EAST GOSCOTE PARISH COUNCIL

STANDING ORDERS

Approved by:	Full Council	**Date:** 14/09/2022
Reviewed: 18.5.26		
Next review: May 2027		

These Standing Orders were adopted by East Goscote Parish Council at its meeting on 14th September 2022.

Amendments were approved at the Full Council Meeting on 19.10.26.

Signed A-M.Harris **Chair**

Signed L.Pizer **Clerk**

Standing Orders that are in bold type contain statutory requirements.

Rules of debate at meetings **3**
Disorderly conduct at meetings **5**
Meetings generally **5**
Committees, sub-committees, working parties and other bodies **11**
Annual Meeting of the Parish Council **13**
Annual Parish Meeting **14**
Ordinary Meetings **15**
Extraordinary meetings of the council, committees and sub-committees **14**
Previous resolutions **17**
Voting on appointments **18**
Motions, Resolutions and Amendments **18**
Motions for a meeting that require written notice to be given to the proper office **18**
Motions at a meeting that do not require written notice **20**
Management of information **21**
Minutes **22**
Code of conduct and dispensations **23**
Code of conduct complaints **24**
Proper officer **24**
Responsible financial officer **26**
Accounts and accounting statements **26**
Financial controls and procurement **27**
Handling staff matters **28**
Responsibilities to provide information **30**
Responsibilities under data protection legislation **31**
Relations with the press/media **32**
Execution and sealing of legal deeds **32**
Communicating with Borough and County Councils **32**
Councillor activities **33**
General Power of Competence **35**
Standing orders generally **36**

1. RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the Chair.

h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.

k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;
ii. to move or speak on another amendment if the motion has been amended since they last spoke;
iii. to make a point of order;
iv. to give a personal explanation; or
v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

q A point of order shall be decided by the chair of the meeting and their decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;
ii. to proceed to the next business;
iii. to adjourn the debate;
iv. to put the motion to a vote;
v. to ask a person to be no longer heard or to leave the meeting;
vi. to refer a motion to a committee or sub-committee for consideration;
vii. to exclude the public and press;
viii. to adjourn the meeting; or
ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chair of the meeting shall

be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 2 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings 🔴
Committee meetings 🟠
Sub-committee meetings 🟢

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

🔴 b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Saturday, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**

d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e The Clerk should notify Police Representative, Borough and County Councillor of the next meeting by sending the Agenda at least 3 clear days before the meeting. Any other notifications are at the discretion of the Clerk and Chair.

f The public should be notified of any meeting by posting copies of the Agenda on all our noticeboards at least 3 clear days before each Meeting of the Council. This should be signed by the Clerk.

g Members of the public do not have any right in law to speak at meetings as they are meetings of the Council to carry out its business. Their role is one of observation. However, they may express their views in matters arising from the public which, strictly speaking, is not part of the meeting itself. The Council may formally adjourn for matters arising from the public to demonstrate it is not part of the meeting, and will not form part of the minutes.

h Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Occasionally the Chair may ask members of the public to provide information which is helpful to the Council in carrying out its business. Such information is by permission of the Chair only.

i The period of time designated for public participation at a meeting in accordance with standing order 3(h) shall not exceed 5 minutes unless directed by the chair of the meeting.

j Subject to standing order 3(i), each member of the public is entitled to speak only once in respect of business itemised on the agenda and shall not speak for more than 2 minutes.

k In accordance with standing order 3(h), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.

l A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.

m A person who speaks at a meeting shall direct their comments to the Chair of the meeting. The Chair is legally in charge and the position must command respect. The correct way of addressing the Council is via the Chair using the appellation 'Chair'.

n Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.

o If any member of the public interrupts the proceedings of any meeting with personal, rude, derogatory, aggressive or uncalled for remarks, the Chair should warn them they are out of order and may ask for a retraction (if applicable). If the interruptions continue, or no retraction is forthcoming, the Chair may ask them to leave the meeting. If they refuse, the Chair should adjourn the meeting until they leave and, if necessary, phone the Community Police Officer or any available Police Officer.

p In the event of a general disturbance, the Chair may adjourn the meeting for as long as they consider necessary, or close it and call another.

q Councillors are advised not to use force to deal with an aggressive person except in self-defence.

r In the event of persistent bad behaviour at meetings, a letter should be sent to the offender(s) explaining their conduct is not acceptable and advising them that they must follow Standing Orders else they face exclusion every time they repeat their behaviour. The letter should be minuted as well as the bad behaviour.

s **Subject to standing order 3(t), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

t **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

u **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.**

v The public and the press may attend all meetings of the Council. However, they may be temporarily excluded where sensitive, legal, contractual or personnel matters are being discussed.

A Resolution to exclude should state:
'In view of the 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'.

w **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**

x **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

y **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

z **The chair of a meeting may give an original vote on any matter put to the**

vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.
See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

aa **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

bb The Agenda should reflect the key Motions to be resolved, especially spending ones, and should be the same as the Agenda posted on the noticeboards. Agenda notes may be provided by the Clerk to Councillors where more detail is needed to help them through the meeting; for example, a budget statement.

i. Agendas should be provided to members of the public and press to help them follow the meeting
ii. The Agenda cannot be altered once people have been notified of its contents – either added to or taken from.
iii. The Council cannot make substantive decisions or discuss Motions which are not on the Agenda apart from procedural ones such as excluding the public, moving on to the next item, altering the Order of Business, or adjourning the meeting. These should be voted on. Minor items arising in 'Public Forum' may also be decided by the Council at the Chair's discretion.
iv. Other business not on the Agenda must wait until the next meeting or, if urgent, an Extraordinary Meeting may be called, or delegation of a decision to the Clerk is possible in an extreme emergency.
v. To facilitate the drafting and issue of the Agenda, Councillors should notify the Clerk at least 10 clear days before each meeting of any items they want on it. However, items for Agendas are at the discretion of the Clerk and Chair.
vi. If a Councillor feels an item is sufficiently urgent, it must be notified to the Clerk who has discretion as to whether this is accepted or rejected onto the agenda. In any case, the item must be raised before the agenda is notified to the public. If the item needs addressing before the next meeting the Clerk has delegated powers to deal with this accordingly.

cc An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of the Borough Council and County Council.

dd The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;
ii. the names of councillors who are present and the names of councillors who are absent;
iii. interests that have been declared by councillors and non-councillors with voting rights;
iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
v. whether a councillor or non-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
vii. the resolutions made.

ee The Code of Conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.

ff **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 their right to participate and vote on that matter.**

gg **No business may be transacted at a meeting unless at least one-third (4) of the whole number of members of the Council are present.**
See standing order 4g(viii) for the quorum of a committee or sub-committee meeting.

hh **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 deferred until the next Ordinary Meeting of the Council. Alternatively an Extraordinary Meeting may be called. The same applies if a meeting becomes inquorate because Councillors have to leave.

ii The Parish Council may not delegate decisions to others except

Committees and the Clerk.

jj Smoking is not permitted at Parish Council meetings or in any Council property.

4. COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND OTHER BODIES

a The Council may at its Annual Meeting of the Parish Council establish Committees to carry out aspects of its work on its behalf.

b Councillors of Committees are elected each year at the Annual Meeting of the Parish Council. The Chair and Vice-Chair of the Council should each be elected to the Staffing Committee.

c In the following circumstances, other Councillors may attend Committee meetings:

i. where any Committee Councillor is unable to attend a Committee Meeting, they may send a colleague as a substitute
ii. where a Councillor who has raised an issue that has been referred to a Committee of which they are not a Councillor may explain the issue to the Committee but may not vote

d **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

e **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

f **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

g The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;
ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
iii. shall permit a committee, other than in respect of the ordinary meetings of a

committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(e) and (f), appoint and determine the terms of office of members of such a committee;

v. may, subject to standing orders 4(e) and (f), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;

vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

ix. shall determine if the public may participate at a meeting of a committee;

x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee or a sub-committee.

h It is advisable because of the organisational aspects involved in Committee Meetings to use Working Parties. However, Working Parties cannot be delegated to make decisions, only recommendations.

i. The Council may set up Working Parties to follow through decisions and make recommendations. This may include members of the public.

ii. Working Parties cannot make decisions on behalf of the Parish Council.

iii. Meetings of Working Parties do not have to be notified or open to the public.

iv. At least two Councillors should be on Working Parties to ensure conformity with Parish Council policy.

i The role of a Councillor appointed, as the Parish Council's Representative on an External Body such as the Village Hall Committee is to attend their meetings and report back to the Parish Council on issues raised and discussions held. Where a Proposal or Resolution of that Body may commit the Parish Council to action or financial expenditure, the Representative should raise the matter for the Agenda at the Parish Council's next Ordinary Meeting for debate and decision. They should then inform the External Body of the decision.

5. ANNUAL MEETING OF THE PARISH COUNCIL

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 day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.** *See also standing order 7.*

e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.** A councillor can self-nominate themselves for the positon of chair/vice-chair and there is no statutory requirement for them to be in attendance at the meeting in order to be elected.

f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**

g **The Vice-Chair of the Council, if there is one, unless they have resigned or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the

Council at the annual meeting, the Agenda shall include:

1. Election of Chair
2. Election of Vice-Chair
3. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date.**
4. Apologies of absence.
5. Internal appointments – internal auditor, RFO.
7. Appointment of Representatives to External Bodies such as the Village Hall Committee. Review of Committee/Working Party membership.
8. Consideration of subscriptions and donations. Review of terms of reference.
9. Inspection of all deed and trust instruments which are held by the Council. Review of Standing Orders & Financial Regs/Review of Councils Complaints Procedure.
10. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data protection Act 2018;
11. Review of the council's policy for dealing with the press/media.

k The Minutes for an Annual Meeting of the Parish Council should normally be approved at the June Meeting, not one year later.

l The Clerk should book the Village Hall for the meetings at an appropriate time – either following the Annual Meeting or at the beginning of each calendar year if the Village Hall Committee so wishes.

6. ANNUAL PARISH MEETING (APM)

a Annual Parish Meeting is not the same as the Annual Meeting of the Parish Council. This is a village meeting which has to be called by law between March 1 and June 1 (inclusive) once a year.

b Notification to the public for an Annual Parish Meeting is 7 clear days. This should be signed by whoever calls the meeting, and is usually advertised in the village magazine 'The Long Furrow'.

c The Clerk should ensure that the Village Hall is booked for the meeting well in advance.

d Electors may ask questions to the Chair of the Parish Council under matters arising from the public.

e The event should be publicised well in advance to enable all electors and groups to Formulate Motions and prepare presentations.

f The Chair of the Parish Council presides over the meeting unless absent when the Vice-Chair presides. If both absent, a Chair should be nominated and Elected by electors present.

g Councillors have no special role at the meeting.

h All electors may vote at an Annual Parish Meeting on Motions itemised on the Agenda, with the Chair having a casting vote.

i No Resolution of an APM is binding on the Parish Council, but it may be persuasive, and should be discussed at the nearest available Ordinary Meeting.

j The Clerk should take Minutes at an APM.

k The Annual Parish Meeting should last no longer than 3 hours.

l At the Annual Parish Meeting, the Agenda should be:

1. Apologies for absence
2. Approval of previous year's minutes and matters arising
3. Chair's report on Parish Council performance in past year
4. Finance Report
5. Reports from the Borough and County Councillors
6. Reports from the Police
7. Reports from other official representatives or village groups (these should be itemised)
8. Public forum on Parish Council performance and future directions for the village

7. ORDINARY MEETINGS

a Ordinary Meetings (also known as Monthly Meetings) are normally held on the third Monday of each month in accordance with the Annual Calendar of Meetings determined by the Parish Council. Any variation has to be Agreed by Resolution of the Council.

b Ordinary Meetings usually begin at 6.30pm unless the Chair and Clerk agree on a different time.

c The Council should aim to conclude business in two and half hours as attention generally begins to wane after this time. Any business not concluded by 9.00 p.m. should be deferred to the next Ordinary Meeting.

d At every Ordinary Meeting, the Agenda (also known as Order of Business) should be:

1. Apologies for absence & declarations of interest
2. To confirm the Minutes of previous meeting
3. Matters arising from minutes
4. Police, County Councillor & Borough Councillor reports
5. Matters arising from the Public
6. Reports from reps on other committees
7. Proposed Accounts
8. Correspondence – agree responses to all correspondence received since (insert date of last meeting)
9. Planning Matters
10. New Business to be discussed
11. Maintenance
12. Items approved for Expenditure
13. Urgent items by permission of the Chair – for information only

e A Motion to vary the Ordinary Agenda on the grounds of urgency or other exceptional circumstance may be proposed by the Chair or any other Councillor and put to the vote without discussion.

f The format of the Agenda may be permanently changed either in substance or its order by Resolution of the Council.

g Meaning of items on the Ordinary Agenda:

i. 'Declarations of Interest' should follow Code of Conduct guidelines and should be recorded in a separate book along with a verbal declaration made at the meeting. Particulars of any notice given by any member or any officer of the Council of a disclosable pecuniary interest or other registerable interest.

ii. 'Minutes of the previous meeting' should deal with matters of accuracy only. Any amendments must be included in the Motion to confirm the Minutes. Councillors then vote to confirm and, once agreed, the Chair signs the Minutes which should then be kept in a folder.

iii. 'Matters arising from the minutes' should deal with items of ongoing progress and review generally involving exchanges of information with possibly some minor decision making.

iv. 'Police, County Councillor & Borough Councillor reports' are informational informing us of matters within the respective remits, eg local authority policies which affect East Goscote.

v. ‘Matters arising from the Public' is a place where the general public may make comments. No decisions of a substantive nature should be made here, though items may be chased up by Councillors or deferred to the next Agenda.
Any substantive matters from the previous meeting requiring decisions should appear under their own heading.

vi. Agree responses to all correspondence received since the last meeting of the Parish Council.

vii. If the Clerk or a Councillor wishes to mention something that isn't on the agenda, this can be raised under 'urgent items by permission of the Chair.' The Clerk will note this for inclusion on the next agenda, or in the event of an emergency, has delegated powers to deal with the situation accordingly.

h In the event of an occurrence which requires action before the next scheduled meeting, the Clerk has delegated powers to resolve the matter accordingly. Any actions taken will be reported at the next Parish Council Meeting. An extraordinary meeting will be called if the proposed action has high financial implications for the Council.

8. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chair of the Council does not 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 the two councillors.**

c An Extraordinary Meeting must be summonsed in writing setting out the business to be considered.

d The chair of a committee may convene an extraordinary meeting of the committee at any time.

e If the chair of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

f At an Extraordinary Meeting, the Agenda should be:

1. Apologies for absence and declarations of interest
2. Extraordinary business detailed – which needs to be considered

9. PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion,

which requires written notice by a majority of serving councillors, with a minimum of 4, to be given to the Proper Officer in accordance with standing order 11, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 9(a) has been disposed of, no similar motion may be moved for a further six months. Review it when new information is presented.

10. VOTING

a Councillors should vote either by word of mouth (yes/no) or by a show of hands. Voting for any motion may also take place by written ballot, although any councillor wishing to request this must do in writing to the Clerk prior to the meeting to allow for preparation of ballots. Councillors may also abstain.

b Any Councillor, before a vote is taken, may ask the Clerk to record who voted for and who against.

c A tie in votes may be settled by the casting vote exercisable by the chair of the meeting. *See standing order 3z*.

d Voting on appointments: Where there is more than one candidate for the Office of Chair or Vice-Chair and the election is contested, or where there are more candidates than co-option vacancies, voting under standing order 10(d) shall always be conducted by written ballot. Ballot papers shall be distributed, collected and counted by the Clerk, or another person appointed by the Council, who shall confirm the result to the Chair of the meeting in accordance with standing order 10(e). If more than two people are nominated and no one gets a majority, the person with the fewest votes is removed and the Council votes again. This continues until one person receives a majority. The written ballot shall not record how any individual Councillor voted.

e The Chair's declaration (after confirmation by the Clerk) as to the result of a vote is final.

11. MOTIONS, RESOLUTIONS AND AMENDMENTS

a Decisions are made via Proposals based on Agenda items which, when agreed, become Resolutions.

b Where a Proposal has been put, an Amendment may be moved. The Amendment should not have the effect of nullifying the Proposal before the Council but should propose either the omission of words, or the omission of words and insertion/addition of others, or the insertion or addition of words.

c An Amendment must be disposed of before any further Amendment may be proposed.

d If an Amendment is carried, the Amended Resolution should become the Proposal to be voted on or further amended.

e A Proposal or Amendment may be withdrawn. There should be no further debate on the Motion or Amendment unless the request for its withdrawal is refused.

f When a Proposal is being debated, no further Proposal can be put except the following:

i. to amend the Proposal
ii. to move on to the next item of business
iii. to adjourn the debate
iv. to ask that the Proposal be now put to the vote
v. to refer the Proposal to a committee
vi. to exclude the public and the press
vii. to ask that a specified Councillor be not heard again on the Motion
viii. to ask that a specified Councillor be required to leave the Meeting.

g Any further Resolution so put should be voted on immediately without further debate.

h A Councillor may clarify a point from one of their previous speeches that may have been misunderstood.

i No further discussion is allowed on Resolutions passed at the same meeting ('harking back').

12. 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. The Council uses an Agenda Proposal Form, which should be completed by Councillors at least 10 days before the meeting, and should give detailed information about the proposed motion.

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 10 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 12(b), correct obvious grammatical or typographical errors in the wording of the motion. The Clerk may also obtain advice before adding the motion to the agenda.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 12(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 10 clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded 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 rejection.

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

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;
ii. to move to a vote;
iii. to defer consideration of a motion;
iv. to refer a motion to a particular committee or sub-committee;
v. to appoint a person to preside at a meeting;
vi. to change the order of business on the agenda;
vii. to proceed to the next business on the agenda;

viii. to require a written report;
ix. to appoint a committee or sub-committee and their members;
x. to extend the time limits for speaking;
xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
xii. to not hear further from a councillor or a member of the public;
xiii. to exclude a councillor or member of the public for disorderly conduct;
xiv. to temporarily suspend the meeting;
xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
xvi. to adjourn the meeting; or
xvii. to close the meeting.

14. MANAGEMENT OF INFORMATION

See also standing orders 23 & 24.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

15. MINUTES

Full Council meetings
Committee meetings
Sub-committee meetings

a The Clerk should record all meetings and produce Minutes (also known as Recordings of Proceedings) for confirmation at the next meeting. These should go out to the Chair before the meeting for corrections.

b Once approved at the meeting, Minutes should be signed by the Chair.

c In the absence of the Clerk, the Chair may arrange for a Councillor to take the minutes.

d The Minutes should reflect the Agenda, numbering each item under its heading. A progressive numbering system may be used if necessary, following on from the previous set of minutes, but this should still reflect Agenda items as listed on the Agenda.

e When a Motion is approved, the terminology 'RESOLVED' should appear in the Minutes followed by what was Resolved.

f Minutes should reflect substantive items and decisions, not every word that is said.

g Minutes should be distributed to the public only after approval – a copy to the Library and an electronic copy on our Parish Council website. The Police Representative and our Borough and County Councillors should also receive copies with their next agenda. A personal copy to any member of the public is also available on request.

h 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 13(a)(i).

i The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

j If the Chair 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 chair 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 their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

k **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.

l Subject to the publication of draft minutes in accordance with standing order 15(k) and standing order 23(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.

16. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(ee).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

d **Dispensation requests shall be in writing** (via a Dispensation Request Form) **and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 16(d) and (f), a dispensation request shall be at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

h A dispensation may be granted in accordance with standing order 16(e) if having regard to all relevant circumstances any of the following apply:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

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.

17. CODE OF CONDUCT COMPLAINTS

a **Upon notification by the Borough Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

18. PROPER OFFICER

a The Clerk is the Council's Proper Officer. The Clerk's role is to advise, administrate and implement decisions following the guideline's of their job description.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee** or a sub-committee**,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such 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).**

See standing order 3 for the meaning of clear days;

ii. subject to standing order 12, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his/her/their withdrawal of it;

iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. 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. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xi. arrange for legal deeds to be executed;
(*see also standing order 26);*

xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;

xiv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair (if there is one) 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.

xv. manage access to information about the Council via the publication scheme; and

xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. (s*ee also standing order 26)*.

xvii. receive and send general correspondence and notices on behalf of the Council. Councillors must not send any correspondence themselves, except where there is a resolution to the contrary. All correspondence must be forwarded to the office for a response. Only correspondence requiring a decision shall be brought to the attention of the Council.

xviii. action or undertake any activity or responsibility instructed by resolution or contained within the standing orders.

c The Council may delegate decisions to the Clerk by Resolution at a meeting. These

decisions should involve routine decisions and dealing with emergencies such as health/safety risks to the village. Decisions cannot be taken by individual Councillors in between meetings (*see also standing order 28(p)(iii)*).

19. RESPONSIBLE FINANCIAL OFFICER

a The Clerk is the Council's Responsible Financial Officer.

b The Clerk's financial role is all matters to do with the accounts. All references to our Financial Regulations.

c The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

20. 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 30 June, 30 September and 31 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 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising 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

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 31 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 30 June.

21. FINANCIAL CONTROLS AND PROCUREMENT

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

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
   i. a specification for the goods, materials, services or the execution of works shall be drawn up;
   ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

22. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of the Council OR the staffing committee is subject to standing order 14.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the staffing committee or, if they are not available, the Vice Chair of the staffing committee of absence occasioned by illness or other reason and that person shall report such absence at its next meeting.

c The Chair of the staffing committee or in their absence, the Vice Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of its employees. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the staffing committee. Appraisals should be carried out annually on all employees at the Council Offices by the Chair and Proper Officer. The Chair and Vice Chair will carry out the Proper Officer's appraisal at the Parish Council Offices.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair of the staffing committee or in their absence, the Vice Chair of the staffing committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the staffing committee.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by an employee relates to the chair or vice-chair of the staffing committee, this shall be communicated to another member of the staffing committee, which shall be reported back and progressed by resolution of the staffing committee.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with standing order 14(a), persons with line management responsibilities shall have access to staff records referred to in standing order 22(f).

h The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.

i Access and means of access by keys and/or computer passwords to records of employment referred to in standing order 22(f) shall be kept only by the Proper Officer.

j All employees should have a contract of employment incorporating terms and conditions.

k A review of pay and conditions should take place every year.

l All employees should have full protection of current employment law as applicable.

n If, at a meeting, any question arises relating to the appointment, conduct, promotion, dismissal, salary or conditions of service of anyone employed by the Council, it should not be debated until the Council or Committee (as appropriate) has decided whether or not the public should be excluded.

o Employee Vacancies:

i. All decisions relating to employee vacancies must be taken in accordance with appropriate employment legislation.
ii. are open to applicants irrespective of disability, ethnic origin, marital status, age, race, religion, sex, or sexual orientation.
iii. Appointments should be made on the basis of a candidate's ability to do the job.
iv. The Council should set up an Interview Panel for the office of Clerk. This is a Working Party consisting of Chair, Vice Chair and one other Councillor. It should

have a quorum of 3 so that recommendations for appointment can be ratified at the next meeting.

v. Anyone applying for employment by the Council must declare in writing any relationship to a Councillor or existing employee of the Council. Applicants must be advised of this requirement and, if they fail to make appropriate disclosures, they may be disqualified from application or, if the relationship is not established until after their appointment, may be dismissed without notice.

vi. Anyone applying for employment by the Council should be advised that canvassing of any Councillor, directly or indirectly, disqualifies them from appointment.

vii. No Councillor should actively canvass for the appointment of any applicant for a post with the Council.

23. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing orders 14 & 24.

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

b The Agenda, and Papers, that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.

c Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

d Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 2018.

e Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

f Public complaints should be dealt with in accordance with our Complaints Procedure which should be reviewed annually in May.

g A Councillor may as part of their duty inspect any document in possession of the Council or Committee and, if copies are available, request a copy.

h The public may access the following documents of the Council under the Freedom of Information Act 2000:

- Minutes
- Standing Orders
- Financial Regulations
- Declarations of Acceptance of Office
- Official Register of Members' Interests
- East Goscote PC Register of Interests folder
- Electoral review documents
- Job descriptions
- Responses to planning applications
- Accounting and auditing information – latest annual return, latest auditor reports, cash books, bank statements, VAT records, precept request, assets documents, risk assessments.

i Other documents may be made available at the discretion of the Council.

j The Council should communicate the public's right to the above information and make it available for viewing. This should include public places, as appropriate, such as on their website and in the Library.

k Hard copies of documents should be available on request. A small fee may be payable for copies of large documents or multi-copies of documents.

l Documents should be retained by the Clerk for the specified legal limits.

24. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing orders 14 & 23.

a The Council may appoint a Data Protection Officer.

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **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.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

25. 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.

b Responses to the press relating to matters discussed by the Council shall be dealt with in the first instance by the Clerk. The Chair is also authorised to give the views of the Council to the press on any non-confidential subject discussed by the Council. Whenever possible any information given to the press shall be given in writing so as not to leave interpretation open to misunderstanding and misreporting. At no time shall the personal views of either Members or Officers of the Council be given to the press in a way which could be interpreted as a view of the Council as a whole.

26. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 18(b)(xii) and (xvii).

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

b **Subject to standing order 26(a), any two councillors may sign, on behalf of the Council, ay deed required by law and the Proper Officer shall witness their signatures.**

27. COMMUNICATING WITH THE BOROUGH AND COUNTY COUNCILS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Borough and County Council representing the area of the Council.

b Unless the Council determines otherwise, a copy of each letter sent to the Borough and County Council shall be sent to the ward councillor(s) representing the area of the Council.

c Planning Documents:

i. The Clerk should should circulate copies of planning documents to at least three Councillors including the Chair.

ii. Where comments on planning documents need to be returned to a planning authority before approval at the next meeting, the Clerk may either contact the authority to request a delay, or pass on the comments indicating the comments are subject to ratification at the next Council meeting but that a majority of Councillors have already approved them.

28. COUNCILLOR ACTIVITIES

a Parish Councillors are elected for four years, retiring on the 4th day after the date of the normal elections held every four years. At this point, all Councillors, unless re-elected, stand down. However, the Chair and Vice-Chair remain in office until the Annual Meeting of the Parish Council elects a new Chair.

b A vacancy on the Council may result from the death, disqualification or resignation of a Councillor. Disqualification from office may result from:

- failure to comply with relevant legislation
- legal proceedings
- failure to attend meetings of the Council for a period of six consecutive months from the date of their last attendance unless their absence has been approved by the Council.

c The Council may declare the office of anyone disqualified vacant by Resolution at the first available meeting.

d The proper procedure as set out in law should be followed in advertising and filling a vacancy. After 14 clear days, the Council may co-opt a Councillor.

e Where more than two people have been nominated for any position to be filled by the Council and there is no absolute majority in favour of one person in the votes cast, the name of the person having the least number of votes should be deleted from the list and a fresh vote taken. This process continues until the majority of votes (including the Chair’s casting vote if necessary) favour one candidate.

f Parish Councillors are obliged to:

i. attend meetings when summoned by notice
ii. prepare for meetings by studying the Agenda
iii. take an active part in the Council's work and meetings
iv. ensure the Council is well managed
v. represent East Goscote electors' views

vi. attend at least 6 meetings per year
vii. new Parish Councillors will be assigned a mentor
viii. all Councillors will receive a new model Code of Conduct for them to sign and adhere to
ix. all Councillors will receive a copy of the Standing Orders
x. attend training within 6 months of being appointed

g The Chair and Vice-Chair of the Parish Council must be elected each year at the Annual Meeting of the Parish Council.

h An allowance is approved annually for the expenses incurred by the Chair and Vice-Chair when carrying out additional duties. A proportion of this is also used to provide retiring councillors with gifts as follows:

- 0-2 years' service: Thank You Card
- 2-4 years' service: £25 Gift
- 4-8 years' service: £50 Gift
- Over 8 years' service: To be discussed by Full Council.

i In the absence of the Chair at a Council Meeting, the Vice-Chair must take the chair. If both are absent, a Chair should be elected from and by the Councillors present. The minutes should record the selection of Chair.

j The Chair's role is to guide the meeting utilising the Standing Orders, as necessary, with advice from the Clerk.

k The Chair cannot override the wishes of other Councillors except on a point of procedure following advice from the Clerk.

l The person presiding at a meeting, may exercise all the powers and duties of the Chair in relation to the conduct of the meeting.

m All Councillors keep in regular contact with the Clerk via email or telephone and reply to consultations. Appointments to see the Clerk must be made in advance except for the Chair and Vice-Chair.

n Councillors, and Officers, of the Council must at all times ensure that they conduct themselves and carry out their duties in a way that protects the interests and reputation of the Council:

i. Where they have concerns about the conduct of the Council's business or actions taken on its behalf, Councillors should raise these initially with the Chair or the Clerk as the Council's Proper Officer.
ii. If it is then felt that the concerns have not been properly or adequately dealt with, the Councillor should bring the matter up before the whole Council for Resolution.

iii. Councillors should follow the terms of the New Code of Conduct.

iv. Councillors should always conduct themselves at meetings in a way that upholds the good reputation of the Parish Council.

v. The Clerk and other staff members are to be treated with respect at all times.

vi. No Councillor should obstruct business, persistently disregard the ruling of the Chair or behave offensively or improperly.

vii. No personal remarks should be made. If they are, the Chair may ask for an apology or retraction before continuing business. If none is forthcoming, the guideline following applies.

viii. If the Chair thinks a Councillor is conducting themselves badly, the Chair or any Councillor may propose that they behave appropriately. It may be put to the vote immediately and without debate.

ix. If the offending Councillor persists in bad behaviour, the Chair may:

- move that the Councillor leaves the meeting – the Proposal should be put to the vote immediately and without discussion, or
- adjourn the meeting for as long as necessary, or
- abandon the meeting, fix a new date for the meeting and exclude the Councillor from attending.

x. The same procedure above may apply to a Chair behaving badly. Any Councillor present may propose that the Chair stand down as Chair for the rest of the meeting. It may be put to the vote immediately and without debate. The Vice-Chair, if present, should then take over. If not present, then a Chair should be elected for the rest of the meeting from and by the Councillors present.

o During a meeting:

i. Councillors must restrict their contributions to debate to the issue under discussion, or to a Point of Order.

ii. Councillors should address their comments to the Chair, keeping them as short and to the point as possible.

iii. No speech should normally exceed 3 minutes except by the consent of the Chair.

p 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. make any decisions in between meetings (*see standing order 7h-j*); or

iv. send any correspondence themselves, except where there is a resolution to the contrary *(see standing order 18(b)(xvii))*.

29. GENERAL POWER OF COMPETENCE

a Before exercising the power to promote well-being, a meeting of the Full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible Parish Council.

b The Council's period of eligibility begins on the date that the resolution under order above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.

c After the expiry of its preceding period of eligibility, the Council continues to be an eligible Council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in the standing order above.

30. 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, with the written notice by a majority of serving councillors, with a minimum of 4, to be given to the Proper Officer in accordance with standing order 12.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible after they have delivered their acceptance of office form.

d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.