

Jacobstow

Parish

Council

STANDING ORDERS

Version - 0.6

Approvals Table

Reviews & Approvals							
Ver.	Title	Approve/Review	Who	Date	Time	Comments	Conf.
0.6	Final Draft for Review	Review	DT	6/5/19	12:15		<input checked="" type="checkbox"/>
0.6	Final Draft for Review	Review	CP	6/5/19	12:15		<input checked="" type="checkbox"/>
0.6	Final Draft for Review	Review	JPC's	7/5/19	19:30		
0.6	Final Draft for Review	Approval	Chair	7/5/19	19:30		

1. MEETINGS

- a. Meetings of the Council shall be held in each year on such dates and times and at such places as the Council may direct
- b. Smoking is not permitted at any meeting of the Council

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

Statutory Requirement →

- 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 reasonable cost**
- b. **The minimum three clear days notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or a bank holiday or a day appointed for public thanksgiving or mourning**
- 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 resolution which shall give reasons for the public's exclusion**
- d. **At the Chairman's discretion and with the agreement of the Council, a member of the public may be invited to answer questions on matters of fact relating to the item under consideration by the Council at that point on the agenda where the matter is being discussed**
- e. **Subject to Standing Order 3(f) a member of the public shall not speak for more than (3) minutes**
- f. **A person who speaks at a meeting shall direct his comments to the Chairman of the meeting**
- g. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present**
- h. **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council**
- i. **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council, if present, shall preside. If both the Chairman and the Vice-**

Chairman are absent from a meeting, a councilor as chosen by the councillors present at the meeting shall preside at the meeting

- j. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors present**
- k. **The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of equality of votes, may exercise his casting vote whether or not they gave an original vote**
- l. **Unless Standing Orders state otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting, gave his vote for or against that question. Such a request shall be made before moving to the vote and will be taken in alphabetical order of those present at the meeting and eligible to vote**

← Statutory Requirement

- m. The minutes of a meeting shall include an accurate record of the following:
 - i) The time and place of the meeting
 - ii) The names of councillors who are present and the names of councillors who are absent
 - iii) Interests that have been declared by councillors with voting rights
 - iv) The grant of dispensations (if any) to councillors with voting rights
 - v) Whether a councillor with voting rights left the meeting when matters that they held interests in were being considered
 - vi) If there was a public participation session and any resolutions made

Statutory Requirement →

- n. **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting, is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter**
- o. **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three**
- p. **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting**

← Statutory Requirement

- q. A meeting shall not exceed (2) hours

4. **FILMING AND RECORDING MEETINGS**

- a. When a meeting of the Council is open to the public, any person, if present, may:
 - i) film, photograph or make audio recording of a meeting
 - ii) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later
 - iii) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting
- b. Oral reporting, commentary or broadcasting is not permitted during any part of a meeting of the Council

- c. An individual must be present and able to use their equipment in order to film, photograph or audio record a meeting. There will be no opportunity to report on any part of the meeting where the Council has resolved to exclude the press and public
- d. Disruptive Behaviour:
 - i) No filming, photography or audio recording of a meeting should be carried out in such a way as to disrupt the proceedings of the meeting
 - ii) If person(s) disregard the request of the Chairman of the meeting to moderate or improve their behaviour, any councillor or the Chairman of the meeting may move that the person be instructed to cease filming, photographing or audio recording. The motion, if seconded, shall be put to the vote without discussion
 - iii) If a resolution under Standing Order 4d(ii) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order to progress the meeting
 - iv) Councillors request that a month's written notice be given if any member of the public wishes to record or film any part of the meeting
- e. Members of the Council recording meetings are reminded of their obligations under the Council's Code of Conduct

5. ORDINARY COUNCIL MEETINGS

Statutory Requirement →

- a. **In an election year, the annual meeting of the Council shall be held on or within (14) days following the day on which the councillors elected take office**
- b. **In a year which is not an election year, the annual meeting of the Council shall be held on such a day in May as the Council decides**
- c. **If no other time is fixed, the annual meeting of the Council shall take place at 7.30pm**
- d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides**
- e. **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council**
- f. **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the Council**
- g. **The Vice-Chairman of the Council, unless he/she resigns or becomes disqualified shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council**
- h. **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes**
- i. **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes**
- j. **Following the election of the Chairman of the Council and the Vice-Chairman of the Council at the annual meeting the business shall include:**

- i) **In an election year, delivery by the Chairman of the Council and councillors of their Acceptance of Office forms, unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of their Acceptance of Office forms unless the Council resolves for this to be done at a later date**

← Statutory Requirement

- ii) Confirmation of the accuracy of the minutes of the last meeting of the Council
- iii) Review and adoption of appropriate Standing Orders and financial regulations
- iv) Confirmation of arrangements for insurance cover in respect of all insurable risks
- v) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
- vi) Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council
- vii) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 of the general power of competence
- viii) Review of the Council's complaints procedure

6. EXTRAORDINARY MEETINGS OF THE COUNCIL

Statutory Requirement →

- a. **The Chairman of the Council may convene an extraordinary meeting of the Council at any time**
- b. **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by two councillors**

← Statutory Requirement

7. PREVIOUS RESOLUTIONS

- a. A resolution shall not be reversed within six months except by a motion, which requires written notice by at least (3) councillors to be given to the Proper Officer in accordance with Standing Order 9
- b. When a motion moved pursuant to Standing Order 7(a) has been disposed of, no similar motion may be moved for a further six months

8. VOTING ON APPOINTMENTS

- a. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favor, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting
- b. Where more than two persons have been nominated for a position to be filled by the Council, the vote will be taken by a written ballot of those members present and eligible to vote. The outcome of the vote will be reported by the Clerk

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a. A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (7) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting
- c. The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9(b), correct obvious grammatical or typographical errors in the wording of the motion
- d. If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b), is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (7) days before the meeting
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, with the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected
- f. The decision of the Proper Officer as to whether or not to include the motion on the agenda will be final
- g. Motions received shall be recorded and numbered in the order that they are received
- h. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for the rejection
- i. A written motion shall not relate to any matter which may be considered under the Council's Code of Conduct, Complaints Procedure or employment policies

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a. The following motions may be moved without written notice to the Proper Officer
 - i) To correct an inaccuracy in the draft minutes of a meeting
 - ii) To move to a vote
 - iii) To defer consideration of a motion
 - iv) To appoint a person to preside at a meeting
 - v) To change the order of business on the agenda
 - vi) To proceed to the next business on the agenda
 - vii) To require a written report
 - viii) To extend the time limits for speaking
 - ix) To exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest
 - x) To not hear further from a councillor or a member of the public
 - xi) To exclude a councillor or member of the public for disorderly conduct
 - xii) To temporarily suspend the meeting
 - xiii) To suspend a particular Standing Order (unless it reflects mandatory statutory or legal requirements)
 - xiv) To adjourn the meeting, or
 - xv) To close the meeting

11. MANAGEMENT OF INFORMATION

[Statutory Requirement](#) →

- a. **The Council shall have in place and keep under review, technical and organizational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data**
- b. **The Council shall have in place and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or, if this is not possible, the criteria used to determine that period (i.e. the Limitation Act 1980)**
- c. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification**
- d. **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification**

← Statutory Requirement

12. DRAFT MINUTES

- a. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes, shall be moved in accordance with Standing Order 10(a)
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate
- d. If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect: "The Chairman of this meeting does not believe that the minutes of the meeting of the () held on (date) in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings"

Statutory Requirement →

- e. **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

← Statutory Requirement

- f. Subject to the publication of draft minutes in accordance with Standing Order 12(e) and Standing Order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed

13. CODE OF CONDUCT AND DISPENSATIONS

General

- a. The Council has adopted the Cornwall Code of Conduct for City, Community, Parish and Town Councils which will apply to all councillors and members of the public co-opted to serve on committees and sub-

committees of the Council in respect of the entire meeting. All interests arising from the Code of Conduct adopted by the Council will be recorded in the minutes giving the existence and nature of the interest

- b. Members must have particular regard to their obligation to record and leave the room for matters in which they have an interest as defined by the Code of Conduct or by relevant legislation
- c. The Council shall maintain for public inspection, a Register of Member's interests that is compliant with the Code of Conduct and with relevant legislation

Members and the Code of Conduct

- d. All councillors and members of the public co-opted to serve on Council committees shall observe the Code of Conduct adopted by the Council
- e. All councillors and members of the public co-opted to serve on Council committees and sub-committees shall maintain a Register of Disclosable Pecuniary Interests and must update their register by notifying the Monitoring Officer and the Clerk of any changes within 28 days
- f. All councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office
- g. Unless granted a dispensation, a councillor or non-councillor with voting rights who has registered a Disclosable Pecuniary Interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak
- h. Unless granted a dispensation, a councillor or non-councillor with voting rights who has registered a non-registerable interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak
- i. Where a non-registerable interest arises from membership of an outside body as defined in 3.5a of the Council's Code of Conduct, a councillor may remain in the room to address the meeting, provide a short statement and answer questions for no more than three (3) minutes before leaving the room at the request of the Chairman
- j. Councillors must not accept gifts or hospitality that could be seen by the public as likely to influence your judgement in relation to any matter that you deal with in your official capacity. There is no requirement to register or declare any gifts or hospitality which have been offered or received
- k. A member of the Council may, for the purposes of his duty as a member but not otherwise, inspect any document which has been considered by a Committee or by the Council. The Proper Officer or Solicitor to the Council may decline to allow inspection of any document which is protected by other legislation or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client. All minutes kept for any committee shall be open for inspection of any member of the Council during office hours

Dispensations

- l. Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required:
- m. A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required, and that decision is final

- n. A dispensation request shall confirm:
 - i) the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates:
 - ii) whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote:
 - iii) the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv) an explanation as to why the dispensation is sought
- o. This policy shall apply to all meetings of the Council, its committees and sub- committees
- p. No dispensation will be awarded for any meeting where there are no minutes of the proceedings
- q. A dispensation may be granted if, having regard to all relevant circumstances, the following applies:
 - i) without the dispensation, the number of persons prohibited from participating in the particular business, would be so great a proportion of the meeting as to impede the transacting of the business or
 - ii) granting the dispensation is in the interests of persons living in the Council's area or
 - iii) it is otherwise appropriate to grant a dispensation

14. CODE OF CONDUCT COMPLAINTS

Under the Cornwall Council Investigation Procedure, complaints under the Code of Conduct remain confidential to the Proper Officer until such time as a decision notice has been published. We have amended the NALC Standing Order to be consistent with this policy

- a. Notification of any complaint shall remain confidential to the Proper Officer of the Council until such time as the matter has been concluded, when the outcome of the complaint shall be reported to a meeting of a full Council
- b. Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman or Vice 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 this Standing Order, and who shall continue to act in respect of that matter as such until the complaint is resolved
- c. The Council may:
 - i) Provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law
 - ii) Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter
- d. References 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
- e. Upon notification by the Cornwall Council that a councillor has breached the Council's Code of Conduct, the Council shall consider any recommendations and what, if any, action to take. Such action excludes disqualification or suspension from office and shall be limited to those sanctions recommended by the Monitoring Officer as part of the Decision Notice

15. PROPER OFFICER

- a. The Proper Officer shall be either (i) the Clerk or (II) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent
- b. The Proper Officer shall

Statutory Requirement →

- i) **at least three clear days before a meeting of the Council,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such a manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the Agenda (provided the councillor has consented to service by email) and**
 - **provide in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them)**

← Statutory Requirement

See Standing Order 3(b) for the meaning of clear days for a meeting of a full Council

- ii) subject to Standing Order 9 include on the agenda all motions in the order received unless a councillor has given written notice at least (3) days before the meeting confirming his withdrawal of it

Statutory Requirement →

- iii) **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office**
- iv) **facilitate inspection of the minute book by local government electors**
- v) **receive and retain copies of byelaws made by other local authorities**

← Statutory Requirement

- vi) hold acceptance of office forms from councillors
- vii) hold a copy of every councillor's register of interests
- viii) assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures
- ix) liaise, as appropriate, with the Council's Data Protection Officer (if there is one)
- x) receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary
- xi) assist in the organization of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirement of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980)
- xii) arrange for legal deeds to be executed (see also Standing Order 23)
- xiii) arrange or manage the prompt authorization, approval and instruction regarding any payments to be made by the Council in accordance with its financial regulations
- xiv) record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose
- xv) refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council
- xvi) manage access to information about the Council via the publication scheme and
- xvii) retain custody of the Seal of the Council (if there is one) which shall not be used without a resolution to that effect
(see also Standing Order 23)

16. RESPONSIBLE FINANCIAL OFFICER

- a. When the Responsible Financial Officer is absent, the Council will appoint a member to an unpaid post to undertake the work of the Responsible Financial Officer if required

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a. "Proper practices" in Standing Orders refer to the most recent version of "Governance and Accountability for Local Councils – A Practitioners Guide"
- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations
- c. The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30th June, 30th September and 31st December in each year a statement to summarise:
 - i) The Council's receipts and payments (or income and expenditure) for each quarter
 - ii) The Council's aggregate receipts and payments (or income and expenditure) for the year to date
 - iii) The balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends
- d. As soon as possible after the financial year end at 31st March, the Responsible Financial Officer shall provide:
 - i) each Councillor with a statement summarizing the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information, and
 - ii) to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for the consideration and approval
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31st March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30th June

18. FINANCIAL REGULATIONS

The Council has established Financial Regulations for the governance and management of its finances and to meet the requirements of the audit and accountability regime in place at the time. These are attached as Part 2 of these Standing Orders

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i) the keeping of accounting records and systems of internal control.
 - ii) the assessment and management of financial risks faced by the Council
 - iii) the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal Auditor, which shall be required at least annually
 - iv) the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payment, and

- b. All payments by the Council shall be authorized, approved and paid in accordance with the law, proper practices and the Council's financial regulations
- c. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose

19. RESPONSIBILITIES TO PROVIDE INFORMATION

Statutory Requirement →

- a. In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council

← Statutory Requirement

- b. If gross income or expenditure (whichever is the higher) does not exceed £25,000,

Statutory Requirement →

the Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements)

← Statutory Requirement

20. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(See also Standing Order 11)

Statutory Requirement →

- a. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data**
- b. **The Council shall have a written policy in place for responding to and managing a personal data breach**
- c. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken**
- d. **The Council shall ensure that information communicated in the privacy notice(s) is in easily accessible and available form and kept up to date**
- e. **The Council shall maintain a written record of its processing activities**

← Statutory Requirement

21. RELATIONS WITH THE PRESS/MEDIA

- a. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media

22. EXECUTION OF LEGAL DEEDS

(See also Standing Orders 15(b)(xiii))

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

[Statutory Requirement](#) →

- b. Subject to Standing Order 23(a) any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness the signatures**

← [Statutory Requirement](#)

23. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Ward Councillor of the County Council or Unitary Council
- b. Unless the Council determines otherwise, a copy of relevant correspondence sent to the unitary authority shall be sent to the Divisional Councillor representing the area of the Council.
- c. At the Chairman's discretion and with the approval of the Council, a divisional member may be invited to speak during any item on the agenda to make a short statement and answer any questions

24. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i) Inspect any land and/or premises which the Council has a right or duty to inspect, or
 - ii) issue orders, instructions or directions
 - iii) incur any expenditure on behalf of the Council or issue an instruction to incur expenditure

25. STANDING ORDERS GENERALLY

- a. All or part of a Standing Order, except one that incorporates mandatory, statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting
- b. A motion to add to or vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least four councillors to be given to the Proper Officer in accordance with Standing Order 9
- c. The Proper Officer shall provide a copy of the Council's Standing Orders to a councillor as soon as possible
- d. The decision of the Chairman of a meeting as to application of Standing Orders at a meeting shall be final

[End of Content](#) →

Version Control

Version Control & Revisions Table					
Ver.	Title	Date	Time	Who	Comments
0.1	Initial Draft	Q1 '19	n/a	M?	Original text input
0.2	Draft Review	27 Apr '19	22:00	CP	Layout, Formatting & continuity
0.3	Repagination	28 Apr '19	18:00	CP	Formatting page layout
0.4	Spell Check	30 Apr '19	22:30	CP	Spell Check and grammar
0.5	Final Proof read	1 May '19	21:00	CP	Verify Xrefs, Bold, SR's etc.
0.6	Final amendments	6 May '19	12:00	CP	Minor amendments following review with DT

[End of Appendices →](#)

[End of Document →](#)