



STANDING ORDERS

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Chairman
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Update prepared by Bob Lunn, Clerk to the Council – January 2014

URCHFONTS PARISH COUNCIL: STANDING ORDERS

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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, but orders relating to standing committees / sub-committees have been left in place to facilitate future flexibility on use if required (*shown in smaller text italics*).

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 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.**

Chairmanship

4. 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 for a Chairman shall be limited to three years in the case of the Chairman of Planning *or a defined standing Committee*, and five years in the case of the Chairman and Vice Chairman of the full Council: a break of at least one year to ensue before the Councillor is eligible for Chairmanship of Planning or *the same standing Committee*.

Proper Officer

5. 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 or nominated officer 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, including meetings of committees.

Quorum of the Council

- 6. **Four members shall constitute a quorum at meetings of the Council.** Decisions taken at a meeting at which fewer than half the members (i.e. less 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. *For a quorum relating to a committee or sub-committee, please refer to standing order 42.*

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.

Chairman or Presiding Voting Status

- 11 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/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.**

Order of Business

- 12. **At each Annual General Meeting the first business shall be:**
 - a. **To elect a Chairman of the Council**
 - 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 Planning Chairman, *standing committees, their chairmen and sub-committees (See clauses 36-38)*

if considered appropriate.

- 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

Public Participation

- 13. a. Prior to commencement of the formal business of the Parish Council *and its standing committees*, 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 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/ *Committee* 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 working groups *and minutes of committees*
 - 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.

Facilitation of Council/ Committee Decisions outside of Meetings

- 18.** Exceptionally decisions can be determined and implemented outside of meetings where time is of the essence and by using the following delegation and procedure. General delegation is vested in the Clerk to the Council to facilitate and determine decisions within the parameters of agreed Parish Council policies and budgetary provision using email, fax and/or telephone as follows, subject to specific direction by the Chairman or Vice Chairman of individual issues to be resolved in this way.
- a. An email/fax is to be sent to all Councillors clearly outlining the issue and seeking a clear view from each in this respect by a specified date.
 - b. A response must be received from a majority of Councillors
 - c. Non respondents are to be hastened by telephone.
 - d. Based on the responses from ALL Councillors, the Clerk is delegated to make and enact the decision on behalf of the full Council. Where responses do not give a majority view, then the Clerk is to consult the Chairman/Vice Chairman before taking the final decision.
 - e. All Councillors are to be notified of the final decision by email/fax.
 - f. A record is to be kept of the views of each Councillor and the final decision taken and this is to be reported at the next full Council *and/or appropriate Committee* meeting.

Business raised 'On Notice'

- 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.** *If the subject matter of any business raised for discussion comes within the province of a committee of the Council, the question, having been proposed, shall stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chairman, if s/he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.*
- 21.** All business raised for discussion shall be relevant to some subject over which the Council has power or duties which affects its area.

Proposals without Notice

- 22.** 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. refer a matter to a committee.
- h. *appoint a committee or any members thereof.*
- i. adopt a report.
- j. authorise the sealing of documents.
- k. amend a motion.
- l. give leave to withdraw a proposal or amendment.
- m. exclude the press and public. (See Orders 62, 63 & 67 below)
- n. silence or eject from the meeting a member named for misconduct. (See order 28 below)
- o. give the consent of the Council where such consent is required by these Standing Orders.
- p. suspend any Standing Order. (Subject to Orders 73 & 74 below)
- q. 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. That the proposal be referred to a committee.
 - vii. To exclude the public and press.
 - viii. 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 18 July 2012, 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 Standards Board (England).**
- 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

Rescission of Previous Decision

30. 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

Voting On Appointments

31. 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.

Discussions Affecting Employees of the Council

32. 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 *or committee (as the case may be)* has decided whether or not the press and public shall be excluded. (See Standing Order Nos. 62, 63 & 67)

Resolutions on Expenditure

33. Any proposal which would substantially alter the expenditure of the Council from that previously agreed shall be considered by the Financial Planning Group before being put to the Council.

Expenditure

34. **Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.**

Sealing of Documents

35. 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.

Committees and Sub Committees

36. *The Council may at its Annual Parish Council Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:*
- a. *Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.*
- b. *May appoint persons other than members of the Council to any Committee, but such persons shall not be entitled to vote, with the exception of matters relating to the management of land. Co-opted members shall be required to abide by these Standing Orders in so far as this is possible; and*
- c. *May, subject to the provisions of Order 30 above, at any time dissolve or alter the membership of committee.*
37. *The Chairman and Vice-Chairman ex-officio shall be voting members of every committee.*
38. *The Annual General Meeting each year shall elect a Chairman and may elect a Vice-Chairman for each committee, who shall hold office until the next Annual Meeting of the council; and shall settle the programme of meetings for each committee for the year.*

Special Meetings

39. The Chairman of Planning or a committee or the Chairman of the Council may summon an additional meeting at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the Council or of a committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

Sub-Committees and Working Parties

40. *The Council and every standing committee may appoint sub-committees or working parties for purposes to be specified by the Council or committee.*
41. *The Chairman and Vice-Chairman of the committee shall be members of every sub-committee and working parties appointed by it unless they signify that they do not wish to serve.*
42. *Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee shall be three voting members or for a sub-committee two voting members, but in the case of the Planning Committee, it shall be six voting members.*

43. *The Standing Orders on rules of debate and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.*

Advisory Working Groups

- 44.** 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 the committee.
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. Voting in Standing Committees

Members of standing committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.

46. Chairmen of Standing committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

Presence of Non-Members of Committees at Committee Meetings

47. *A member who has tabled a proposal which has been referred to any committee, of which s/he is not a member, may explain his proposal to the committee but shall not vote.*

Accounts and Financial Statement

- 48.** a. Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council (*for Council read delegated Committee within its Terms of Reference and delegations*).
b. Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the Responsible Financial Officer or the clerk if different. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer for payment with the approval of the Chairman or Vice-Chairman of the Council.
c. All payments ratified under sub-paragraph (b) of this Standing Order shall be separately included in the next schedule of payments before the Council (*for Council read delegated Committee within its Terms of Reference and delegations*).
- 49.** The Responsible Financial Officer shall supply to each member as soon as practicable after 31 March in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each member before the end of the following month of May.

The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of June.

Estimates (Budgets) / Precepts

50. a. The council shall approve written estimates (budgets) for the coming financial year at its meeting before the end of the month of December.
- b. Any councillor (*or committee*) 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 October.

Interests

51. **If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 18 July 2012 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 disclose shall be disqualified for such appointment and, if appointed, may be dismissed without notice. The Clerk shall report to the Council *or to the appropriate committee* 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 *or of any committee*, 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 sub-paragraph of this Standing Order to every candidate.
- b. A member of the Council *or of any committee* 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 *or a committee*, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- 60. All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**

61. Unauthorised Activities

No member of the Council or of any *committee/sub-committee/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 and its standing committees and sub committees, 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 (*standing committee or sub-committee*) shall state the special reason for exclusion.
- 64.** At all meetings of the Council *and Committees*, the Chairmen may at their discretion and at a convenient time in the transaction of business, 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.

Confidential Business

- 67.** a. No member of the Council *or of any committee or sub-committee* shall disclose to any person not a member of the Council any business declared to be confidential by the Council, *the committee or the sub-committee* as the case may be.
- b. *Any member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.*
- c. 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.

Planning Applications

- 70.** a. The Planning Administrator 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. The Planning Administrator shall notify the receipt of every planning application to the Council Chairman / Chairman of Planning or in the Chairman's absence to the Vice-Chairman within 48 hours of receipt.
- c. Planning Policies and Procedures – to comply with policies and procedures approved by Council.

Financial Matters

- 71.** The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer 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 or Committee.
 - d. The Council, *or a committee*, 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)

Code of Conduct on Complaints

72. 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 which should be properly directed to the Wiltshire Authority Monitoring Officer for 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.

Induction of new councillors

75. An Induction Pack shall be given to each member by the Clerk and shall include:

- A list of Council members and their contact details
- A list of committee members and terms of reference, and dates of meetings of Council and Committees
- The Good Councillor's Guide
- Standing Orders, the Code of Conduct and Financial Regulations of the Council
- The Budget and Work Programme for the current year
- Council Policies
- Relevant policies from the approved Local Plan of Wiltshire Council (Area East)
- Recent minutes of Council and committees
- An outline of the legislation relating to Discrimination, Crime and Disorder & Biodiversity as it affects Parish Councils
- Emergency Planning – Initial Response Plan

Standing Orders to be given to Members

76. 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