

CAPEL PARISH COUNCIL
55a The Street, Capel, RH5 5LD

STANDING ORDERS

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1 Meetings

- a. An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.
- b. Meetings of the Council shall be held in each year on such dates and times as the Council may direct and be held at Beare Green, Capel or Coldharbour giving three working days notice.
- c. 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.
- d. In exceptional circumstances, the Council shall meet remotely. Details on accessing the meeting will be forwarded to Councillors. Members of the public will not be restricted from taking part but will be asked to apply for joining instructions.

Public Participation

- e. 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.
- f. Subject to Standing Order 1(d) above, the members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- g. The period of time for participation will be in accordance with Standing Order 1(e) above and shall not exceed 10 minutes but may be longer at the Chairman's discretion.
- h. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes.
- i. A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- j. The Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for oral response or to the Proper Officer for a written or oral response
- k. A record of a public participation session at a meeting shall be included in the minutes of that meeting.

- l. A person shall raise his hand when requesting to speak. The individual may remain seated when speaking.
- m. Any person speaking at a meeting shall address his comments to the Chairman.
- n. Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- o. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior consent.
- p. The press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- q. Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by to or before the Vice Chairman.
- r. The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice Chairman, if present, shall preside. If both the Chairman and the Vice- Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- s. All questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
- t. The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
- u. Unless Standing Orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question. *Such a request shall be made before moving on to the next item of business on the agenda.*
- v. The minutes of a meeting shall record the names of Councillors present and absent.
- w. The Code of Conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.

Attendance

- x. A member who fails to attend any meetings for more than 6 consecutive months without an acceptable reason is disqualified and ceases to be a Councillor unless he either has a statutory excuse or his failure is due to reason approved by the Council or he attended as a representative of the

Council at a meeting of any body or persons such as a County Association of Local Councils, eg SALC.

Quorum of Councillors

- y. No business may be transacted at a meeting unless 3 members or 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 3.
- z. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned.

2 Ordinary Council meetings

Statutory Annual Meeting

- a. When a General or District election takes place, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors are elected to take office.
- b. In a year which is not an election year, the annual meeting of the Parish council shall be held on the third Monday in May as the Council may direct.
- c. In addition to the Annual Statutory meeting of the Council, at least three other ordinary meetings shall be held each year on such dates and times as the Council directs.
- d. In addition to the Annual Meeting of the Council, other ordinary meetings may be held each year on such dates and times as the Council may direct.
- e. The election of the Chairman, Vice-Chairman of the Council shall be the first business completed at the Annual Meeting of the Council.
- f. The Chairman of the Council, unless he has resigned or become disqualified, shall continue in office and preside at the Annual Meeting until his successor is elected at the next Annual Meeting of the Council.
- g. The Vice-Chairman of the Council, if any, unless he 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 a current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.

3 Proper Officer

- a. The Council's Proper Officer shall be the Parish Clerk. In the absence of the Clerk the duties will be assigned at the direction of Councillors.
- b. The Council's Proper Officer shall do the following:
 - i. Sign and serve on Councillors by email or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee at least 3 working days before the meeting.
 - ii. Give public notice of the time, date, venue and agenda at least 3 working days before a meeting of the Council or a meeting of a committee or a sub-committee. In the case of an Extraordinary Meeting convened by Councillors the agenda shall be signed by them.
 - iii. Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office.
 - iv. Make available for inspection the minutes of meetings.
 - v. Receive and retain copies of byelaws made by other local authorities.
 - vi. Receive and retain declarations of acceptance of office from Councillors.
 - vii. Retain a copy of every Councillor's Register of Interests and any changes to it and keep copies of the same available for inspection.
 - viii. Receive and record notices disclosing interest at meetings.
 - ix. Keep proper records required before and after meetings.
 - x. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
 - xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
 - xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
 - xiii. Arrange for legal deeds to be signed by 2 Councillors and witnessed.
 - xiv. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
 - xvi. Record every planning application notified to the Council and the

Council's response to the local planning authority.

- xvii. Refer a planning application received by the Council to all Councillors within 2 working days of receipt.

4 Agenda items requiring notice

- a. No subject will be discussed at a meeting unless it is included in the agenda and notification has been given to the Council's Proper Officer at least 10 working days before the next meeting. If an item is submitted later it shall be at the Chairman's discretion.
- b. Having consulted the Chairman, the decision of the Proper Officer as to whether or not to include the agenda item shall be final.

5 Rules of debate

- a. Meeting Etiquette rules will be published on the agenda of every meeting of the council and will be read out by the chairman at the beginning of the meeting.
- b. The Etiquette rules will be as follows:
 - i. Silence or turn off your mobile phone.
 - ii. Behave with consideration and respect to all other members of the meeting
 - iii. If you wish to speak, please raise your hand. The Chair will invite you at an appropriate opportunity.
 - iv. Once you have been called to speak, please introduce yourself so your comments can be minuted.
 - v. Do not interrupt an existing speaker.
 - vi. Do not hold side discussions or conversations whilst the meeting is in progress
- c. Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- d. Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- e. Any amendment to a motion shall be either:
 - i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words
- f. A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.

- g. One or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- h. Pursuant to standing order 5(b) above, the number of amendments to an original or substantive motion, which may be moved by a Councillor, is limited to one.
- i. If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- j. If an amendment is carried, the original motion, as amended shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- k. The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- l. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- m. Subject to Standing orders 5(i) and (j), a Councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.
- n. During the debate of 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 he considers has been breached or specify the irregularity in the meeting he is concerned by.
- o. A point of order shall be decided by the Chairman and his decision shall be final.
- p. With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- q. Subject to Standing Order 5(k) above, when a Councillor's motion is under debate no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to vote;
 - v. to ask a person to be silent or for him to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting;

- ix. to suspend any Standing Order, except those which are mandatory.
- r. In respect of Standing Order 5(o)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

6 Code of Conduct

- a. All Councillors shall observe the Code of Conduct adopted by the Council.
- b. All Councillors shall undertake training in the Code of Conduct within 6 months of delivery of their declaration of acceptance of office.
- c. Councillors may exercise the rights contained in the Standing Orders only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.
- d. Councillors with a predudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room.

7 Questions

- a. A Councillor may seek an answer to a question concerning any business of the Council provided that 3 working days notice of the question has been given to the Proper Officer.
- b. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c. Every question shall be put and answered without discussion.

8 Minutes

- a. If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b. No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised no later than one working day prior to the Council meeting.

- c. Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
 'The 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 majority of the () and the minutes are confirmed as an accurate record of the proceedings.
- e. Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

9 Disorderly Conduct

All members must observe the Code of Conduct, which is reviewed annually, a copy of which is appended to these Standing Orders,

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b. If, in the opinion of the Chairman, there has been a breach of Standing Orders, the Chairman shall express that opinion and thereafter any Councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c. If a resolution made in accordance with Standing Orders, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

10 Rescission of previous resolutions

- a. A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 3 Councillors of the Council (one from each ward), or by a motion in pursuance of the report or recommendation of a committee.
- b. When a special motion or any other motion moved pursuant to Standing Orders has been disposed of, no similar motion may be moved within a further 6 months.

11 Voting on appointments

- a. Where more than 2 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 favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until the majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

12 Expenditure

- a. Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.
- b. The Council's Financial Regulations shall be reviewed once a year.
- c. The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.
- d. All cheques or other orders for payment of money shall be authorised by resolution and signed by any two members of the Council, authorised to do so and by the Proper Officer.
- e. Where it is necessary to make a payment in respect of an account which has not been laid before the council, such payment shall be certified as to its correctness and urgency by the Proper Officer.
- f. All accounts and records involved to be available for examination by Councillors prior to every meeting.
- g. The approval of accounts are to be recorded in the Minutes.
- h. A fidelity insurance policy shall be arranged in respect of the Proper Officer and Councillors.

13 Execution and sealing of legal deeds

- a. In accordance with a resolution made under Standing Orders, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

14 Committees

- a. The Council may, at its Annual Meeting, appoint Standing Committees and may at any other time appoint such other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. may permit committees to determine the dates of their meetings;
- iii. shall appoint and determine the term of office of Councillor or non-Councillor members of such a committee (unless the appointment of non-Councillors is prohibited by law) so as to hold office no later than the next Annual Meeting;
- iv. may in accordance with Standing Orders, dissolve a committee at any time.

15 Sub-committees

- a. Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

16 Extraordinary meetings

- 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 or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.

17 Accounts and Financial Statement

- a. All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
- b. The Responsible Financial Officer shall supply to each Councillor as soon as practicable after the quarterly meetings of the Finance Committee a statement summarising the Council's receipts and payments for the quarter and the balances held at the end of the quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31st March shall be presented to each Councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subjected to external audit), including the Annual Governance Statement, shall be presented to Council for formal approval before 30th June.

18 Estimates and Precepts

- a. The Council shall approve written estimates for the coming financial year at its meeting before the end of December.

- b. Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than November

19 Canvassing of and recommendations by Councillors

- a. Canvassing Councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this Standing Order to every candidate.
- b. A Councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c. This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.

20 Inspection of documents

- a. Subject to Standing Orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by Councillors.

21 Unauthorised activities

- a. Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
 - i. Inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

22 Confidential business

- a. Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b. A Councillor in breach of the provisions of Standing Orders may be removed from a committee or a sub-committee by a resolution of the Council.

23 Power of well-being

- 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 Stranding Orders 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 Orders.

24 Freedom of Information Act 2000

- a. All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the appropriate payment received from the applicant.
- b. Correspondence from, and notices served by the Information Commissioner, shall be referred by the Proper Officer to the Chairman of the Council. The Chairman shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under Standing Orders.

25 Relations with the press/ media

- a. All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b. In accordance with the Council's policy in respect to dealing with the press and/or other media, Councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

26 Liaison with the District and County Councillors

- a. An invitation to attend a meeting of the Council shall be sent together with the agenda, to Councillors of the District and County Council representing their respective electoral ward.

27 Financial Matters

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Officer, which shall include detailed arrangements in respect of the following:
 - i. the accounting records and systems of internal control.
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required twice a year.
 - iv. The inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments;
 - v. Procurement policies subject to Standing orders including the setting of values for different procedures where the contract has an estimated value of less than £30,000
- b. Any proposed contract for the supply of goods, materials services and the execution of works with an estimated value in excess of £3,000 shall be procured on the basis of a formal tender.
- c. Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
- d. Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5 as amended) and the utilities Contracts Regulations 2006 (SI No.6 as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

28 Delegation

General:

- a. Where powers or duties have been delegated to a committee it shall be competent for that committee in turn to assign functions or delegate powers and duties, a sub-committee or any group of its members, provided that any action taken under delegated powers be reported to the next meeting of the appropriate committee or sub-committee (or Council) for information.

Delegated powers

- a. To resolve routine matters – where precedents have been set, policies in place or of such significance not to warrant a committee meeting.
- b. Delegated powers to be given to the Proper Officer in consultation with either the Chairman of the relevant committee; the Chairman of the Parish Council or Vice-Chairman of the Parish Council.

Delegated Powers to the Proper Officer

- a. The general management of the Council's services in accordance with the practices determined from time to time by the Council and its committees.
- b. The implementation of non-discretionary adjustments to the Clerk's pay according to recommendations by NALC.
- c. The implementation of non-discretionary adjustments to the Scheme of Conditions of Service of the Joint Council of Local Government Services.
- d. The payment of travelling and subsistence allowances as recommended by NALC to Councillors and staff for approved visits.
- e. The payment of the Chairman's travel expenses for official visits at short notice.

29 Allegations of breaches of Code of Conduct

The Council shall deal with the complaints of maladministration Allegedly committed by the Council or by an officer or Councillor in the manner recommended by the current policies of Mole Valley District Council.

30 Variation, revocation and suspension of Standing Orders

- a. Any or every part of the Standing Orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b. A motion to permanently add to or to vary or to revoke one or more of the Council's Standing orders not mandatory by law shall not be carried unless two-thirds of the Councillors at a meeting of the Council vote in favour of the same.

31 Standing Orders to be given to Councillors

- a. The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor upon delivery of his Declaration of Acceptance of Office.
- b. The Chairman's decision as to the application of Standing Orders at meetings shall be final.
- c. A Councillor's failure to observe Standing Orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with Standing Orders.