of Documents

59. A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council, and if copies are available shall, on request, be supplied for the like purpose with a copy.

60. All minutes kept by the Council shall be open for the inspection of any member of the Council. All minutes back to May 2015 are available on the website.

61. Unauthorised Activities

No individual member of the Council or of any working group shall in the name of or on behalf of the Council:

- a. Inspect any lands or premises which the Council has a right or duty to inspect; or
- b. Issue orders, instructions or directions;

unless authorised to do so by the Council.

Admission of the Public and Press to Meetings

62. The public and press shall be admitted to all meetings of the Council which may, however, temporarily exclude the public and press by means of the following resolutions:

"That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw".

63. The Council shall state the special reason for exclusion.

64. At all meetings of the Council, the Chairmen may at his/her discretion and at a convenient time in the transaction of business itemised on the agenda, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.

65. The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which

they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.

66. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that s/he be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

67. Confidential Business

- a. No member of the Council shall disclose to any person not a member of the Council any business declared by the Council to be confidential and/or UPC in confidence.
- b. Minutes of confidential business shall be recorded on a separate sheet/s of paper which shall be of a different colour from the remainder of the minutes.

Liaison with Wiltshire Councillors

68. A Summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the Wiltshire Councillor(s) for the appropriate division. For Full Council meetings, the Divisional Councillor(s) will be invited to fully participate in and inform debate, but will not be entitled to take part in any vote.
69. Unless the Council otherwise orders, a copy of each letter ordered to be sent to Wiltshire Council shall be transmitted to the Divisional Councillor.

70. Planning Applications

- a. The Clerk shall, as soon as it is received, enter in a book kept for the purpose and on the Parish Website the following particulars of every planning application notified to the Council:
 - i. the date on which it was received (and this date shall be marked on the application)
 - ii. the name of the applicant.
 - iii. the place to which it relates.
- b. All planning applications shall be dealt with as defined in current UPC Planning Policies and Procedures approved by Council.

71. Financial Matters

The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer (Clerk) in consultation with the Internal Auditor.

- a. Such Regulations shall include detailed arrangements for the following:
 1. the accounting records and systems of internal control.
 2. the assessment and management of risks faced by the Council.
 3. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually.
 4. the financial reporting requirements of members and local electors, and
 - 5. procurement policies (subject to (b) below) including the setting of values for different procedures where the contract has an estimated value less than £50,000.**
- b. Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised in (c) below.

- c. Any formal tender process shall comprise the following steps:
1. a public notice of intention to place a contract to be placed in a local newspaper;
 2. a specification of the goods, materials, services and the execution of works shall be drawn up;
 3. tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;
 4. tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of Council;
 5. tenders are then to be assessed and reported to the appropriate meeting of Council.
- d. The Council is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 57 & 58 regarding improper activity.
- e. The Financial Regulations of the Council shall be subject to regular review, at least once every two years. (Council is reminded that the European Union Public Sector Procurement Rules are likely to apply to contracts with a value in excess of £140,000 and advice should be sought at this level)

72. Code of Conduct on Complaints

The Council shall deal with complaints of mal-administration allegedly committed by the Council or by any officer or member in such manner as adopted by the Council except for those complaints that a member has not complied with the UPC Code of Conduct (dated 8th October 2014) which should be properly and immediately directed to the Wiltshire Authority Monitoring Officer for investigation and consideration.

Variation, Revocation and Suspension of Standing Orders

- 73.** Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.
- 74.** A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

75. Induction of new councillors

Attention of all councillors is to be drawn to the Urchfont Parish Council and Community website, www.urchfont-pc.gov.uk, as a repository and source of information on councillors and officers, approved policies / procedures and regulations, agendas / minutes of meetings and other operational documents and information.

76. Standing Orders to be given to Members

A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him/her of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.

ANNEX to Urchfont Parish Council Standing Orders



Code of Conduct

You are a member or co-opted member of Urchfont Parish Council and hence you shall have regard to the following principles - **selflessness, integrity, objectivity, accountability, openness, honesty and leadership.**

You must promote and support high standards of conduct when serving in your public post, in particular as characterized by the following requirements, by leadership and example.

Accordingly, when acting in your capacity as a member or co-opted member:

1. You must treat other Councillors, Officers and members of the public with respect and must not bully or behave in an intimidatory manner.
2. You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
3. You must not place yourself under a financial or other obligation to outside individuals or organizations that might seek to influence you in the performance of your official duties.
4. When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.
5. You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.
6. You must be as open as possible about your decisions and actions and the decisions and actions of your authority, and should be prepared to give reasons for those decisions and actions.
7. You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties, and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out below.

8. You must, when using or authorizing the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
9. You shall use the resources of the Council in accordance with its requirements.
10. You shall not disclose any information which is confidential or where disclosure is prohibited by law.
11. Outside of Council meetings:
 - a. you must ensure that you only disclose or confirm decisions that have already been made by the Council;
 - b. when expressing a view on a Council decision(s), issues still under Council consideration or any other matter, you must make it absolutely clear that you are expressing a personal not necessarily a Council view or opinion on such matters
 - c. you must ensure that you do not make a direct, speculative or otherwise inappropriate comment about an issue or individual which can be misinterpreted as a Council view

Registering and declaring pecuniary and non-pecuniary interests

12. You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living as a husband of wife, or as if you were civil partners.
13. In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interests which your authority has decided should be included in the register.
14. If an interest has not been entered onto the authority's register you must disclose the interest to any meeting of authority at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a sensitive interest.
15. Following any disclosure of an interest which is not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

16. Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by your authority.
17. In certain circumstances the Council may grant a dispensation to permit a member(s) to take part in the business of the authority even if the member has a disclosable pecuniary interest relating to that business. A written request for dispensation is to be submitted, well in advance of any anticipated discussion, to the Clerk who has delegated responsibility to receive and approve such dispensation requests on behalf of the Council. The Clerk will notify the Council and Authority Monitoring Officer if dispensation is approved.

To be completed by all Councillors and Co-Opted Members of Committees and returned to the Clerk to the Council within 10 days of receipt of this Code of Conduct dated 8th October 2014

I (Name) hereby confirm that I have received, read and fully understand the requirements set down in this Code of Conduct.

Signed Dated

Please return this page only to: Bob Lunn, Clerk to the Council, 14 Walnut Close, Urchfont, SN10 4RU