

ST KEW PARISH COUNCIL



Chairman: Cllr Anthony Godden

Clerk: Stephanie Tiplady, The Barn, Kitt Hill, Chapel Amble PL26 6EP

Email: stkewparish@gmail.com: Tel: 01208 880060

www.stkewparish.org.uk

A Meeting of St. Kew Parish Council will be held via **Conference Call**
on Tuesday 14th July 2020 commencing at 7.00 p.m.

The meeting is being held remotely due to the current COVID-19 outbreak.

Members of the public are welcome to join in the conference call, and joining details can be obtained from the Clerk using the above contact details.

The Meeting will open for discussion period between members of the Public and the Council, this period is limited to a maximum of fifteen minutes.

A G E N D A

1. **PUBLIC DISCUSSION**

2. Chairman's announcements and apologies for absence.
3. Cornwall Councillor Report
4. To consider and approve the Minutes of the previous Parish Council Meetings (June).
5. Matters Arising
 - (6310)** St Kew Church Wall Repair
 - (6306)** PA20/03707 – Orchard Barn Hale – update on request for gate
 - (6309)** Lack of post office provision at St Kew Highway

6. Correspondence

a)

Any other important items of correspondence which the Chairman considers appropriate.

7. **Planning Applications**

PA20/04031– S Dally, Land NW Of Lower Amble Farm, Gutt Road, Chapel Amble, Wadebridge (Case Officer: Megan Arnold)
Construction of Dirty Water / FYM / Slurry Store

PA20/03811– Mr P Kent, Land West Of Middle Amble, Chapel Amble, Wadebridge (Case Officer: Aimee Williams)

Re-location of bird hide constructed under planning permission PA14/09275. The hide has been dismantled in preparation to be re-built at a position approximately 110 M from original Location.

PA20/04070– Ms Sophie Bennett-Hayes, The Annexe, Penmarie, Pendoggett Road, St Kew, PL30 3HH (Case Officer: Jonathan Stoneman)

Existing double garage to be converted into 2 bedrooms and 1 new bathroom, internal layout and staircase alterations, entrance porch enlarged with a new door, changes to fenestration and addition of 1st floor balcony and ground floor terrace to the rear

PA20/05033 (Conversion) PA20/05034(Listed Building Consent) – Mr A Martin, Rooke Farm, Chapel Amble, Wadebridge, PL27 6ES (Case Officer: Jonathan Stoneman)

Conversion/Listed Building Consent for the Conversion of Grade II Listed Piggery at Rooke Farm to a professional kitchen/ bakery. Works to include re-roofing, including raising of wall head height, new windows/ doors to existing openings plus one additional new entrance door opening and installation of new concrete floor slab.

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8. **Planning Decisions**
None

- 9. Schedule of Monthly Accounts June 2020
- 10. Policy Updates (Code of Conduct, Standing Orders & Financial Regs)
- 11. Parish Councillor reports and any other matters
- 12. Items for Pieces of Eight
- 13. Register of gifts and hospitality for Councillors and staff.

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Minutes of the Meeting of St Kew Parish Council Meeting held on Tuesday 9th June 2020 at 7.00 pm via conference call due to Covid 19 pandemic

Present: Chairman Cllr A Godden, J Rowe, R Godden, A Prophet, A McMahon, Cllr B Finnemore, CC R Moorcroft

Apologies: Cllr P Bishop, T Mott, J Lethbridge, CC S Knightley

0 member of the public was present.

6300. Public Discussion

None

6301. Chairman's Announcements and apologies for absence – Apologies listed above.

6302. Cornwall Councillor and Police Reports

Cllr R Moorcroft advised virtual meetings are now taking place within Cornwall Council and both Cllr Moorcroft and Cllr Knightley are heavily involved in the local volunteering effort. Seagull proof bags are now available if you ring 01208 812392 to order and pay for them.

6303. Council Meeting Minutes – To confirm and sign the Minutes of the Parish Council Meeting on 12th May 2020

It was proposed by Cllr R Godden seconded by Cllr A McMahon it was **AGREED** that the Minutes of the meetings on 12th May be a true and accurate record. All present at the meeting. 6 in favour with 1 abstention.

6304. Matters Arising

None

6305. Correspondence

A letter from Mr & Mrs Wellington regarding PA20/03707 had been received and was taken into consideration and passed to the planning portal for registering

A letter from the Girl Guides was received requesting funding assistance over a number of parish areas and it was agreed to pass the letter to Cllr Knightley and Cllr Moorcroft for consideration.

6306. Planning Applications

PA20/03707– Mr J Whitten, Orchard Barn, Hale School Lane, St Kew, Cornwall PL30 3HE

(Case Officer: Megan Arnold)

New vehicle access to serve five residential properties at Hale to the class C road C0203, School Lane.

Cllr J Rowe declared an interest and did not participate in the discussion.

Cllr A McMahon and Cllr A Mott viewed the proposal and were mindful that another option to having a cattle grid, such as a gate to protect the access should animals be passing, would be preferable.

PROPOSED: by Cllr A McMahon and seconded by Cllr R Godden that the Council **APPROVE** the application on the proviso that a gate be installed as well as the cattle grid. 6 in favour with 1 abstention.

**PA20/03837– Mr R Harris, Land North Of Pendethys Trelill Bodmin Cornwall
PL30 3HT**

(Case Officer: Mark Evans)

Outline application for two dwellings on infill plot

Cllr J Rowe and Cllr P Bishop visited the site and it was **PROPOSED:** by Cllr J Rowe and seconded by Cllr A McMahon that the Council **REFUSE** the application for the following reasons: The application is for development on a green field site, which is outside of the curtilage of the village and is to be built on top of an old railway tunnel, which raised concerns regarding stability for the proposed 2 houses. 6 in favour with 1 abstention.

6307. Planning Decisions

PA20/02214– Mr A Holmes, Bulls Court Hendra Lane St Kew Bodmin PL30 3EQ
Change of use from a holiday unit to permanent residential use

APPROVED

6308. Fencing of common land at Tregellist

Cllr R Godden advised that since the notice in the parish magazine, the parking situation appears to have improved.

PROPOSED: by Cllr R Godden and seconded by Cllr J Rowe that this matter is held for the time being and reviewed as necessary. All in favour.

6309. Lack of Post Office Provision

Cllr A McMahon noted that there was a lack of post office provision at St Kew Highway, and although the mobile service is very well used.

PROPOSED: by Cllr A McMahon and seconded by Cllr J Rowe that Cllr McMahon would contact the Service Station to look into the possibility of looking favourably on a permanent post office provision. All in favour.

6310. St James Church Wall repair

Cllr R Godden confirmed that listed planning permission was required to carry out repairs to the wall at St James Church. CCllr Knightley kindly offered to assist with the planning application as a contribution in kind.

PROPOSED: by Cllr R Godden and seconded by Cllr J Rowe that CCllr Knightley's kind offer of assistance be accepted and planning permission be obtained. All in favour

6311. Port Isaac Practice Service Delivery

Cllr T Mott provided an email in his absence regarding the new provision of an online consultation service and was mindful that this may discriminate against parishioners who did not have access to online facilities.

PROPOSED: by Cllr B Finnemore and seconded by Cllr A Prophet that the Practice is contacted to promote both the online and the telephone appointment service in the parish magazine. All in favour

6312. Schedule of Monthly Accounts

PROPOSED: by Cllr J Rowe and seconded by Cllr A Prophet that the May monthly accounts be approved en bloc. All in favour.

6313. Parish Councillor Reports and any other matters

Cllr A McMahon advised that the owners of Foxglove Cottage in Trequite is currently having work carried out.

ACTION: Clerk to contact Planning Enforcement to advise them of this work.

Cllr J Rowe confirmed that she has painted all the benches in the parish and is now starting on the notice boards. Dog fouling in the parish is on the rise again and it was agreed that this should be mentioned in the parish magazine.

Cllr R Godden requested all Cllrs to provide photographs for ID cards.

Cllr A Godden advised that the parish council website has been updated as necessary.

6314. Items for Pieces of Eight

Availability of Seagull proof bags for safe containment of refuse.

Reminder for residents and visitors to pick up any dog mess when walking their dogs.

Promotion of Port Isaac Practice online and phone consultation service.

6315. Register of gifts and hospitality for Councillors and Staff

None to report.

There being no further business, the meeting closed at 19.40.

**St KEW PARISH COUNCIL
PAYMENT SCHEDULE FOR**

June 2020

Payments to be agreed

Date	Payment	Cheque No.	Amount
30/06/2020	Mrs S Tiplady salary	1368	160.80
30/06/2020	Revenue & customs	1369	40.20
30/06/2020	Asalgarrd Renshaw auditor	1410	162.00
		Total	363.00

Code of Conduct for Members

General principles of public life

The Localism Act 2011 requires the Council to adopt a Code of Conduct for Members that is consistent with the following principles of public life.

Whilst these overriding principles are not formally part of the Code of Conduct they underpin the purpose and provisions of the Code of Conduct and are principles in accordance with which Members should conduct themselves.

Selflessness – members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and integrity – members should not place themselves in situations where their honesty and integrity may be questioned. The public nature of a member's role means the distinction between acting in your official capacity and your private life may become blurred and a Member's honesty and integrity may therefore be questioned.

As a result, a Member must ensure that, as far as possible, there is clear separation between what they do in their private life and in their capacity as a Member. This is especially the case when a Member's activity in their private life relates to the functions of the Council and/or their corporate responsibilities as a Member such that a reasonable member of the public may perceive that the conduct comes within the scope of this Code of Conduct.

Objectivity – members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability – members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness – members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Leadership – members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Cornwall Council also expects its Members to observe the following principles:

Personal judgement – members may take account of the views of others, including their political groups, but should reach their own

conclusions on the issues before them and act in accordance with those conclusions.

Respect for others – members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

Duty to uphold the law – members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship – members should do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.

Introduction and Interpretation

1. This Code of Conduct, as a locally developed Code for Cornwall Council, has been adopted by Cornwall Council to support its duty to promote and maintain high standards of conduct by Members of the Council as required by the Localism Act 2011. The Standards Committee assumes ownership of the Code on behalf of the Council and also monitors the operation of the Code in conjunction with the Monitoring Officer.

2. In this Code:

"disclosable pecuniary interest" means an interest described in Part 5A of this Code and which is an interest of a Member or an interest of (i) that Member's spouse or civil partner; (ii) a person with whom that Member is living as husband or wife; or (iii) a person with whom that Member is living as if they were civil partners, and that Member is aware that that other person has the interest

"dispensation" means a dispensation granted by the Standards Committee of the Council or other appropriate person or body which relieves a Member from one or more of the restrictions set out in sub-paragraphs 3(5)(i), 3(5)(ii) and 3(5)(iii) of Part 3 of this Code to the extent specified in the dispensation

"interest" means any disclosable pecuniary interest or any disclosable non-registerable interest where the context permits

"meeting" means any meeting of the Council, the Cabinet and any of the Council's or the Cabinet's committees, sub-committees, joint committees, joint sub-committees, area committees or working groups

"Member" includes an elected member and a co-opted member

"non-registerable interest" means an interest as defined in Part 5B of this Code

"register" means the register of disclosable pecuniary interests maintained by the Monitoring Officer of the Council

"sensitive interest" means an interest that a Member has (whether or not a disclosable pecuniary interest) in relation to which the Member and the Monitoring Officer consider that disclosure of the details of that interest could lead to the Member, or a person connected with the Member, being subject to violence or intimidation

"trade union" means a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992

3. This Code is arranged as follows:
- | | |
|---------|-------------------------------------|
| Part 1 | Application of the Code of Conduct |
| Part 2 | General obligations |
| Part 3 | Registering and declaring interests |
| Part 4 | Sensitive interests |
| Part 5A | Pecuniary interests |
| Part 5B | Non-registerable interests |

Part 1 – Application of the Code of Conduct

- 1.1 This Code applies to you as a Member of the Council.
- 1.2. This Code should be read together with the preceding general principles of public life.
- 1.3. It is your responsibility to comply with the provisions of this Code.
- 1.4 Subject to paragraphs 1.5 and 1.6 of this Code you must comply with this Code whenever you:
- (a) conduct the business of the Council, which in this Code includes the business of the office to which you have been elected or appointed; or
 - (b) act, hold yourself out as acting or conduct yourself in such a way that a third party could reasonably conclude that you are acting as a representative of the Council
- and references to your official capacity are construed accordingly.
- 1.5 Where you act as a representative of the Council:
- (a) on another authority which has a Code of Conduct, you must, when acting for that other authority, comply with that other authority's Code of Conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with this Code of Conduct, except and insofar as it conflicts with any lawful obligations to which that other body may be subject.
- 1.6 Where you are also a member of an authority other than the Council you must make sure that you comply with the relevant Code of Conduct depending on which role you are acting in. Your conduct may be subject to more than one Code of Conduct depending on the circumstances. Advice can be sought from the Monitoring Officer or one of his team.

Part 2 – General obligations

- 2.1 You must treat others with respect.
- 2.2 You must not treat others in a way that amounts to or which may reasonably be construed as unlawfully discriminating against them.
- 2.3 You must not bully any person.

- 2.4 You must not intimidate or attempt to intimidate others.
- 2.5 You must not conduct yourself in a manner which is contrary to the Council's duty to promote and maintain high standards of conduct by Members.
- 2.6 You must not accept any gifts or hospitality that could be seen by the public as likely to influence your judgement in relation to any matter that you deal with in your official capacity. There is no requirement to register or declare any gifts or hospitality which have been offered or received.
- 2.7 You must not do anything which compromises or is likely to compromise the impartiality of those who work for or on behalf of the Council.
- 2.8 You must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where –
- (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees in writing not to disclose the information to any other person before the information is provided to them; or
 - (iv) the disclosure is –
 - (a) reasonable and in the public interest; and
 - (b) made in good faith; and
 - (c) in compliance with the reasonable requirements of the authority, which requirements must be demonstrable be reference to an adopted policy, procedure or similar document of the Council or evidenced by advice provided by the Monitoring Officer or his nominee.
- 2.9 You must not prevent or attempt to prevent another person from gaining access to information to which that person is entitled by law.
- 2.10 You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute.
- 2.11 You must not use or attempt to use your position as a member of the Council improperly to confer on or to secure for yourself or any other person an advantage or disadvantage.
- 2.12 You must when using or authorising the use by others of the resources of the Council:
- (i) act in accordance with the reasonable requirements of the Council;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

- (iii) have regard to any statutory or other requirements relating to local authority publicity.
- 2.13 When reaching decisions on any matter you must have regard to any relevant advice provided to you by the Council's Chief Financial Officer and Monitoring Officer.
- 2.14 You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.
- 2.15 You must not participate in any meeting of an Overview and Scrutiny Committee that is scrutinising or otherwise considering the business of the Cabinet or another of the Council's decision making persons or bodies in relation to which you have been involved in making the decision, save as may be required to make representations, answer questions or give evidence relating to that business to the meeting and subject to the reasonable requirements of the person Chairing that meeting.

Part 3 – Registering and declaring interests and withdrawal from meetings

- 3.1 The provisions of this Part of this Code are subject to the provisions of Part 4 of this Code relating to sensitive interests.
- 3.2 Within 28 days of becoming a Member you must notify the Council's Monitoring Officer of any disclosable pecuniary interest that you have and your membership of any trade union(s) at the time of giving the notification.
- 3.3 Where you become a Member as a result of re-election or your co-option being renewed you need only comply with paragraph 3.2 of this Code to the extent that your disclosable pecuniary interests and your trade union membership(s) are not already entered on the register at the time the notification is given.
- 3.4 You are not required to notify non-registerable interests to the Monitoring Officer for inclusion in the register.
- 3.5 If you are present at a meeting and you are aware that you have a non-registerable interest, a disclosable pecuniary interest or an interest by virtue of any trade union membership in any matter being considered or to be considered at the meeting you must disclose that interest to the meeting if that interest is not already entered in the register and, unless you have the benefit of a current and relevant dispensation in relation to that matter, you must:
 - (i) not participate, or participate further, in any discussions of the matter at the meeting;
 - (ii) not participate in any vote, or further vote, taken on the matter at the meeting; and

- (iii) remove yourself from the room in which the meeting is taking place in while any discussion or vote takes place on the matter, to the extent that you are required to absent yourself in accordance with the Council's standing orders or other relevant procedural rules.
- 3.5A Where a Member has a non-registerable interest in a matter to which paragraph 3.5 relates that does not benefit from a valid dispensation and that interest arises only from the Member's participation in or membership of a body whose objects or purposes are charitable, philanthropic or otherwise for the benefit of the community or a section of the community the Member may with the permission of the Chairman of the meeting or until such time as the Chairman directs the Member to stop address the meeting to provide such information as they reasonably consider might inform the debate and decision to be made before complying with paragraphs 3.5(i), (ii) and (iii).
- 3.6 If a disclosable pecuniary interest or any membership of a trade union to which paragraph 3.5 relates is not entered in the register and has not already been notified to the Monitoring Officer at the time of the disclosure you must notify the Monitoring Officer of that interest within 28 days of the disclosure being made at the meeting.
- 3.7 Where you are able to discharge a function of the Council acting alone and you are aware that you have a non-registerable interest, a disclosable pecuniary interest or an interest by virtue of any trade union membership in a matter being dealt with, or to be dealt with, by you in the course of discharging that function you must:
 - (i) not take any steps, or any further steps, in relation to the matter (except for the purpose of enabling the matter to be dealt with otherwise than by you); and
 - (ii) if the interest is a disclosable pecuniary interest or membership of a trade union, notify the Monitoring Officer of that interest within 28 days of becoming aware of the interest if the interest is not entered in the register and has not already been notified to the Monitoring Officer.
- 3.8 Within 28 days of becoming aware of any new disclosable pecuniary interest or trade union membership, or change to any disclosable pecuniary interest or trade union membership, already registered or notified to the Monitoring Officer, you must notify that new interest or the change in the interest to the Monitoring Officer.
- 3.9 All notifications of disclosable pecuniary interests and trade union membership to the Monitoring Officer, excepting those made verbally at meetings, must be made in writing.

Part 4 – Sensitive interests

- 4.1 Members must notify the Monitoring Officer of the details of sensitive interests but the details of such interests will not be included in any published version of the register.
- 4.2 The requirement in paragraph 3(5) of Part 3 of this Code to disclose interests to meetings shall in relation to sensitive interests be limited to declaring the existence of an interest and the detail of the interest need not be declared.

Part 5A – Disclosable Pecuniary Interests

In this Part of the Code the expressions in the middle column have the meanings attributed to them in the right hand column

(a)(i)	"body in which the relevant person has a beneficial interest"	means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director or in the securities of which the relevant person has a beneficial interest
(a)(ii)	"director"	includes a member of the committee of management of an industrial and provident society
(a)(iii)	"land"	includes an easement, servitude, interest, or right over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income
(a)(iv)	"relevant authority"	means the authority of which you are a member
(a)(v)	"relevant person"	means you, your spouse or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living with as if you are civil partners
(a)(vi)	"securities"	means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society

The following table sets out the disclosable pecuniary interests that have been prescribed by the Secretary of State for the purposes of the Code of Conduct and the Localism Act, 2011

Interest	Description
(b)(i) Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
(b)(ii) Sponsorship	Any payment or provision of any other financial benefit (other than from the

		relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out your duties as a member, or towards the election expenses of you. This includes any payment or financial benefit from a trade union (as defined above)
(b)(iii)	Contracts	Any contract which is made between the relevant person (or a body which in which the relevant person has a beneficial interest) and the relevant authority under which goods and services are to be provided or works are to be executed and which has not been fully discharged
(b)(iv)	Land	Any beneficial interest in land which is within the area of the relevant authority
(b)(v)	Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer
(b)(vi)	Corporate tenancies	Any tenancy where, to your knowledge the landlord is the relevant authority and the tenant is a body in which the relevant person has a beneficial interest
(b)(vii)	Securities	Any beneficial interest in securities of any body where that body, to your knowledge, has a place of business or land in the area of the relevant authority and either the total nominal value of the securities exceeds £25,000 or one hundredth of the total of the issued share capital of that body or if the share capital of that body is of more than one class the total nominal value of the shares in any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class

Part 5B – Non-registerable interests

You have a non-registerable interest where a decision in relation to a matter being determined or to be determined:

- (i) might reasonably be regarded as affecting the financial position or well being of you; a member of your family or any person with whom you have a close association; or any body or group which you are a member of more than it might affect the majority of council tax payers, rate payers or inhabitants in your electoral division or area; and
- (ii) the interest is such that a reasonable person with knowledge of all the relevant facts would consider your interest so significant that it

is likely to prejudice your judgement of the public interest

save that business relating to the following functions will not give rise to non-registerable interests:

- (iii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
- (iv) statutory sick pay under, where you are in receipt of, or are entitled to the receipt of, such pay;
- (v) an allowance, payment or indemnity given to members;
- (vi) any ceremonial honour given to members;
- (vii) setting of the council tax; and
- (viii) the administration of the Cornwall Council Pension Scheme and related matters discharged by the Pensions Committee or such other formal body as may discharge those functions.

and for the avoidance of doubt the above exceptions to the definition of non-registerable interests do not negate the requirements arising from having a disclosable pecuniary interest.

St Kew Parish Council

FINANCIAL REGULATIONS

1. General

- 1.1 These financial regulations shall govern the conduct of the financial transactions of the council and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Financial Officer (RFO) and/or clerk shall be responsible for the proper administration of the Council's financial affairs.
- 1.3 The RFO and/or Clerk shall be responsible for the production of financial management information.
- 1.4 Reviewed July 2019 to include new Audit regulations.

2. Accounting and Audit

- 2.1 All accounting procedures and financial records of the council shall be determined by the RFO and clerk as required by the Accounts and Audit Regulations. Amended 2015 Account regulations for smaller authorities.
- 2.2 The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall submit them to the Council. The RFO should also claim exemption from a full Audit if applicable.
- 2.3 The following principles shall be observed, where practicable, in connection with accounting duties.
 - a) The duty of providing information, calculating, checking and recording sums due to, or from, the Council, should be separated as completely as possible from the duty of collecting or dispersing them where possible.
- 2.4 The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the council's accounting, financial and other operations in accordance with regulation 5 of the Accounts and Audit Regulations 2003/2015.

3. Payment of Accounts

- 3.1 All payments shall be effected by cheque, drawn on the Council's bankers.
- 3.2 All invoices for payment shall be examined, verified and certified by the RFO and/or clerk. Before certifying an invoice, the RFO and/or clerk shall satisfy himself/herself that the work, goods or services, to which the invoice relates, have been received, carried out, examined and approved.

- 3.3 Duly certified invoices shall be presented to the Council who shall examine them in relation to arithmetical accuracy and authorise for payment. The RFO and/or clerk shall take all possible steps to settle all invoices submitted, and which are in order, within 30 days of their receipt or as agreed with the supplier in accordance with the Late Payment of Commercial Debts (Interest) Act 1998. In order that a Schedule of Monthly Accounts can be drawn up, this will normally be within the calendar month following the month of invoice.
- 3.4 All duly certified invoices will then be entered on the schedule referred to in 4.1 below.

4. Banking Arrangements and Cheques

- 4.1 A schedule of the payment of accounts, shall be prepared by the clerk and together with the relevant invoices etc presented to the Council. If the schedule is in order it shall be authorised by a resolution of the Council and cheques signed by two Councillors.
- 4.2 Transfer of money between bank accounts within the same bank, to maximise interest, can only be authorised by the Clerk or RFO.

5. Payment of Salaries and Wages

- 5.1 The payment of all salaries and wages shall be made by the RFO and/or clerk from the bank account in accordance with the payroll records.

6. Loans and Investments

- 6.1 All loans and investments shall be negotiated by the Clerk with the assistance of the RFO, in the name of the Council, and shall be for a set period of time in accordance with Council policy. Changes to loans and investments should be reported to the Council at the earliest opportunity.
- 6.2 All investments of money under the control of the council shall be in the name of the Council. (see item 4.2 above).
- 6.3 All borrowings shall be effected in the name of the Council.
- 6.4 All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk.

7. Income

- 7.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO and/or clerk.
- 7.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the clerk who shall be ultimately responsible for the collection of all accounts due to the Council.
- 7.3 The Council will review all fees and charges annually, following a report from the Clerk.

- 7.4 All sums received on behalf of the Council, shall be paid to the RFO and/or clerk for banking. In all cases all receipts shall be deposited with the council's bankers with such frequency as the Council considers necessary.
- 7.5 A reference to the related debt, or otherwise, indicating the origin of each cheque, shall be entered on the paying-in slip.
- 7.6 Personal cheques shall not be cashed out of money held on behalf of the Council.

8. Contracts

- 8.1 Procedures as to the contracts are laid down in the council's standing orders as follows:
- a) Every contract whether made by the Council or by a committee to which the power of making contracts has been delegated shall comply with these Standing Orders, and no exception from any of the following provisions of these Standing Orders shall be made otherwise than by direction of the Council.
 - b) When applications are made to waive Standing Orders relating to contracts to enable a tender to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
 - c) Every exception made by a committee to which the power of making contracts has been delegated shall be reported to the council and the report shall specify why the exception shall be justified.
 - d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk/Chairman and the last date by which such tenders should reach the Clerk/Chairman in the ordinary course of post. Each tendering firm shall be supplied with a specially marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All tenders when received shall be endorsed with date and time of receipt. No fax or e-mail will be accepted.
 - e) All sealed tenders shall be opened at the same time on the prescribed date by the Chairman at a full Council Meeting.
 - f) In the case of tenders for cutting of footpaths, the tendering firms should return the tenders to the footpath co-ordinator
 - g) The Council shall not be obliged to accept the lowest or any tender.
 - h) Late Tendering – Any tenders received after the specified time shall be returned promptly to the tenderer by the Clerk with a suitable covering letter. The tender may be opened to ascertain the name of the tenderer but no details of the tender shall be disclosed.

- i) Errors and Discrepancies in Tenders – Where examination of tenders reveals errors or discrepancies which would affect the tender figure in an otherwise successful tender, the tenderer is to be given details of such errors and discrepancies and afforded an opportunity of confirming or withdrawing his offer. If the tenderer withdraws, the next tenderer in competitive order is to be examined and dealt with in the same way. Any exception to this procedure may be authorised only by the Council

9. Payment Under Contracts for approved Works

- 9.1 Where contracts provide for payment by instalments the clerk shall maintain a record of all such payments. In any case when it is estimated that the total cost of work carried out under a contract, excluding fluctuation clauses, will exceed the contract sum by 5% or more a report shall be submitted.
- 9.2 Any variation to a contract or addition to or omission from a contract must be approved by the Council in writing, where the final cost is likely to exceed the financial provision.

10. Insurance

- 10.1 The Clerk in consultation with the Council shall effect all insurances and negotiate all claims on the Council's insurers. Such insurance shall be subject to competitive quotations every 5 years in line with the special discount negotiated for long term agreements.
- 10.2 The Clerk shall take prompt action to ensure all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 10.3 The Clerk shall keep a record of all insurances effected by the Council and the property and risks covered thereby and review the scope and extent of the cover annually at renewal time.
- 10.4 The Clerk shall be notified of any loss, liability or damage or of any event likely to lead to a claim.
- 10.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance.
- 10.6 Group Personal Accident cover shall be for Councillors.

11. Revision of Financial Regulations

- 11.1 It shall be the duty of the clerk and RFO to review the Financial Regulations of the Council at the Annual Meeting.

St Kew Parish Council

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St Kew Parish Council

STANDING ORDERS

1. Meetings

- a) Meetings of the Council shall be held in each year on the 2nd Tuesday of the month at 7.00 p.m. in St Kew Parish Hall and on other occasions as the Council may direct.
- b) Smoking is not permitted at any meeting of the Council.
- c) The summons of a meeting by an agenda must give five working days notice.

2. The Statutory Annual Meeting

- a) **In an election year the Annual Parish Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office and**
 - b) **In a year which is not an election year the Annual Parish Council Meeting shall be held on such a day in May as the Council may direct.**
- 3. (England Only) In addition to the Statutory Annual Parish Council Meeting at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.**

4. Chairman of the Meeting

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

5. Proper Officer

Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, he shall be the clerk or nominated officer:

- a) To receive declarations of acceptance of office.
- b) To receive and record notices disclosing interest at meetings.
- c) To receive and retain plans and documents.
- d) To sign notices or other documents on behalf of the Council
- e) To receive copies of byelaws made by another local authority.
- f) To certify copies of byelaws made by the Council.
- g) To sign and issue the summons to attend meetings of the Council.
- h) To keep proper records for all Council meetings

6. Quorum of the Council

Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.

7. If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.
8. For a quorum relating to a committee or sub-committee please refer to standing order 48.

9. Voting

Members shall vote by show of hands or, if at least two members so request, by signed ballot.

- 10. If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.**
- 11. (1) Subject to (2) and (3) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.**
(2) If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office he may not give an original vote in an election for Chairman.
(3) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

1. Order of Business

At each Annual Parish Council Meeting the first business shall be:

- a) To elect a Chairman of the Council**
- b) To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
- c) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of sufficient nominations.**
- d) To decide when any declarations of acceptance of office and written undertakings to observe the code of conduct adopted by the council which have not been received as provided by law, shall be received.**

- e) To elect a Vice-Chairman of the Council.
- f) To appoint representatives to outside bodies.
- g) To appoint committees and sub-committees
- h) To consider the payment of any subscriptions falling to be paid annually
- i) To inspect any deeds and trust investments in the custody of the Council as required

and shall thereafter follow the order set out in the Standing Order 15

13. At every meeting other than the Annual Parish Council Meeting the first business shall be to appoint a Chairman if the Chairman and the Vice-Chairman be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.

- 14. In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 38 must be read in conjunction with this requirement.
- 15. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:
 - a) To read and consider the Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - b) After consideration to approve the signature of the Minutes by the person presiding as a correct record.
 - c) To deal with business expressly required by statute to be done
 - d) To dispose of business, if any, remaining from the last meeting.
 - e) To receive such communications as the person presiding may wish to lay before the Council
 - f) To answer questions from Councillors.
 - g) To receive and consider reports and minutes of committees.
 - h) To receive and consider resolutions or recommendations in the order in which they have been notified.
 - i) To authorise the sealing of documents.
 - j) If necessary, to authorise the signing of orders for payment.

16 Urgent Business

A motion to vary the order of business on the ground of urgency:

- a) May be proposed by the Chairman or by any member and if proposed by the Chairman, may be put to the vote without being seconded and
- b) Shall be put to the vote without discussion.

17. Resolutions Moved On Notice

Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least (7) seven clear days before the next meeting of the Council.

- 18 The Clerk shall date every notice of resolution or recommendation when received by him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
- 19 The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order which they have been received unless the member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
- 20 If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- 21 If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- 22 Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties which affects its area.

23. Resolutions Moved Without Notice

Resolutions dealing with the following matters may be moved without notice:

- a) To appoint a Chairman of the meeting.
- b) To correct the Minutes.
- c) To approve the Minutes.
- d) To alter the order of business.
- e) To proceed to the next business.
- f) To close or adjourn the debate.

- g) To refer a matter to a committee.
- h) To appoint a committee or any members thereof.
- i) To adopt a report.
- j) To authorise the sealing of documents.
- k) To amend a motion.
- l) To give leave to withdraw a resolution or amendment.
- m) To extend the time limit for speeches.
- n) To exclude the press and public. (see Order 68 below)
- o) To silence or eject from the meeting a member named for misconduct.
(see Order 33 below)
- p) To give the consent of the Council where such consent is required by these Standing Orders.
- r) To adjourn the meeting.

24. Questions

A member may ask the Chairman of the Council or the Clerk any question concerning the business of the Council, provided (7) seven clear days notice of the question has been given to the person to whom it is addressed.

- 25. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions
- 26. Every question shall be put and answered without discussion.
- 27. A person to whom a question has been put may decline to answer.

28. Rules of Debate

No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.

- 29. a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.
- b) A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
- c) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
- d) An amendment shall be either:
 - i) To leave out words.

- ii) To leave out words and insert others.
 - iii) To insert or add words.
 - e) An amendment shall not have to effect of negating the resolution before the Council
 - f) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
 - g) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
 - h) The mover of a resolution or of an amendment shall have a right of reply.
 - i) A member, other than the mover of a resolution, shall not, without leave of the Council speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
 - j) A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.
 - k) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
 - l) When a resolution is under debate no other resolution shall be moved except the following:
 - i . To amend the resolution.
 - i i. To proceed to the next business.
 - i ii. To adjourn the debate.
 - i v. That the question be now put.
 - v . That a member named be not further heard.
 - v i. That a member named do leave the meeting.
 - v ii. That the resolution be referred to a committee.
 - v iii. To exclude the public and press.
 - i x. To adjourn the meeting.
30. A member shall remain seated when speaking unless requested to stand by the Chairman.

31. a) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- b) Members shall address the Chairman. If two or members wish to speak, the Chairman shall decide who to call upon.
- c) Whenever the Chairman speaks during a debate all other members shall be silent.

32. Closure.

At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such motion is seconded, the Chairman shall put the motion but, in the case of a motion "that the question be now put", only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion "that the question be now put" is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

33. Disorderly Conduct.

- a) All members must observe the Code of Conduct which was adopted by the Council on 12th March 2002 a copy of which is annexed to these Standing Orders.**
- b) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, **or behave irregularly, improperly or in such a manner as to bring the Council into disrepute.**
- c) If, in the opinion of the Chairman, a member has acted in a manner contrary to that required, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be forthwith and without discussion. **If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Standards Board (England) or the Local Commissioner (Wales).**
- d) If the motion mentioned in paragraph (c) is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

34. Right of Reply.

The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

35 Alteration of Resolution

A member may, with the consent of his seconder, move amendments to his own resolution.

36 Rescission of Previous Resolution

- a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least four (4) members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
- b) When a special resolution or any other resolution moved under provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

37 Voting On Appointments

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

38. Discussions and Resolutions Affecting Employees of the Council.

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order No.69.)

39 Resolutions on Expenditure

Any resolution and which, if carried, would, in the opinion of the Chairman substantially increase the expenditure upon any service which is under the management of the council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any other committee affected by it shall consider whether it desires to report thereon.

40 Expenditure

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

41. Sealing of Documents

- a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution. b) [Any two members of the Council named in a resolution moved under the provisions of paragraph (a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal.]

42. Committees and Sub Committees

The Council may at its Annual Parish Council Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:

- a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting
- b) May appoint persons other than members of the Council to any Committee; and
- c) May subject to the provisions of Order 36 above at any time dissolve or alter the membership of committee.

43. The Chairman and Vice-Chairman as ex-officio shall be voting members of the committee.

44. Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the council, and shall settle its programme of meetings for the year.

45. Special Meeting

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

46. Sub-Committees

Every committee may appoint sub-committees for purposes to be specified by the committee.

47. The Chairman and Vice Chairman of the committee shall be members of every subcommittee appointed by it unless they signify that they do not wish to serve.

48. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or subcommittee shall be one half of its members.

49. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

50. Advisory Committees

1. The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate numbers shall be specified.
2. The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
3. An advisory committee may make recommendations and give notice thereof to the Council.
4. An advisory committee may consist wholly of persons who are not members of the Council.

51. Voting in Committees

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

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

53. Presence of Non-Members of Committees at Committee Meetings

A member who has proposed a resolution which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

54. Accounts and Financial Statement

Except as provided in paragraph (2) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.

55. The Responsible Financial Officer shall supply to each member as soon as practicable after March 31 in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to the Council for formal approval before the end of the following month of September.

56. Estimates/Precepts

- 1) The council shall approve written estimates for the coming financial year at its meeting before the end of the month of November.

57. Interests (ENGLAND)

If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 12th March, 2003 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

58. If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates.

59. Interests (WALES)

If a member has a personal interest as defined by the Code of Conduct adopted by the Council on () then that interest must be declared and a decision must be made by the member whether to stay or withdraw.

60. The Clerk may be required to compile and hold a Register of Members' Interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

61. If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed this Standing Order shall apply.

62. The Clerk shall make known the purpose of this Standing Order to every candidate.

63. Canvassing of And Recommendations By Members

1. Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purpose of this sub- paragraph of this Standing Order to every candidate.

2. A member if the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

64. Standing Order Nos. 61 & 63 shall apply to tenders as if the person making the tender were a candidate for an appointment.

65. Inspection of Documents

A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

66. All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

67. Unauthorised Activities

No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council :

- a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- b) Issue orders, instructions or directions unless authorised to do so by the Council or the relevant committee or sub-committee

68. Admission of the Public and Press to Meetings

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

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

69. The Council committee or sub-committee shall state the special reason for exclusion.
70. At all meetings of the Council, the Chairman may at their discretion and at a convenient time in the transaction of business, adjourn the meeting so as to follow any members of the public to address the meeting in relation to the business to be transacted at that meeting.
71. The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.
72. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

73. Confidential Business

- 1) No member of the Council or any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- 2) Any member in breach of the provisions of paragraph (1) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

74. Liaison with County and District Councillors

A summons and agenda for each meeting shall be sent, together with an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.

75. Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County or District Councillor shall be transmitted to the County Councillor for the division or to the District Councillor for the ward as the case may be.

76. Planning Applications

- 1) The Clerk shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:
 - a) the date on which it was received
 - b) the name of the applicant
 - c) the place to which it relates
 - d) The Clerk shall notify the receipt of every planning application to the Chairman / Chairman of the Planning Committee or in the Chairman's absence to the Vice Chairman within 48 hours of receipt.

77. Financial Matters

The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer.

- 1) Such Regulations shall include detailed arrangements for the following: a) the accounting records and systems of internal control b) the assessment and management of risks faced by the Council c) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually d) the financial reporting requirements of members and local electors and e) procurement policies (subject to (2) below) including the setting of values for different procedures where the contract has an estimated value less than £50,000.
- 2) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of [£50,000] shall be procured on the basis of a formal tender as summarised in (3) below.
3. Any formal tender process shall comprise the following steps:
 - a) a public notice of intention to place a contract to be placed in a local newspaper;
 - b) a specification of the goods, materials, services and the execution of works shall be drawn up;
 - c) tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;

- d) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of the Council;
 - e) tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
4. The Council or a committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing orders 60 & 62 regarding improper activity.
5. The Financial Regulations of the Council shall be subject to regular review, at least once every four years.

{Council is reminded that the European Union Public Sector Procurement Rules are likely to apply to contracts with a value in excess of £140,000 and advice should be sought at this level} (Note: Some Standing Order **must** be made for contracts for the supply of goods or the execution of works)

78. Code of Conduct on Complaints

The Council shall deal with complaints of maladministration allegedly committed by the Council except for those complaints which should be properly directed to the Standards Board (England) or Commission (Wales) for consideration.

79. Variation, Revocation and Suspension of Standing Orders

Any or every part of the Standing Orders except those printed in bold type may be suspended by resolution in relation to any specific item of business.

80. A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

81. Standing Orders to be Given to Members

A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.