

# **KNOWSLEY TOWN COUNCIL**



## **STANDING ORDERS (2023/2024)**

### **1. COUNCIL MEETINGS**

#### **1.1 HOLDING MEETINGS:**

- 1.1.1 The Statutory Annual Meeting (a) in an election year shall be held within fourteen days of the day that councillors take office and (b) in a year which is not an election year shall be held on a Thursday in May according to the schedule decided at the Annual General Meeting.
- 1.1.2 Meetings of the Town Council shall be held at 7.15 p.m. on a Thursday of the month according to a schedule decided at the Annual General Meeting.
- 1.1.3 Meetings of the Town Council shall close at 9.00 p.m., unless a resolution is moved and passed, in which case an extension may be allowed.
- 1.1.4 An extraordinary meeting of the Town Council may be called at any time by the Chairman or Clerk of the Council.
- 1.1.5 Any two members may submit a written request signed by them to the Chairman to call an extraordinary meeting. In the event of the Chairman not calling an extraordinary meeting within seven days of receiving the request, or refusing to call an extraordinary meeting, the two members may call an extraordinary meeting.
- 1.1.6 Notice of the time and place of the meetings must be fixed in a conspicuous place within the township at least five clear days before the meeting. When the meeting is called by a member of the Town Council (paragraph 1.1.5 above), the notice shall be signed by those members and shall specify the business proposed to be transacted at the meeting (the agenda).

- 1.1.7** All members of the Town Council shall be given (by post or email or left at their residence) at least five clear days written notice of all meetings of the Town Council from the Clerk of the Council, specifying the business proposed to be transacted (the agenda).
- 1.1.8** In accordance with 2014 legislation and regulations, all notices for all Town Council meetings and committee meetings will be posted on the Town Council website.
- 1.1.9** In accordance with 2014 legislation and regulations, the notices for the Annual Town Meetings will be posted on the Town Council website.
- 1.1.10** In accordance with 2014 legislation and regulations, the agendas and minutes of all Town Council meetings and committee meetings will be posted on the Town Council website.
- 1.1.11** In line with national legislation, the use of social media and/or filming or recording for the reporting of the proceedings is permitted during public Town Council meetings. Person/s wishing to use social media and/or filming or recording will be required to ensure that this causes no disruption to the running of the meeting. All devices must remain on silent for the duration of the meeting. Person/s wishing to film and/or record public meetings are requested to inform the Town Council twenty-four hours in advance to ensure that the necessary arrangements can be made. Person/s filming and/or recording at public meetings are required to give due consideration at all times to ensure that there is no disruption to the normal proceedings. In this regard, flash photography or additional lighting is not permitted without the consent of the Chairman.

Where the Chairman of a relevant meeting considers that the use of social media and/or filming and recording is causing a disruption to the meeting, the person/s causing the disruption will be requested to take the appropriate action so that this is no longer the case. Should the disruption continue, which makes orderly business impossible, the Chairman has the discretion to adjourn the meeting.

The filming and/or recording must relate to the public meeting itself. Filming and/or recording does not extend to person/s seated in the public gallery, who in the Town Council's view, do not form part of the proceedings. Filming and/or recording an individual without their express permission might infringe the individual's human rights and therefore the Town Council gives no permission to film and/or record in the public gallery. Permission will not be given to the filming and/or recording of children in the public gallery without the express permission of their parents.

Examples of causing disruption to the meeting may include:

- any public disturbance of the meeting
- the setting up or taking down of filming equipment and lighting
- moving around the public gallery whilst filming
- asking people to repeat statements for the purposes of recording

The termination or suspension of the use of social media, filming and/or recording will occur when:

- the meeting formally agrees to exclude the press and public from the meeting due to the exempt nature of the business being discussed, or
- it considers that continued recording/filming or photography could infringe the rights of any individual (e.g., an individual in the public gallery has made a specific request to the chairman of the meeting that they do not wish to be filmed)

- 1.1.12** Members wishing to include an item for discussion at Town Council or committee meetings must obtain consent from the Chairman.
- 1.1.13** The Chairman must give the Clerk of the Council at least 10 clear days notice of any additional items for discussion at Town Council or committee meetings.
- 1.1.14** 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 free of charge or at reasonable cost.

## **1.2 CHAIRING MEETINGS:**

- 1.2.1** The Chairman, or in his absence, the Vice-Chairman shall chair meetings of the Town Council. In their absence, the Town Council shall select a member to chair the meeting.
- 1.2.2** The person presiding at the meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.
- 1.2.3** The Chairman of the meeting will be the last to enter the Chamber. Upon the Chairman's arrival at the meeting all members will stand until the Chairman is seated.

### **1.3 QUORUM:**

- 1.3.1** No business shall be transacted unless at least one third (i.e. four elected members) of the whole number of the Town Council is present. If there is no quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such day as the Chairman may decide.
- 1.3.2** If a quorum is not present when the Town Council meets or if during a meeting the number of members, for whatever reason, falls below the quorum, the business transacted at that meeting shall be transacted at the next meeting or on such day as the Chairman may decide.

### **1.4 VOTING:**

- 1.4.1** Subject to any legal requirement, all questions to be decided by the Town Council shall be decided by a majority of the members present and voting.
- 1.4.2** Members shall vote by show of hands. A member's vote will only be counted if the member is in room of the meeting at the time the vote is taken.
- 1.4.3** Immediately before a vote is taken, any member may request that a vote is recorded. When a request is made, the Clerk of the Council shall call the names in alphabetical order of all the members present and after each name is called, the member shall state whether he is voting for or against the question put or abstaining. The record of the voting shall be recorded in the minutes.
- 1.4.4** Immediately after a vote is taken and before the next business is commenced, a member may request that the minutes of the meeting record the way in which he has voted or abstained from voting. The minutes will note whether the member voted for or against the question put or whether the member abstained.
- 1.4.5** In the case of equality of votes, the Chairman may give a casting vote although he gave a first vote.
- 1.4.6** If a person presiding at the Annual General Meeting would have ceased to be a member of the Town Council (except for statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office), he may not give an original vote in an election for the Chairman.

- 1.4.7** The person presiding at the Annual General Meeting must give a casting vote in the event of there being an equality of votes for the election of Chairman.

**1.5 ORDER OF BUSINESS FOR ANNUAL GENERAL MEETINGS:**

- 1.5.1** In an election year, members must execute Declarations of Acceptance of Office in the presence of the Clerk of the Council before the Annual General Meeting commences.
- 1.5.2** At the Annual General Meeting, business will be dealt with in the following order:
- (a)** Election of Chairman.
  - (c)** Election of Vice-Chairman.
  - (d)** Apologies for absence.
  - (e)** Note the Declarations of Acceptance of Office by members (in an election year).
  - (f)** Declarations of interest in items on the agenda.
  - (g)** Announcements from the Mayor/Chairman.
  - (h)** Approve any changes to Standing Orders.
  - (i)** Approve any changes to Financial Regulations.
  - (j)** Appoint committees, terms of reference and membership of committees.
  - (k)** Appoint representatives to outside bodies.
  - (l)** Agree dates and time of Town Council Meetings and committees for the forthcoming year.
  - (m)** Consideration of the Chairman's and members' allowances.
  - (n)** Approve and sign the minutes of the previous Town Council meetings.
  - (o)** Approve and sign the minutes of the committees.
  - (q)** Cheques and Autopay Signatories
  - (r)** Reports from Members.
  - (s)** Announcements from the Clerk of the Council

(t) Any other items to be placed on the agenda

**1.5.3** It shall be the annual duty of the Town Council to review Standing Orders and Financial Regulations at the Annual General Meeting.

**1.6 ORDER OF BUSINESS FOR ORDINARY TOWN COUNCIL MEETINGS:**

**1.6.1** At every Town Council Meeting, the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman are absent and receive such Declaration of Acceptance of Office (if any) as required by law to be made, or if not then received to decide when they shall be received.

**1.6.2** After the first business has been completed, the order of business unless the Town Council decides otherwise on the grounds of urgency shall be as follows:

(a) Apologies for absence.

(b) Public Open Forum.

(c) Declarations of interest on the agenda.

(d) Approve and sign the minutes of previous Town Council meetings.

(e) Approve and sign the minutes of committees.

(f) Reports from Members.

(g) Announcements from the Chairman.

(h) Announcements from the Clerk of the Council.

(i) Any other items placed on the agenda.

**1.6.3** The order of business may be changed before or at the meeting by the Mayor/Chairman.

**1.7 MINUTES:**

**1.7.1** No discussion shall take place on a motion to agree the minutes other than upon their accuracy.

**1.7.2** The minutes must record the names of the members present at the meeting and the declarations of interest of any member.

**1.7.3** The minutes of a meeting must be circulated to all members within 14 days of the meeting and be published on the Town Council website and referred to the next meeting (other than an extraordinary meeting) for agreement and signing by the Chairman.

## **1.8 PETITIONS:**

- 1.8.1** Petitions may be received at (ordinary) meetings of the Town Council provided that the petition is received by the Clerk of the Council no later than eight days before the day of the meeting and is signed by at least ten electors within the township.
- 1.8.2** Petitions may only be about a matter for which the Town Council has a responsibility, or which affects the township.
- 1.8.3** Petitions will not be received by the Town Council which are a furtherance of a person's individual circumstances, or which are about a matter where there is a right of appeal to the courts, a tribunal or government.
- 1.8.4** A petition will not be received by the Town Council where the issue it concerns has been the subject of a petition in the last six months or a decision of the Town Council in the last six months.
- 1.8.5** One signatory of the petition may speak to the Town Council meeting for no more than three minutes.
- 1.8.6** No discussion shall take place on the petition. A member may move (for example) that the petition be referred to the next meeting or to a committee or to another body. Once seconded, the motion will be voted upon without discussion.
- 1.8.7** No more than two petitions will be received at a meeting.

## **1.9 PUBLIC OPEN FORUM:**

- 1.9.1** Members of the public may ask questions of the Chairman at ordinary meetings of the Town Council. A maximum period of 15 minutes will be available for questions by the public at each ordinary meeting of the Town Council.
- 1.9.2** A question from a resident may only be asked if notice has been given by delivering it in writing or by electronic mail to the Clerk of the Council no later than eight days before the day of the Town Council ordinary meeting. Each question must give the name and address of the questioner.
- 1.9.3** At any one meeting, no person may submit more than one question and no more than two questions may be asked on behalf of one organisation or community group.

- 1.9.4** The Chairman of the Town Council will reject a question if it:
- (a) Is not about a matter for which the Town Council has responsibility, or which affects the town.
  - (b) Is defamatory, frivolous, or offensive.
  - (c) Is substantially the same issue as a question which has been put at a meeting of the Town Council in the past six months.
  - (d) Aims solely at furthering the personal interests of an individual.
  - (e) Discloses or requires the disclosure of confidential or exempt information.
  - (f) Relates to a matter where there is an ongoing investigation or appeals to the courts, a tribunal, government or any statutory organisations.
  - (g) Relates to the conduct of Town Council employees.
- 1.9.5** The Town Council's minutes will record all questions received. Upon receipt of a question, the Clerk of the Council will immediately send a copy of the question to the Chairman. Rejected questions will include reasons for rejection. Copies of all questions will be circulated to all members at the meeting and will be made available to the public attending the meeting.
- 1.9.6** Questions by members of the public will be dealt with in the order in which they were received, except that the Chairman may group questions together if he/she considers that this would be conducive to the conduct of the meeting.
- 1.9.7** The Chairman will invite the questioner to put the question and the Chairman will respond to the question. If a questioner who has submitted a written question is unable to be present, the question will not be asked. The questioner may request that the Clerk of the Council to ask the question on their behalf.
- 1.9.8** The questioner will be posted a copy of the written response following the meeting. Any question which cannot be dealt with during the Public Open Forum, either because of lack of time or because of the non-attendance of the questioner will also be posted a written response following the meeting.
- 1.9.9** No discussion or debate will take place on any question.

#### **1.10 ADMISSION TO THE PUBLIC AND PRESS TO MEETINGS:**

- 1.10.1** The public and press shall be admitted to all meetings of the Town Council and its committees which may, however, temporarily exclude the public or press by means of the following resolution:



*“that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw”.*

- 1.10.2** The Clerk of the Council shall afford the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
- 1.10.3** If a member of the public interrupts the proceedings at any meeting, the Chairman, after warning, may order that he be removed from the Council Chamber or that part of the Chamber open to the public be cleared.

#### **1.11 MEMBERS' QUESTION TIME:**

- 1.11.1** Any member may put a question to the meeting about a matter for which the Town Council has responsibility or which affects the township.
- 1.11.2** A member seeking a response to a question at a meeting must give the Clerk of the Council notice of the question at least eight days before the day of the Town Council meeting.
- 1.11.3** In putting a question, a member can speak for no more than three minutes.
- 1.11.4** A maximum of fifteen minutes will be allowed for members' questions.
- 1.11.5** No discussion will take place on any question put. Where practical, the Chairman may respond to the question or indicate that a written response will be made.
- 1.11.6** Where notice of a question has been given, a reply may be given orally at the meeting by the Chairman or person nominated by the Chairman, or a written reply given to the member.

#### **1.12 RESOLUTIONS MOVED ON NOTICE:**

- 1.12.1** Any member may give the Clerk of the Council written notice of a resolution that member wishes to move at a meeting at least eight days before the day of the Town Council meeting (and sufficient to enable the resolution to be included on the agenda).
- 1.12.2** The Clerk of the Council shall include all such notices on the agenda in the order that they have been received unless the member giving the notice of resolution has stated in writing that he intends to move at some later meeting or that he withdraws it.

- 1.12.3** Notices of resolutions cannot be discussed until they have been moved and seconded.
- 1.12.4** If a resolution or recommendation specified in the summons be not moved and seconded, it shall be treated as withdrawn and shall not be considered without fresh notice.
- 1.12.5** If the subject matter of a resolution comes within the province of a committee of the Town Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or such other committee as the Town Council may determine for report. The Chairman, if he considers it to be a matter of urgency, may allow it to be dealt with in the meeting at which it was moved.
- 1.12.6** Normally, only one motion may be discussed at a time, but the meeting may on motion of the Chairman consider two or more motions together where this is conducive to the efficient conduct of business.
- 1.12.7** Every such resolution shall be relevant to some question over which the Town Council has power, or which affects its area.

### **1.13 RESOLUTIONS MOVED WITHOUT NOTICE:**

- 1.13.1** Resolutions on procedural matters may be moved without notice. Following seconding, such resolutions shall be put to the vote without discussion.
- 1.13.2** Resolutions dealing with the following matters may be moved without notice to temporarily:
- (a)** Appoint a chairman of the meeting.
  - (b)** Correct the minutes.
  - (c)** Approve the minutes.
  - (d)** Alter the order of business (motion must be put by the Chairman).
  - (e)** Proceed to the next business.
  - (f)** Close or adjourn the debate.
  - (g)** Refer the matter to a committee or advisory group.
  - (h)** Appoint a committee or any matters thereof.
  - (i)** Delegate a matter to the Clerk of the Council.
  - (j)** Adopt a report.

- (k) Amend a motion.
- (l) Give leave to withdraw a resolution or an amendment.
- (m) Authorise the sealing of documents.
- (n) Exclude the public and press.
- (o) Invite a member having an interest in the subject matter under debate to remain.
- (p) Extend the time limit for speeches.
- (q) Silence or eject from the meeting a member named for misconduct.
- (r) Suspend any Standing Order.
- (s) Adjourn the meeting.

**1.13.3** A motion permanently to vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Town Council.

#### **1.14 RULES OF DEBATE:**

- 1.14.1** Any member may propose an amendment to a committee recommendation or business motion by giving notice of it in writing to the Clerk of The Council at least three clear days before the starting time of the meeting. The Clerk of the Council will provide all members at the meeting with copies of the amendments.
- 1.14.2** An amendment shall be either to:
  - (a) Leave out words.
  - (b) Leave out words and insert others.
  - (c) Insert Words.
  - (d) Refer the subject of debate to a committee for consideration.
- 1.14.3** An amendment shall not have the effect of negating a motion before the Town Council.
- 1.14.4** An amendment or resolution cannot be discussed until it has been moved and seconded.
- 1.14.5** An amendment can be withdrawn at any time by the member moving it.

- 1.14.6** The member moving the recommendation or resolution may incorporate an amendment into the recommendation or resolution.
- 1.14.7** If an amendment be carried, the resolution, as amended shall take the place of the original resolution upon which any further amendment shall be moved.
- 1.14.8** A member may speak only once in a debate except where the member has a right of reply or where the Chairman, in his discretion permits in the interests of the debate. However, a member may speak more than once on a further amendment, point of order or to move closure.
- 1.14.9** No speech by a mover of a resolution shall exceed three minutes and no other speech shall exceed three minutes except by consent of the Chairman. The mover of a resolution or of an amendment shall have a right of reply, not exceeding one minute. All members shall stand and address the Chairman when speaking during Town Council meetings.
- 1.14.10** The mover of a resolution or of an amendment shall have the right of reply immediately before the resolution or amendment is put to the vote. A member exercising the right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.
- 1.14.11** No discussion will take place on any amendments or resolutions withdrawn by the proposer.
- 1.14.12** During a debate, but between speakers, any member may move a procedural motion that:
- (a)** The question is put to the vote immediately.
  - (b)** The meeting moves to the right of reply of the mover and then to the vote.
  - (c)** A member named is not further heard.
  - (d)** A member named leaves the meeting.
  - (e)** The resolution/amendment be referred to a committee.
  - (f)** The public and press be excluded.
  - (g)** The debate be adjourned.
  - (h)** The next business be proceeded to.
  - (i)** The meeting be adjourned.

(j) The resolution be amended.

- 1.14.13 At any time during the debate, a member may rise to make a point of order or a personal explanation. A member rising for these purposes shall be heard immediately and the existing speaker must give way. A personal explanation shall be confined to some part of a former speech by him which may have been misunderstood.
- 1.14.14 All speeches, resolutions and amendments shall be addressed to the Chairman.
- 1.14.15 The ruling of the Chairman on the rules of debate are final and not subject to discussion.
- 1.14.16 If two or more members indicate a desire to speak, the Chairman will call upon them in turn (and acknowledge this to the waiting speakers).
- 1.14.17 Whenever the Chairman, members or Town Council officials speak during a debate, all other members will remain silent.

#### **1.15 CLOSURE:**

- 1.15.1 A motion of closure of a debate may be moved at any time but must be proposed and seconded without comment. The Chairman may deny such a motion if he feels that the question before the Town Council has not been sufficiently debated.
- 1.15.2 If the Chairman believes that there has been sufficient debate, he shall call upon the mover to exercise or waive his right or reply and shall put the question immediately after that right has been exercised or waived.
- 1.15.3 The adjournment of a debate or of the Town Council shall not negate the mover's right of reply at the resumption.

#### **1.16 CONDUCT:**

- 1.16.1 A member when speaking must stand and address the Chairman.
- 1.16.2 Members must behave in a way that is conducive to the efficient conduct of business and respect the role of the Chairman in the proper management of the meeting.
- 1.16.3 If a member persistently disregards the ruling of the Chairman by behaving improperly, offensively or deliberately obstructing business, the Chairman may move that the member be not further heard in the meeting. If the motion is seconded, it must be put to the vote immediately without discussion.

- 1.16.4** If a member continues to behave improperly after a motion that the member be not further heard. The Chairman may move that the member leaves the meeting or that the meeting is adjourned for a specific period. If the motion is seconded, it must be put to the vote immediately without discussion.
- 1.16.5** If there is a general disturbance at the meeting involving any person present, making the orderly conduct of business impracticable, the Chairman may adjourn the meeting for as long as he considers necessary.
- 1.16.6** All members shall observe the Code of Conduct adopted by the Town Council.
- 1.16.7** All members shall observe the Information Technology and the Social Media policies adopted by the Town Council.

**1.17 RESCISSION OF PREVIOUS RESOLUTIONS:**

- 1.17.1** A decision (whether affirmative or negative) of the Town Council shall not be reversed within six months save by special resolution, the written notice of which bears the name of at least six members of the Town Council.
- 1.17.2** When a special resolution has been disposed off, no similar resolution may be moved within a further six months.

**1.18 SEALING OF DOCUMENTS:**

- 1.18.1** A document shall not be sealed on behalf of the Town Council unless its sealing has been authorised by resolution.
- 1.18.2** Any two members may seal, on behalf of the Town Council, any documents required by law to be issued under seal.

**1.19 INTERESTS:**

- 1.19.1** If any member has a personal or prejudicial interest in any contract, proposed contract or other matter, he shall, while it is under consideration by the Town Council withdraw from the meeting for that item unless the interest is trivial or the:
- (a)** Disability imposed upon him has been removed by the Borough Council, relevant legislation or
  - (b)** Town Council invites him to remain or
  - (c)**

**(d)** Contract, proposed contract or other matter is under consideration as part of the report of a committee and is not itself the subject of debate.

**1.19.2** The Clerk of the Council shall record in a book to be kept for the purpose, particulars of any notice given by any member or any employee of the Town Council of a personal or prejudicial interest in a contract, and the book shall be open during reasonable hours of the day for the inspection of any member.

## **2. COMMITTEE MEETINGS**

### **2.1 APPOINTMENT OF COMMITTEES:**

- 2.1.1 The Town Council may at the Annual General Meeting appoint standing committees and may at any other time appoint such committees as are necessary.
- 2.1.2 The Town Council may at any time dissolve or alter the membership of every committee.
- 2.1.3 Every committee (except the Human Resources Committee) may appoint non-voting representatives whose experience or knowledge may be of benefit to the Town Council or to the membership of Town Council standing committees.
- 2.1.4 The Chairman and Vice-Chairman of the Town Council shall be members of every committee.
- 2.1.5 Any members not being a member of a committee may attend any meeting of the committee (except the Human Resources Committee). Non committee members will not be allowed to speak or vote.

### **2.2 HOLDING COMMITTEE MEETINGS:**

- 2.2.1 The Chairman of a committee, the Chairman of the Town Council or the Clerk of the Town Council may summon a meeting of a committee. A special meeting may also be summoned on the requisition in writing by not less than a quorum of the committee. The summons shall set out the business to be considered at that meeting and no other business shall be transacted at that meeting.

### **2.3 CHAIRING MEETINGS:**

- 2.3.1 Every committee shall at its first meeting following the Annual General Meeting of the Town Council, before conducting any business elect a Chairman and Vice-Chairman for the year.
- 2.3.2 The Chairman of the committee or in his absence, the Vice-Chairman, will chair the meeting of the committee. In their absence, the committee shall elect a person to chair the meeting.
- 2.3.3 The elected Chairman and Vice-Chairman shall hold office until the next Annual General Meeting of the Town Council.



## **2.4 QUORUM:**

- 2.4.1** Except where authorised by statute or ordered by the Town Council, business shall not be transacted at a committee meeting unless at least one third of the whole membership of the committee is present.
- 2.4.2** If there is no quorum the committee meeting must be adjourned immediately. If a quorum is not present, the business not transacted at that meeting shall be transacted at the next meeting of the Town Council or committee or on such other day (providing that it does not coincide with another scheduled Town Council or committee meeting) as the committee Chairman may decide.

## **2.5 VOTING:**

- 2.5.1** Subject to any legal requirements, all questions to be decided by a committee shall be decided by the majority of the committee members present and voting.
- 2.5.2** Members shall vote by show of hands. A member's vote will only be counted if the member is in the room of the meeting at the time that the vote is taken.
- 2.5.3** Immediately before a vote is taken, any member may request that a vote is recorded. When a request is made, the Clerk of the Council shall call the names in alphabetical order of all members present and after each name is called the member shall state whether he is voting for or against the question put or abstaining. The record of voting shall be recorded in the minutes.
- 2.5.4** Immediately after a vote is taken and before the next business is commenced, a member may request that the minutes of the meeting record the way in which he has voted or abstained from voting. The minutes will note whether the member voted for or against the question put or whether the member abstained.
- 2.5.5** In the case of equality of votes, the committee Chairman may give a casting vote as to whether or not he gave a first vote.

## **2.6 ORDER OF BUSINESS FOR COMMITTEE MEETINGS:**

- 2.6.1** The order of business unless the committee otherwise decides on the grounds of urgency shall be as follows:
- (a)** Apologies for absence.
  - (b)** Declarations of interest in items on the agenda.

- (c) Announcements from the Chairman.
- (d) Announcements from the Clerk of the Council.
- (e) Any other items placed on the agenda.

**2.6.2** The order of business may be changed at the meeting by the Chairman.

**2.7 RULES OF DEBATE:**

**2.7.1** Rules of debate applicable to Town Council meetings shall equally apply to meetings of committees, i.e.:

- (a) Resolutions moved on notice (paragraph 1.12).
- (b) Resolutions moved without notice (paragraph 1.13).
- (c) Rules of debate (paragraph 1.14).
- (d) Closure (paragraph 1.15).
- (e) Conduct (paragraph 1.16).
- (f) Interests (paragraph 1.19).

### **3. ADVISORY COMMITTEES**

- 3.1.1**      There shall be advisory committees, whose name and number of members (and the bodies invited to nominate members) shall be deemed as necessary.
- 3.1.2**      The Chairman and Vice-Chairman of the Town Council shall be members of every advisory committee unless they signify that they do not wish to serve.
- 3.1.3**      Except where ordered by the Town Council or a committee, the quorum of an advisory committee shall be one third of its members.
- 3.1.4**      An advisory committee will consist of a majority of persons who are elected members of the Town Council.
- 3.1.5**      The Clerk of the Council shall inform members of each advisory committee of the terms of reference of that committee.
- 3.1.6**      Unless otherwise delegated, all advisory committees may make recommendations and give notice thereof to the Town Council.
- 3.1.7**      The Town Council may at any time dissolve or alter the membership of every advisory committee.

## **4. OTHER PROVISIONS**

### **4.1 INDIVIDUAL MEMBERS:**

- 4.1.1** A member cannot individually exercise any functions of the Town Council on behalf of the Town Council. A member must not issue any order relating to work being done by the Town Council or claim to enter any property on behalf of the Town Council.
- 4.1.2** Members shall not tender apologies for absence for other members. Individual members must tender their apologies directly to the Clerk of the Council.

### **4.2 CONFIDENTIAL BUSINESS:**

- 4.2.1** No member of the Town Council or of any committee or advisory committee shall disclose to any person not a member of the Town Council any business declared to be confidential by the Town Council, the committee or advisory committee.
- 4.2.2** Any member in breach of the provisions contained in the previous paragraph shall be removed from any committee or advisory committee by the Town Council. Members in such breach will also not be permitted to attend the committee or advisory committee in an advisory or observational capacity.

### **4.3 PLANNING NOTIFICATIONS:**

- 4.3.1** The Clerk of the Council shall, as soon as it is practicable, inform members of the following particulars of every planning application notified to the Town Council:
- (a)** Date on which it was received.
  - (b)** Name of the applicant.
  - (c)** Place to which it relates.
  - (d)** Summary of the application.

### **4.4 CANVASSING OF AND RECOMMENDATIONS BY MEMBERS:**

- 4.4.1** Canvassing of members or of any committee, directly or indirectly for any Town Council appointment or contract shall disqualify the candidate or contractor for such an appointment. The Clerk of the Council shall make known the purport of this Standing Order to every potential candidate for Town Council employment or contract.

- 4.4.2** A member of the Town Council shall not solicit for any person any Town Council appointment or for promotion, but nevertheless, a member may give a written testimonial of a candidate's ability or character for submission to the Town Council with an application for employment. The provisions of this paragraph are also applicable to the solicitation by members of the Town Council in respect of contractors.
- 4.4.3** If a candidate for any Town Council appointment or contract is to his knowledge related to any member of or the holder of any Town Council office, the person to whom he is related shall disclose the relationship in writing to the Clerk of the Council. A candidate who fails to do so shall be disqualified for such an appointment or contract, and, if appointed may be dismissed without notice. The Clerk of the Council shall report to the Town Council or any appropriate committee any such disclosure.

#### **4.5 EMPLOYMENT ISSUES:**

- 4.5.1** Where more than two persons have been nominated for any Town Council position and of the votes cast there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off and a fresh vote taken and so on until the majority of votes are given in favour of one person.
- 4.5.2** If at any meeting there arises any question relating to the employment, conduct, promotion, dismissal, payroll or conditions of service of any Town Council employee, it shall not be considered until the Town Council or committee (as the case may be) has decided whether or not the press and public shall be excluded.

#### **4.6 STANDING ORDERS TO BE GIVEN TO MEMBERS:**

- 4.6.1** A printed copy of these Standing Orders shall be given to all members after the Annual General Meeting of the Town Council.
- 4.6.2** The Chairman's decision as to the application of Standing Orders is final.
- 4.6.3** A member's failure to observe Standing Orders more than two times at one meeting may result in that member being excluded from the meeting in accordance with Standing Orders.

#### **4.7 POWER OF WELL-BEING:**

- 4.7.1** Before exercising the power to promote well-being, a meeting of the Town Council shall have passed a resolution to confirm that it has satisfied the prescribed statutory criteria required to qualify as an eligible town council.
- 4.7.2** The Town Council's period of eligibility begins on the date that the resolution was made and expires on the day before the Annual General Meeting of the Town Council that takes place in a year of ordinary elections.
- 4.7.3** After the expiry of its preceding period of eligibility, the Town 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 Town Council's preceding period of eligibility referred to above.

#### **4.8 INTERPRETATION:**

- 4.8.1** In these Standing Orders, words imparting one gender shall include both genders and the singular includes the plural and vice-versa.

## **5. THE PROPER OFFICER**

### **5.1 FUNCTIONS AND DUTIES:**

- 5.1.1** The Clerk of the Council shall be the proper officer for all proper officer functions.
- 5.1.2** Where a statute, regulation or order confers functions or duties on the proper officer of the Town Council in the following cases it shall be the Clerk of the Council:
- (a)** To receive declarations of acceptance of office.
  - (b)** To receive and record notices disclosing pecuniary interests.
  - (c)** To receive and retain plans and documents.
  - (d)** To sign notices or other documents on behalf of the Town Council.
  - (e)** To receive copies of byelaws made by the Borough Council.
  - (f)** To certify copies of byelaws made by the Town Council.
  - (g)** To sign summonses to attend meetings of the Town Council.
- 5.1.3** In any other case, the proper officer shall be the person nominated by the Town Council and, in default of nomination, the Clerk of the Council.
- 5.1.4** The Clerk of the Council shall recruit and manage all employees of the Town Council (excluding the post of a new Clerk of the Council) and has the authority to take disciplinary action under agreed procedures.
- 5.1.5** The Clerk of the Council shall arrange to pay salaries and wages to all employees of the Town Council.
- 5.1.6** The Clerk of the Council shall manage bookings and hirings of premises and facilities operated by the Town Council.
- 5.1.7** The Clerk of the Council is responsible for the day-to-day management of all Town Council premises and facilities (including the issuing and monitoring of contracts).
- 5.1.8** The Clerk of the Council shall produce the Annual Report and administer the website in order to publicise the activities of the Town Council.

- 5.1.9** The Clerk of the Council shall arrange extra meetings of the Town Council, its committees, and advisory committees in consultation with the relevant Chairmen.
- 5.1.10** The Clerk of the Council shall carry out and implement Town Council decisions.
- 5.1.11** The Clerk of the Council may take urgent decisions on behalf of the Town Council in consultation with the Chairman of the Town Council.
- 5.1.12** The Clerk of the Council has delegated authority to transfer monies internally within all Town Council bank accounts held at its current account financial institution. The Clerk of the Council has delegated authority to invest Town Council financial reserves with banks or building societies authorised by the Prudential Regulation Authority and protected by the Financial Services Compensation Scheme.
- 5.1.13** The Clerk of the Council has delegated responsibility to handle all requests under the Freedom of Information Act 2000.



## **TERMS OF REFERENCE**

### **HUMAN RESOURCES COMMITTEE**

1. Acting under full delegated powers (in accordance with the Local Government Act 1972), to consider all human resource functions but acting subject to the approval of Council in relation to the appointment of the Clerk.
2. To oversee the conduct of all staff and act as the Council's Appeals Panel as appropriate.
3. To determine the remuneration, superannuation, terms of service and severance of all Council staff as required.
4. To determine that the Council has in place good human resources' policies.
5. To determine the annual incentive scheme.
6. To monitor the attendance statistics of the workforce.
7. A quorum of at least three members is required at committee meetings.

## **TERMS OF REFERENCE**

### **FINANCE AND GENERAL PURPOSES COMMITTEE**

1. (Under the Local Government Act 1972) to observe all Town Council Financial Regulations.
2. Acting under full delegated authority (in accordance with the Local Government Act 1972) to consider the Town Council monthly and quarterly budget spending reports.
3. Acting under full delegated authority (in accordance with the Local Government Act 1972) to consider and review all fees and charges relating to the hire of town council facilities.
4. Acting under full delegated authority (in accordance with the Local Government Act 1972), to consider and decide upon all applications for block bookings (as defined by the independent auditor's letter to the Council dated 29 April 2010) of Town Council facilities
5. Acting under full delegated authority (in accordance with the Local Government Act 1972), to review the procedures, criteria, guidelines, and application forms for the allocation of Town Council grants and sponsorship.
6. Acting under full delegated authority (in accordance with the Local Government Act 1972), to exercise the functions of the Town Council in considering applications for grants and sponsorship as is deemed appropriate within the budget established by the Town Council for that purpose.
7. To monitor and review, as appropriate, the geographical distribution of grants and sponsorship.
8. To consider all the financing and design of any Town Council capital projects acting within its delegated authority as defined by financial regulation 3.6.
9. Acting under full delegated authority (in accordance with the Local Government Act 1972) to exercise the functions of the Town Council by monitoring the expenditure (in accordance with financial regulation 3.6.) and progress all capital projects within the budget established by the Town Council.
10. The Committee may appoint advisory committees that relate to the above terms of reference at any times as are necessary.
11. The Committee may (in accordance with Town Council Standing Orders), appoint non-voting representatives whose experience or knowledge may be of benefit to the Town Council or the committee.

- 12.** Acting under full delegated powers (in accordance with the Local Government Act 1972), to oversee service level agreements and evaluate the outcomes in accordance with agreed criteria for those purposes.
- 13.** Acting under full delegated powers (in accordance with the Local Government Act 1972) to review all Town Council Policies where appropriate.
- 14.** Acting under full delegated powers (in accordance with the Local Government Act 1972) to consider additional Town Council Policies (when and if required).

## **TERMS OF REFERENCE**

### **MAYORAL AND EVENTS COMMITTEE**

1. Acting under full delegated authority (in accordance with the Local Government Act 1972) to take full responsibility for the design and organisation of all events to be held on behalf of the Town Council (except for the annual Beating of the Bounds and the Mayoral Celebration Evening).
2. To promote fundraising events on behalf of the mayor's nominated charities.
2. To agree plans for holding fundraising events in the prioritised areas.
3. To oversee the promotion of fundraising events and influence the participation of key external partnerships.
4. To encourage the broad participation of elected members in fundraising activities.
5. To support the Town Council in recruiting fundraising volunteers.
6. To ensure that all events comply with Health and Safety Regulations and all other Town Council policies and procedures.
7. To ensure that expenditure on events does not exceed the annual budget established by the Town Council.
8. To submit reports for each event to the Town Council. The reports to contain detailed information relating to the activities to be undertaken, finance, numbers attending and health and safety and risk assessments.
9. The Committee may (in accordance with Town Council Standing Orders) appoint non-voting representatives whose experience or knowledge may be of benefit to the Committee or the Town Council.