

BRYMPTON PARISH COUNCIL DOCUMENT 1

STANDING ORDERS

PURPOSE:

Standing orders are the written rules of a local council.

SCOPE:

Standing Orders are used to confirm the Brympton Parish Council (hereafter referred to as BPC) internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of the council, but they may refer to them. A local council must have standing orders for the procurement of contracts.

Meetings of full council, councillors, the Responsible Financial Officer, and Proper Officer are subject to statutory requirements. The council Standing Orders confirm those statutory requirements. The Standing Orders also define and control the number, place, quorum, notices and other procedures for committee and sub-committee meetings as these may be subject to fewer statutory requirements.

Standing Orders that are in **bold** type contain statutory requirements.

For convenience, the word “councillor” as used in the Standing Orders can include a non-councillor with or without voting rights unless otherwise stated.

In total, the scope of the Standing Orders includes the following topics.

- 1 Rules of debate at meetings
- 2 Disorderly conduct at meetings
- 3 Meetings generally
- 4 Remote Attendance at Meetings
- 5 Committees and sub-committees
- 6 Ordinary council meetings
- 7 Extraordinary meetings of the council and committees and sub-committees
- 8 Previous resolutions
- 9 Voting on appointments
- 10 Motions for a meeting that require written notice to be given to the Proper Officer

- 11 Motions at a meeting that do not require written notice
- 12 Handling confidential or sensitive information
- 13 Draft minutes
- 14 Code of conduct and dispensations
- 15 Code of conduct complaints
- 16 Proper Officer
- 17 Responsible Financial Officer
- 18 Accounts and accounting statements
- 19 Financial controls and procurement
- 20 Handling staff matters
- 21 Responsibilities to provide information
- 22 Responsibilities under Data Protection Regulation
- 23 Relations with the press/media
- 24 Execution and sealing of legal deeds
- 25 Communicating with District and County or Unitary councillors
- 26 Restrictions on councillor activities
- 27 Standing orders generally

The model standing orders do not include financial regulations. Financial regulations are Standing Orders to regulate and control the financial affairs and accounting procedures of the BPC. The financial regulations, as opposed to the Standing Orders of the council, include most of the requirements relevant to the Responsible Financial Officer.

1: RULES OF DEBATE AT MEETINGS

- 1.1 Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- 1.2 A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- 1.3 A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.

- 1.4 If a motion (including an amendment) has been seconded It may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- 1.5 An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- 1.6 If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- 1.7 An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- 1.8 A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- 1.9 If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- 1.10 Subject to standing order 1.11 only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- 1.11 One or more amendments may be discussed together if the chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- 1.12 A councillor may not move more than one amendment to an original or substantive motion.
- 1.13 The mover of an amendment has no right of reply at the end of debate on it.
- 1.14 Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- 1.15 Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - a. to speak on an amendment moved by another councillor.
 - b. to move or speak on another amendment if the motion has been amended since the Councillor last spoke.
 - c. to make a point of order.
 - d. to give a personal explanation; or
 - e. to exercise a right of reply.

- 1.16 During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- 1.17 A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- 1.18 When a motion is under debate, no other motion shall be moved except:
- a. to amend the motion.
 - b. to proceed to the next business.
 - c. to adjourn the debate.
 - d. to put the motion to a vote.
 - e. to ask a person to be no longer heard or to leave the meeting.
 - f. to refer a motion to a committee or sub-committee for consideration.
 - g. to exclude the public and press.
 - h. to adjourn the meeting; or
 - i. to suspend particular Standing Order(s) excepting those which reflect mandatory statutory or legal requirements.
- 1.19 Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- 1.20 Excluding motions moved under Standing Order 1.18, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2: DISORDERLY CONDUCT AT MEETINGS

- 2.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- 2.2 If person(s) disregards the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- 2.3 If a resolution made under Standing Order 2.2 is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include suspending or closing the meeting.

3: MEETINGS GENERALLY

- i) Full council meetings
- ii) Committee meetings
- iii) Sub-committee meetings

- 3.1 Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- 3.2 The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- 3.3 The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.**
- 3.4 Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- 3.5 Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.**
- 3.6 The period of time designated for public participation at a meeting in accordance with Standing Order 3.5 shall not exceed 15 minutes unless directed by the chairman of the meeting.**
- 3.7 Subject to standing order 3.6 a member of the public shall not speak for more than two minutes.**
- 3.8 In accordance with Standing Order 3.5 a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.**
- 3.9 A person shall raise his/her hand when requesting to speak.**
- 3.10 A person who speaks at a meeting shall direct his/her comments to the chairman of the meeting.**
- 3.11 Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.**
- 3.12 Subject to standing order 3.13 a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the**

report or commentary is available as the meeting takes place or later to persons not present.

See Appendix L for procedures to be followed.

- 3.13 A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- 3.14 The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- 3.15 Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his/her absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- 3.16 The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- 3.17 Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- 3.18 The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not he/she gave an original vote.**

See standing orders 6.8 and 6.9 for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- 3.19 Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- 3.20 The minutes of a meeting shall include an accurate record of the following:**
 - a. the time and place of the meeting.
 - b. the names of councillors who are present and the names of councillors who are absent.
 - c. interests that have been declared by councillors and non-councillors with voting rights.
 - d. the grant of dispensations (if any) to councillors and non-councillors with voting rights.

- e. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered.
- f. if there was a public participation session; and
- g. the resolutions made.

3.21 A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

3.22 No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

See standing order 4.4 for the quorum of a committee or sub-committee meeting.

3.23 If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

3.24 In the event of severe weather conditions, or any other emergency, the Clerk, following consultation with the Chairman of Council, may cancel any meeting of Council, a Committee, or a sub-Committee, and shall give immediate notice of such cancellation to as many members of Council as is practicable.

3.25 A meeting shall not exceed a period of three hours.

3.26 Councillors have a responsibility to attend meetings when summoned to do so. Notice to attend a Council Meeting is in law a summons as the councillor has a duty to attend. If the councillor fails to attend 6 consecutive meetings, they automatically lose their seat.

4: REMOTE ATTENDANCE AT MEETINGS

4.1 When Regulations permit, then a "place" where a meeting is held, or to be held, may include reference to more than one place including electronic, digital, or virtual locations such as internet locations, web addresses or conference call telephone numbers.

4.2 For the purposes of any such meetings, a Councillor (a "member in remote attendance") attends the meeting at any time if all of the conditions in 4.3 are satisfied.

Those conditions are that the member, in remote attendance, is able at that time:

- a. to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,

- b. to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
- c. to be so heard and, where practicable, be seen by any other members of the public attending the meeting.
- 4.3 Any reference to a member, or a member of the public, attending a meeting includes that person attending by remote access.
- 4.4 An amended version of the usual meeting Notice will accompany the meeting agenda and will be displayed on the Parish Council website. The meeting Notice will publicise any necessary remote meeting access details for use by the press and public.
- 4.5 All non-confidential meeting papers will be accessible via the Parish Council website.
- 4.6 Guidance on how to use any software necessary for remote attendance at any such meetings will be available on the Parish Council website.
- 4.7 All attendees at the meeting, other than the Chairman, are asked to keep their microphone turned off unless they are speaking, when it should be turned on.
- 4.8 A person requesting to speak may raise a hand either physically via video link, or via any specific functionality provided by the conference software in use. The Chairman will outline the procedure at the beginning of any such meetings.
- 4.9 For the purposes of voting, “a show of hands” may include the methods defined by 4.8. If a show of hands is not be clear enough, at the request of any Councillor or the Clerk, the Chairman will call the name of each attending councillor in turn and request them to state whether they support a proposal, oppose a proposal, or abstain.
- 4.10 If a member in remote attendance is required to leave the meeting, owing to a disclosable pecuniary interest, or another interest as set out in the council’s code of conduct, in a matter being considered at a meeting, that member must log out from the remote meeting for a period agreed with the Chairman, to allow discussion to continue without them. Once the agreed time has elapsed, or if notified by the Chairman via email or other remote messaging, the member should reconnect to the same meeting.
- 4.11 If the Council resolves to exclude the public from part or all of a meeting, the Chairman will make a statement to explain reasons for the public’s exclusion. On conclusion of the public business, the Chairman will thank the public for their attendance, notify Councillors that a new meeting invitation will be immediately issued by email to Councillors only, and close the remote meeting.

5: COMMITTEES AND SUB-COMMITTEES

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

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

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

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

- a. shall determine their terms of reference.
- b. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council.
- c. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings.
- d. shall, subject to Standing Orders 4.2 and 4.3 appoint and determine the terms of office of members of such a committee.
- e. may, subject to standing orders 4.2 and 4.3 appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer four days before the meeting that they are unable to attend.
- f. shall, after it has appointed the members of a Standing Committee, appoint the chairman of the Standing Committee:
- g. shall permit a committee other than a Standing Committee, to appoint its own chairman at the first meeting of the committee.
- h. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three.
- i. shall determine if the public may participate at a meeting of a committee.
- j. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee.
- k. shall determine if the public may participate at a meeting of a sub- committee that they are permitted to attend; and
- l. may dissolve a committee or a sub-committee.

6: ORDINARY COUNCIL MEETINGS

6.1 In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.

6.2 In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.

- 6.3** If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- 6.4** In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- 6.5** The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.
- 6.6** The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office, and preside at the annual meeting until his/her successor is elected at the next annual meeting of the Council.
- 6.7** The Vice-Chairman of the Council, if there is one, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- 6.8** In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he/she shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- 6.9** In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he/she shall preside at the annual meeting until a new Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- 6.10** Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
- a.** In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date.
 - b.** In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.
 - c.** Confirmation of the accuracy of the minutes of the last meeting of the Council.
 - d.** Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

- e. Appointment of members to Committee and Working Parties.
- f. Determining the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council.
- g. To appoint a number of working parties to consider various items as defined in Appendices A to N which will report back to full Council.
- h. Determining the time and place of ordinary meetings of the full council up to and including the annual general meeting of the full council.

7: EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- 7.1 The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- 7.2 If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place, and agenda for such a meeting shall be signed by the two councillors.**
- 7.3 The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- 7.4 If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within five days of having been requested to do so by three members of the committee [or the sub-committee], any three members of the committee [or the subcommittee] may convene an extraordinary meeting of the committee [or a subcommittee].

8: PREVIOUS RESOLUTIONS

- 8.1 A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four councillors to be given to the Proper Officer in accordance with Standing Order 10, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- 8.2 When a motion moved pursuant to Standing Order 8.1 has been disposed of no similar motion may be moved for a further six months.

9: VOTING ON APPOINTMENTS

- 9.1 Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck

off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

10: MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- 10.1 A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- 10.2 The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 10.1 correct obvious grammatical or typographical errors in the wording of the motion.
- 10.3 If the Proper Officer considers the wording of a motion received in accordance with Standing Order 10.1 is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least six clear days before the meeting.
- 10.4 If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- 10.5 The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- 10.6 Motions received shall be recorded and numbered in the order that they are received.
- 10.7 Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

11: MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

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

- a. to correct an inaccuracy in the draft minutes of a meeting;
- b. to move to a vote;
- c. to defer consideration of a motion;
- d. to refer a motion to a particular committee or sub-committee.
- e. to appoint a person to preside at a meeting.
- f. to change the order of business on the agenda;
- g. to proceed to the next business on the agenda.
- h. to require a written report.
- i. to appoint a committee or sub-committee and their members.
- j. to extend the time limits for speaking.
- k. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest.
- l. to not hear further from a councillor or a member of the public;
- m. to exclude a councillor or member of the public for disorderly conduct.
- n. to temporarily suspend the meeting.
- o. to suspend a particular Standing Order (unless it reflects mandatory statutory or legal requirements).
- p. to adjourn the meeting; or
- q. to close the meeting.

12: MANAGEMENT OF INFORMATION

See also standing order 21.

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

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

13: DRAFT MINUTES

- a. Full Council meetings
- b. Committee meetings
- c. Sub-committee meetings

- 13.1 If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- 13.2 There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 11.1a
- 13.3 The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution, and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 13.4 If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
- “The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- 13.5 Subject to the publication of draft minutes in accordance with Standing Order 13 and Standing Order 21.1 and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes, or recordings of the meeting for which approved minutes exist shall be destroyed.

14: CODE OF CONDUCT AND DISPENSATIONS

See also Standing Order 4.10

- 14.1 All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- 14.2 Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he had the interest.
- 14.3 Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so, required by the Council's code of

conduct. He/she may return to the meeting after it has considered the matter in which he had the interest.

- 14.4 **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 14.5 A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required, and that decision is final.
- 14.6 A dispensation request shall confirm:
- a. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates.
 - b. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote.
 - c. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - d. an explanation as to why the dispensation is sought.
- 14.6.1 Subject to Standing Orders 14.4 and 14.6, a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- 14.6.2 **A dispensation may be granted in accordance with Standing Order 14.5 if having regard to all relevant circumstances any of the following apply:**
- a. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business.**
 - b. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - c. **it is otherwise appropriate to grant a dispensation.**

15: CODE OF CONDUCT COMPLAINTS

- 15.1 Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to Standing Order 12, report this to the Council.
- 15.2 Where the notification in Standing Order 15.1 relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the

Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 15.4 below.

15.3 The Council may:

- a. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement.
- b. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

15.4 councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

16: PROPER OFFICER

16.1 The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

16.2 The Proper Officer shall:

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

serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place, and the agenda (provided the councillor has consented to service by email), and

Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

See Standing Order 3.2 for the meaning of clear days for a meeting of a full council and Standing Order 3.3 for the meaning of clear days for a meeting of a committee.

- b. subject to Standing Order 10, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it.
- c. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office.**
- d. **facilitate inspection of the minute book by local government electors.**
- e. **receive and retain copies of byelaws made by other local authorities.**
- f. hold acceptance of office forms from councillors.

- g. hold a copy of every councillor's register of interests.
- h. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures.
- i. liaise, as appropriate, with the Council's Data Protection Officer.
- j. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- k. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g., the Limitation Act 1980).
- l. arrange for legal deeds to be executed; (see also standing order 20).
- m. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations.
- n. to delegate the Clerk, after consultation with the Chairman & 2 other Councillors, to consider planning applications and respond on behalf of the Parish Council where the development control authority requires a consultation response before the next planned meeting of the Council. Any comments submitted to be reported to the following Parish Council meeting. See Appendix M – Planning Working Group. Alternatively, the Clerk may use discretion to call a Special Meeting of the Parish Council in respect of any such planning issue that may arise.
- o. manage access to information about the Council via the publication scheme.
- p. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. (*see also Standing Order 20*).
- q. Emergency Cover - Should the Clerk be unable to carry out duties due to sickness of more than five days, a locum Clerk service will be arranged by the Chairman through:
 - The Deputy Clerk (if appointed)
 - a member, other than the Chairman, may agree to act as clerk for no payment.
 - a locum arranged through the SLCC (01823 253646)
 - a locum arranged through the SALC (01458 270922)) by private arrangement with an appropriately qualified Clerk, Deputy Clerk or other member of staff serving in an Immediately adjoining parish. In such circumstances the Acting Clerk will act as the Proper Officer of the Council
 - Justin Robinson, CEO of SALC Contact details as on the SALC website 07436 115706

17: RESPONSIBLE FINANCIAL OFFICER

- 17.1 The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.
- 17.2 Emergency Cover - Should the Responsible Financial Officer be unable to carry out duties due to sickness of more than five days, a locum Clerk service will be arranged by the Chairman, as Standing Order 16.2 (h)

18: ACCOUNTS AND ACCOUNTING STATEMENTS

- 18.1 "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- 18.2 All payments by the Council shall be authorised, approved, and paid in accordance with the law, proper practices, and the Council's financial regulations.
- 18.3 The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September, and 31 December in each year a statement to summarise:
- a. the Council's receipts and payments (or income and expenditure) for each quarter.
 - b. the Council's aggregate receipts and payments (or income and expenditure) for the year to date.
 - c. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- 18.4 As soon as possible after the financial year end on 31 March, the Responsible Financial Officer shall provide:
- a. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - b. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- 18.5 The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 5 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

19: FINANCIAL CONTROLS AND PROCUREMENT

- 19.1 The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- 19.2 the keeping of accounting records and systems of internal controls; the assessment and management of financial risks faced by the Council.
- 19.3 the assessment and management of financial risks faced by the Council.
- 19.4 the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually. See also BPC Finance Document 6 – Internal Audit Plan.
- 19.5 the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
- 19.6 whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- 19.7 Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- 19.8 **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in Standing Order 18.5 is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- 19.9 Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services, or the execution of works shall include, as a minimum, the following steps:
- 19.10 a specification for the goods, materials, services, or the execution of works shall be drawn up.
- 19.11 an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date, and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process.
- 19.12 the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate.
- 19.13 tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer.
- 19.14 tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed.

- 19.15 Tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- 19.16 Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- 19.17 **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- 19.18 **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

20: HANDLING STAFF MATTERS

- 20.1 If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council, or the Staffing Committee has decided whether the press and public shall be excluded pursuant to Standing Order 1.3 It shall also consider whether other Councillors shall be excluded to ensure proper process in any Appeal.
- 20.2 Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chairman of the Staffing Committee, or, in his/her absence, the Vice-Chairman of the Staffing Committee of any absence occasioned by illness or urgency and that person shall report such absence to the Staffing Committee at its next meeting.
- 20.3 The Chairman of the Staffing Committee or in his/her absence, the Vice-Chairman shall upon a resolution conduct a review of the performance and/or appraisal of the Clerk and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by the Staffing Committee.
- 20.4 Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Chairman of the Staffing Committee or in his absence, the Vice-Chairman of the Staffing Committee in

respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee in accordance with the Council's Grievance Policy and Procedure. (See Appendix G)

- 20.5 Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by Clerk relates to the Chairman or Vice-Chairman of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee in accordance with the Council's Grievance Policy and Procedures.
- 20.6 Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters as confidential and secure.
- 20.7 The Council shall keep all written records relating to employees secure. All paper records shall be secured, and locked, and electronic records shall be password protected and encrypted.
- 20.8 Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19.6 and 19.7 above if so justified.
- 20.9 Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19.6 and 19.7 above shall be provided only to the Chairman of the Staffing Committee or the Chairman of the Council.
- 20.10 In accordance with Standing Order 12.1, persons with line management responsibilities shall have access to staff records referred to in Standing Order 19.6

21: RESPONSIBILITIES TO PROVIDE INFORMATION

See also Standing Order 22.

- 21.1 In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- 21.2 [If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

22: RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).
See also Standing Order 12.

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

23; RELATIONS WITH THE PRESS/MEDIA

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

See also Appendix H

24: EXECUTION AND SEALING OF LEGAL DEEDS

See also Standing Orders 16.2(l) and (xvii).

- 24.1 A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
 - a. Subject to the above, any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

25: COMMUNICATING UNITARY COUNCILLORS

- 25.1 An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Unitary Council ward councillor(s) representing the area of the Council.
- 25.2 Unless the Council determines otherwise, Unitary Councillors attending the parish meetings shall submit a written report or meaningful summary of county activities and information pertinent to the parish council, at least one day prior to the next full parish council meeting.

26: RESTRICTIONS ON COUNCILLOR ACTIVITIES

26.1 Unless duly authorised no councillor shall:

- a. inspect any land and/or premises which the Council has a right or duty to inspect; or
- b. issue orders, instructions, or directions.

27: STANDING ORDERS GENERALLY

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

Adopted date:		27 th July 2022
Review frequency:		Yearly
Next review date:		July 2024
Previous review date:		September 2021 + June 2023
Version No:	Revision date:	Summary of Changes:
2	28/09/2022	Reference to App. L added in para 3.12. Appendices I, J, K, L and M included in this document.
3		Appendix N included in this document

4		<p>Page 23, para 25 and sub-paras 25.1 to 25.3 updated with respect to formation of the unitary council.</p> <p>Page 11 Para 6.10 (g) correct number of Appendices referenced.</p> <p>Page 17 Para 16.2 (n) Brympton Doc.9 replaced by Appendix M</p> <p>Page 18 Para 16.2 (q) updated with latest SALC details.</p> <p>Where applicable, in the Appendices, reference has been included regarding the expiry of the BPC Zoom licence.</p> <p>Appendix G. Para 1.8, which duplicated para 1.6, deleted.</p>

END OF DOCUMENT

APPENDIX A**APPOINTMENT OF THE GOVERNANCE, POLICIES & PROCEDURES WORKING PARTY****SCOPE.**

A working party to specifically consider the following items and to report back to full Council:

- Consideration of the recommendations made by a committee.
- Review of delegation arrangements to Committees, sub-Committees, staff, and other local authorities.
- Review of the terms of reference for Committees.
- Review and adoption of appropriate standing orders and financial regulations.
- Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- Review of representation on or work with external bodies and arrangements for reporting back.
- Review of inventory of land and assets including buildings and office equipment.
- Confirmation of arrangements for insurance cover in respect of all insured risks.
- Review of the Council's and/or staff subscriptions to other bodies.
- Review of the Council's complaints procedure.
- Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018.
- Review of the Council's policy for dealing with the press/media.

1. FUNCTION & TERMS OF REFERENCE OF THE APPOINTMENT

- 1.1 Membership of the Working Party shall consist of no more than 5 members of the Council.
- 1.2 The working party would normally be appointed at the annual meeting of the Council.

- 1.3 The working party can elect how it meets e.g., face to face or via digital technologies, email, Zoom, Teams etc. (Note: The BPC licence for Zoom has expired and not been renewed following the return to face-to-face formal council meetings post COVID 19 restrictions)
- 1.4 The Working Party Chairman will be elected at the first meeting of the Working Party. It appointed to the Working Party; it is usual practice for the Chairman of the Council to take the Chair at meetings.
- 1.5 The Working Party is tasked to report back to Council on a regular basis.
- 1.6 The Clerk to the Parish Council need not be in attendance at meetings.
- 1.7 The Working Party shall continue until deemed unnecessary by the Council or until such time as the Working Party Members determine.

APPENDIX B**APPOINTMENT OF THE COMMUNICATIONS WORKING PARTY****SCOPE.**

A working party to specifically consider the following items and to report back to full Council:

- Consideration of the best methods and practices used by the BPC when communicating with its parishioners.
- Managing the website format, layout, and presentation to the user, ensuring compliance with accessibility regulations (WCAG 2.1AA).
- Compiling, editing, producing and, via the Clerk, uploading the Newlink content on the website, noting that the Clerk, as the Proper Officer, has the duty under Council policies to ensure uploaded data complies with copyright rules.
- Ensuring, in agreement with the Clerk, that the website is fully compliant with regulations with regard to its content and material which must be in the public domain.
- Ensuring that the website is up issued in line with regulatory changes, local news and parishioners' inputs
- Reviewing all BPC communication practices and procedures and suggest improvements where applicable.

1. FUNCTION & TERMS OF REFERENCE OF THE APPOINTMENT

- 1.1 Membership of the Working Party shall consist of no more than 5 members of the Council.
- 1.2 The working party would normally be appointed at the annual meeting of the Council.
- 1.3 The working party can elect how it meets e.g., face to face or via digital technologies, email, Zoom, Teams etc. (Note: The BPC licence for Zoom has expired and not been renewed following the return to face to face formal council meetings post COVID 19 restrictions)
- 1.4 The Working Party Chairman will be elected at the first meeting of the Working Party. If appointed to the Working Party, it is usual practice for the Chairman of the Council to take the Chair at meetings.

- 1.5 The Working Party is tasked to report back to Council on a regular basis.
- 1.6 The Clerk to the Parish Council need not attend meetings.
- 1.7 The Working Party shall continue until deemed unnecessary by the Council or until such time as the Working Party Members determine.

APPENDIX C**APPOINTMENT OF THE BUDGETS WORKING PARTY****SCOPE.**

A working party to specifically consider the following items and to report back to full Council:

- Consider the financial requirements of the Parish Council for the next financial year.
- Make a recommendation to Council regarding the Council's budget for the forthcoming year
- Make a recommendation to Council regarding and the level of precept required.

1. FUNCTION & TERMS OF REFERENCE OF THE APPOINTMENT

- 1.1 Membership of the Working Party shall consist of no more than 8 members of the Council. If the number of members present is three or less the meeting will be adjourned.
- 1.2 The working party would normally be appointed at the annual meeting of the Council.
- 1.3 The working party can elect how it meets e.g., face to face or via digital technologies, email, Zoom, Teams etc.
- 1.4 The Working Party Chairman will be elected at the first meeting of the Working Party. If appointed to the WP, it is usual practice for the Chairman of the Council to take the Chair at meetings.
- 1.5 The WP will meet on an ad-hoc basis between October and January and will report back to the next Parish Council meeting.
- 1.6 The Clerk to the Parish Council will be in attendance at meetings.
- 1.7 The Working Party shall continue until deemed unnecessary by the Council.
- 1.8 The Terms of Reference will be reviewed annually by Council.

APPENDIX D**APPOINTMENT OF THE OPEN SPACES & PLAY AREA WORKING PARTY****SCOPE.**

A working party to specifically consider the following items and to report back to full Council:

- To work with the District Council and developers in the improvement of open spaces.
- To consider all aspects of open space and play provision within the parish.
- To consult with members of the public and users of any amenity space within the parish.
- To consider any improvements that could be made to the Higher Ream play area which is managed by the Parish Council and report back to Council.
- To consider whether improvements could be made to other play areas within the parish, not within the ownership of the Parish Council, and report back to Council.
- On approval by Council of proposed schemes, the Working Party will endeavour to source additional funding.

1. FUNCTION & TERMS OF REFERENCE OF THE APPOINTMENT

- 1.1 Membership of the Working Party shall consist of no more than 5 members of the Council.
- 1.2 The working party would normally be appointed at the annual meeting of the Council.
- 1.3 The working party can elect how it meets e.g., face to face or via digital technologies, email, Zoom, Teams etc. (Note: The BPC licence for Zoom has expired and not been renewed following the return to face to face formal council meetings post COVID 19 restrictions)
- 1.4 The Working Party Chairman will be elected at the first meeting of the Working Party.
- 1.5 The Working Party is tasked to report back to Council following a meeting.

- 1.6 The Clerk to the Parish Council need not be in attendance at meetings.
- 1.7 The Working Party shall continue until deemed unnecessary by the Council or until such time as the Working Party Members determine.

APPENDIX E**APPOINTMENT OF THE LOCAL GOVERNMENT RE-ORGANISATION WORKING PARTY****SCOPE.**

A working party to specifically consider the following items and to report back to full Council:

- Consider what functions, if any, that the parish council could, or should, take over, if the county and district councils, or later, the unitary authority so direct.
- Consider the financial implications of taking over functions, which must include the long-term financial implications.
- Consider the implications of additional functions regarding the council's employee and whether additional employee(s) would be required.
- Consider options for working with other Councils.

1. FUNCTION & TERMS OF REFERENCE OF THE APPOINTMENT

- 1.1 Membership of the Working Party shall consist of no more than 5 members of the Council.
- 1.2 The working party would normally be appointed at the annual meeting of the Council.
- 1.3 The working party can elect how it meets e.g., face to face or via digital technologies, email, Zoom, Teams etc. (Note: The BPC licence for Zoom has expired and not been renewed following the return to face to face formal council meetings post COVID 19 restrictions)
- 1.4 The Working Party Chairman will be elected at the first meeting of the Working Party. If appointed to the WP, it is usual practice for the Chairman of the Council to take the Chair at meetings.
- 1.5 The Working Party is tasked to report back to Council on a regular basis.
- 1.6 The Clerk to the Parish Council need not attend meetings.
- 1.7 The Working Party shall continue until deemed unnecessary by the Council or until such time as the Working Party Members determine.

APPENDIX F**APPOINTMENT OF THE ENVIRONMENT WORKING PARTY****SCOPE.**

A working party to specifically consider the following items and to report back to full Council:

- To consider **all** aspects of the environment that affect the parish and how best to promote positive opportunities for the environment.
- To recommend options for more sustainable energy use including exploring solar energy potential.
- To identify further opportunities for enhancement of natural assets including potential for tree planting and hedgerow improvement.
- To identify ways to maximise recycling.
- To raise public awareness and to liaise with schools and groups within the parish where appropriate.
- Consult, as considered necessary, with local Councils, including the County & District Councils and the Somerset Association of Local Councils, without further authorisation from the Parish Council

1. FUNCTION & TERMS OF REFERENCE OF THE APPOINTMENT

- 1.1 Membership of the Working Party shall consist of no more than 5 members of the Council.
- 1.2 The working party would normally be appointed at the annual meeting of the Council.
- 1.3 The working party can elect how it meets e.g., face to face or via digital technologies, email, Zoom, Teams etc (Note: The BPC licence for Zoom has expired and not been renewed following the return to face-to-face formal council meetings post COVID 19 restrictions)
- 1.4 The Working Party Chairman will be elected at the first meeting of the Working Party. If appointed to the Working Party, it is usual practice for the Chairman of the Council to take the Chair at meetings.

- 1.5 The Working Party is tasked to report back to Council on a regular basis.
- 1.6 The Clerk to the Parish Council need not be in attendance at meetings.
- 1.7 The Working Party shall continue until deemed unnecessary by the Council or until such time as the Working Party Members determine.

APPENDIX G**APPOINTMENT OF THE CHRISTMAS LIGHTS COMPETITION WORKING PARTY****SCOPE.**

A working party to specifically consider the following items and to report back to full Council:

1. FUNCTION & TERMS OF REFERENCE OF THE APPOINTMENT

- 1.1 Membership of the Working Party shall consist of no more than 4 members of the Council and may include a member of the public.
- 1.2 The working party would normally be appointed at the annual meeting of the Council.
- 1.3 The working party can elect how it meets e.g., face to face or via digital technologies, email, Zoom, Teams etc. (Note: The BPC licence for Zoom has expired and not been renewed following the return to face-to-face formal council meetings post COVID 19 restrictions)
- 1.4 The Working Party Chairman will be elected at the first meeting of the Working Party
- 1.5 The Working Party is tasked to report back to Council on a regular basis.
- 1.6 The Clerk to the Parish Council need not attend meetings.
- 1.7 The Working Party is tasked to report back to Council on a regular basis. .
- 1.8 The Working Party shall continue until deemed unnecessary by the Council or until such time as the Working Party Members determine.

NOTES: Councillors or their immediate family should not enter the competition.

The Christmas Lights Competition has been suspended until further notice

APPENDIX H

PROCEDURE FOR DEALING WITH THE PRESS/MEDIA/PUBLIC

SCOPE

Instructions to Councillors on handling relations with the press, media and the public

1.PURPOSE

To formalise the position of the Council with respect to its commitment to maintaining reliable and robust internal communications methodologies within its day to day running and external communications with its outside customers/stakeholders and importantly with the Press and Public.

1.PROCEDURE

This Strategy Document sets out the Brympton Parish Council methodology and procedures for both its internal and external communications using appropriate media and technologies at its disposal. The procedures employed herein are derived from the "Model Protocol on Communications" contained in "Governance Toolkit for Parish & Town Councils" Version 3 April 2009.

1.1 General

- 1.1.1 The Clerk will clear all press reports, or comments to the media, with the Chair of the council or the Chair of the relevant committee.
- 1.1.2 Press reports from the council, its committees or working parties should be from the Clerk or an officer or via the reporter's own attendance at a meeting.
- 1.1.3 Unless a Councillor has been authorised by the council to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view.
- 1.1.4 Unless a Councillor is absolutely certain that he/she is reporting the view of the council, they must make it clear to members of the public that they are expressing a personal view.
- 1.1.5 If Councillors receive a complaint from a member of the public, this should be dealt with under the Council's adopted complaints procedure, or via a council agenda item.

1.2 Councillor Correspondence to external parties

- a. As the Clerk should be sending most of the council's correspondence from a Councillor to other bodies, it needs to be made clear that it is written in their official capacity and has been authorised by the parish council.
- b. A copy of all outgoing correspondence relating to the council or a Councillor's role within it, should be sent to the Clerk, and it be noted on the correspondence, e.g., "copy to the Clerk" so that the recipient is aware that the Clerk has been advised.

1.3 Communications with Parish Council Staff

- a. No individual Councillor, regardless of whether or not they are the Chair of the council, the Chair of a committee or other meeting, or are styled "Leader" of the Council, may give instructions to the Clerk or to another employee which are inconsistent or conflict with council decisions or arrangements for delegated power.
- b. Telephone calls should be appropriate to the work of the parish council.
- c. E-mails:
 - Instant replies should not be expected from the Clerk, but the Clerk will attempt to respond in a timely manner to urgent matters.
 - Information to Councillors should normally be directed via the Clerk.
 - Councillors should acknowledge their e-mails when requested to do so.
- d. Meetings with the Clerk or other officers:
 - Wherever possible an appointment should be made;
 - Meetings should be relevant to the work of that particular officer.
 - Councillors should be clear that the matter is legitimate council business and not matters driven by personal or political agendas.

1.4 Parish Council Correspondence

- a. The point of contact for the parish council is the Clerk, and it is to the Clerk that all correspondence for the parish council should be addressed.
- b. The Clerk should deal with all correspondence following a meeting.
- c. No individual Councillor or Officers should be the sole custodian of any correspondence or information in the name of the parish council, a committee, sub-committee or working party. In particular, Councillors and Officers do not have a right to obtain confidential information/documentation unless they can demonstrate a 'need to know'.
- d. All official correspondence should be sent by the Clerk in the name of the council using council letter headed paper.
- e. Where correspondence from the Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person (e.g., copy to XX).

APPENDIX I**APPOINTMENT OF THE LUFTON COMMUNITY HALL COMMITTEE****SCOPE:**

A committee to specifically plan, organise and manage the process to the formal opening of the Lufton Community Hall for use by local community user groups and to report back to the full Council:

- Determine the overall requirements (material, personnel and financial infrastructure) in order to set up and run the Lufton Community Hall for use by local interest groups, within the overall management framework dictated in legal directives such as leases, sub-leases and joint working policies with the Preston Primary Academy Trust Board.
- Agree and produce the requisite operating documentation such as Health & Safety policies and procedures, schedule of hire charges, security notices etc.
- Agree and arrange support services such as cleaning etc.
- Produce, expedite, and manage an overall project plan up to the day of opening for public use.
- Ensure all activities are carried out to the requirements of the BPC policy documents including its Standing Orders

1: FUNCTION & TERMS OF REFERENCE OF THE APPOINTMENT

- 1.1 Membership of the Committee shall consist of no more than 5 members of the Council.
- 1.2 The committee would normally be appointed at the annual meeting of the Council.
- 1.3 The committee can elect how it meets e.g., face to face or via digital technologies, email, Zoom, Teams etc.
- 1.4 The Committee Chairman will be elected at the first meeting of the committee. It is usual practice for the Chairman of the Council to take the Chair at meetings.
- 1.5 The Committee is tasked to report back to Council on a regular basis.
- 1.6 The Clerk to the Parish Council should attend meetings.
- 1.7 The Committee shall continue until deemed unnecessary by the Council or until such time as the Committee Members determine. Note: This clause may be influenced by decisions taken by the Preston Primary Academy Trust/BPC Joint Committee.

APPENDIX J**APPOINTMENT OF THE JOINT USER COMMITTEE FOR THE LUFTON COMMUNITY HALL****SCOPE:**

A joint committee set up as agreed in the User Agreement relating to School Hall and Community Building at Kingfisher Primary School Kestrel Way Lufton Yeovil Somerset between Preston Primary Academy Trust and Brympton Parish Council, to provide management and oversight guidance for the day-to-day operations of the Lufton Community Hall and the School Hall when the latter is used for non-school community activities.

The full scope of all operational terms and conditions are specified in the signed User Agreement documents dated 3rd March 2022, a copy of which is held by the Clerk.

1: FUNCTION & TERMS OF REFERENCE OF THE APPOINTMENT**1.1 The Parties agree to establish a committee.**

1.1.1 It shall comprise 6 members (3 from each party).

1.1.2 It shall meet at least 3 times a year.

1.1.3 The Chair shall be from one party and the Secretary from the other in rotation and will be elected each year.

1.1.4 The quorum will be two members from each party.

1.1.5 Each party shall nominate an emergency contact at the first meeting in any academic year.

1.2 The duties of the Committee shall include but without limitation: -

1.2.1 Reviewing the charges referred to at clause 6 of the User Agreement annually in the spring term for implementation for the beginning of the next School academic year.

1.2.2 Ensuring the smooth running of the obligations contained within this agreement,

1.2.3 Dealing with dispute resolution in accordance with clause 13 of the User Agreement

1.2.4 Reporting all meetings to the Full Trust Board of the Academy and the Brympton Parish Council (as appropriate) by their representatives.

- 1.2.5 Reviewing the terms of this agreement at regular intervals from the commencement date and negotiate in good faith in respect to any variation of this agreement proposed by either party.

1.3 Supplementary

Normally matters should be resolved by consensus. If the Committee decides that a vote is necessary, then it shall be determined by a majority of votes of those present on the basis of one vote per member. The Chairman shall not have a casting vote but in the event that there is an equality of votes the Chairman may exercise a second vote.

APPENDIX K

APPOINTMENT OF A WORKING PARTY CREATED FOR A SPECIFIC ONE-OFF SHORT-TERM PROJECT

SCOPE.

A working party specifically created to manage a one off, short term (less than 1 year duration) project on behalf of the full Brympton Parish Council.

- To work with, and or consult, other external parties, groups, organisations etc. as deemed necessary by the project requirements.
- To report back to full council on a regular basis, seeking guidance or funding etc as required for progressing the project.
- To ensure all the working party's activities are in accordance with the council regulations including the Standing Orders.

1. FUNCTION & TERMS OF REFERENCE OF THE APPOINTMENT

- 1.1 Membership of the Working Party shall consist of the minimum number of members commensurate with the size of the task, as agreed by the full council.
- 1.2 The working party would normally be appointed at the annual meeting of the Council.
- 1.3 The working party can elect how it meets e.g., face to face or via digital technologies, email, Zoom, Teams etc. unless directed otherwise by the project rules. (Note: The BPC licence for Zoom has expired and not been renewed following the return to face-to-face formal council meetings post COVID 19 restrictions)
- 1.4 The Working Party Chairman will be elected at the first meeting of the Working Party.
- 1.5 The Working Party is tasked to report back to Council following a meeting.
- 1.6 Depending on the task, the Clerk to the Parish Council may be required to attend all, or some of the meetings.
- 1.7 The Working Party shall continue until deemed unnecessary by the Council or until such time as the Working Party Members determine.

APPENDIX L**PROCEDURE FOR AUDIO/VISUAL RECORDING AND PHOTOGRAPHY AT COUNCIL MEETINGS****SCOPE:**

Because the Brympton Parish Council is committed to being open and transparent in the way it conducts its decision making, recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media websites is permitted at Council meetings which are open to the public subject to some administrative provisions.

REFERENCES:

- a. Public Bodies (Admissions to Meetings) Act 1960 as amended and Section 3 of The Openness of Local Government Bodies Regulations 2014
- b. Brympton Parish Council - Standing Order No. 3.I2

1. PROCEDURE:

- 1.1 Anyone wishing to record must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e., clearly visible to anyone at the meeting), but non-disruptive.
- 1.2 All those visually recording a meeting are requested to only focus on recording councillors, officers and the public who are directly involved in the conduct of the meeting. Any children present at the meeting are not to be filmed unless their parents/guardians have given their consent. Please be aware: photographing a Ward of Court is usually regarded as an actionable Contempt of Court.
- 1.3 At the beginning of each meeting, the Chairman will make an announcement that the meeting may be filmed or recorded. Meeting agendas will also carry this message.
- 1.4 Any member of the public has the right not to be recorded. The BPC ensures that agendas for, and signage at, council meetings make it clear that recording can take place – if anyone speaking at the meeting does not wish to be recorded, they must let the Chairman of the meeting know.
- 1.5 Any person wishing to record Council meetings will be responsible for ensuring that any cabling, or electrical equipment that they use has been properly tested and installed and adheres to health and safety requirements. The Council will not be held liable for any injuries to the individual or members of the public caused by the recording of its meetings.

- 1.6 The Chairman of the meeting has absolute discretion to stop or suspend recording if in their opinion continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.

The circumstances in which this might occur might include:

- a. recording is disrupting the proceedings of the meeting.
 - b. there is public disturbance or a suspension of the meeting.
 - c. the meeting has resolved to exclude the public for reasons which are set down in the Council's Constitution
- 1.7 The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.
- 1.8 Meetings which take the form of hearings, e.g., licensing matters, may not always be suitable for recording due to the nature of some of the evidence to be given at the hearing, and the Chairman will use discretion to decide if recording is allowed.
- 1.9 If the Committee needs to discuss confidential or exempt information (and goes into Part II) and the public are excluded from the meeting, then all recording equipment will need to be removed immediately from the room.
- 1.10 The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

Additional Notes for Guidance

Please contact the Clerk on 07563819163 in advance of the meeting you wish to record, and especially if the recording you wish to make involves large equipment or special requirements.

A failure to follow these requirements may lead to a request to record being refused at subsequent Council meetings.

Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those who undertake the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act, the Public Order Act Part III (1986 as amended), the Equality Act 2010 and the laws of libel and defamation.

The Council may itself photograph, film, record or broadcast at its meetings and may retain, use or dispose of such material in accordance with its retention and disposal policies.

APPENDIX M**APPOINTMENT OF THE PLANNING WORKING GROUP****SCOPE:**

A Working Group specifically established to:

- To consider and make recommendation on all matters relating to development control within the Parish of Brympton.
- To consider and make recommendation on all matters relating to development control in the adjacent parishes which have an impact on Brympton parish.
- The Planning Working Group will not consider responses to consultation on wider matters of planning policy, including the Local Plan, local development framework and parish planning, but may make recommendations concerning these to the Council where appropriate.

1: FUNCTION & TERMS OF REFERENCE OF THE APPOINTMENT

- 1.1 The Planning Working Group will comprise at least two Councillors, appointed by the Clerk, by rote or by other means, and will meet before monthly Council meetings.
- 1.2 The Chair will be an ex-officio member.
- 1.3 The Clerk will be available for research and for advice on large developments (usually all development involving multiple buildings, more than two dwellings or a total floor area in excess of 250. m²).
- 1.4 When visiting sites for planning or development control purposes, Councillors may not enter private land unless invited by the owner or his agent. Without such permission Councillors may only inspect the site from publicly accessible land.
- 1.5 Members are reminded of the requirement to assess risks to health and safety, appropriate protective equipment will be provided. High visibility waistcoats are available and required for all visits on or adjacent to highway land.
- 1.6 Any Councillors (whether or not on the current Advisory Group) may request, through the Clerk, additional advice or information from the District or County Councils or other bodies required to enable it to understand or carry out its duties more effectively. If provision of such information would incur fees or other costs that the Clerk is unwilling or unable to meet under delegated powers of expenditure, the Council will consider such funding.

1.7 It is of great importance that any actions of, or comments made by, individual Councillors are not misconstrued as being those of the Council. Therefore, contact with Officers or Members of the Principal Authorities should be through the Clerk. Should direct contact with Officers be necessary (such as through membership of a joint working group), Councillors must always clarify, as personal opinion, any statements that go beyond the published decisions of Brympton Parish Council.

2: GUIDELINES when considering planning applications

Relevant issues may include the following:

- The Local Plan
- Government planning guidance
- Highway safety and traffic
- Noise, disturbance and smells resulting from the proposed development.
- Design, appearance and layout
- Conservation of buildings, trees and open land
- Impact on the appearance of the area
- Effect on the level of daylight and privacy of existing property
- Need to safeguard the countryside or protected species of plant or animal.
- Planning case law and previous decisions
- The need for the development Planning history of the site

Matters which are not relevant include:

- Matters covered by other laws apart from planning, such as alcohol licensing, or construction techniques.
- Private property rights such as covenants
- The developer's identity, morals, motives or past record
- Effect on the value of your property
- The fact that development has already started.
- Trade objections based on competition.
- Moral objections such as an objection to gambling or a pub.
- Loss of a particular view
- Inconvenience or other problems caused by building works.

APPENDIX N**APPOINTMENT OF THE STAFFING COMMITTEE****SCOPE.**

The Staffing Committee shall be responsible for all matters relating to the Clerk directly employed by Brympton Parish Council, viz.

- Personnel Policies,
Proposed changes to the terms and conditions of contracts,
redundancy policies,
Proposed changes to remuneration and employment
Ensuring appropriate training is offered commensurate with the job requirements.
- Performance Management Personal development reviews
Monitoring and approval of annual, sickness and other agreed leave periods
Monitoring and agreement of local changes/rearrangement in working hours schedule.
Monitoring time keeping

1. FUNCTION & TERMS OF REFERENCE OF THE APPOINTMENT

- 1.1 The Staffing Committee is a committee of the Full Council and shall operate within the terms of reference set by Brympton Parish Council.(See Standing Order 20)
- 1.2 Full Council to determine the appointment of members from time to time.
- 1.3 All committee meetings shall be open to the public, except that the committee may resolve to exclude the press and public to deal with confidential items as permitted by legislation.
- 1.4 The quorum shall consist of 3 (three) members.
- 1.5 Notes of a meeting may be taken by the Clerk, if present, or a member of the Committee.
- 1.6 The Clerk will be able to attend meetings of the committee and contribute except where the meetings deal with confidential matters relating to the Clerk. The Clerk will not have a vote.
- 1.7 The Committee to have a regular programme for Member Development to ensure that skills are updated to ensure the effective running of the Council.
- 1.8 The Committee to ensure that the Clerk has regular training as appropriate.