

MEETING OF ROLLESBY PARISH COUNCIL

to be held on Monday 19th June 2023 at, Village Hall, Rollesby
at 7pm.

Dear Councillor,

Your attendance is required at the above meeting of the Parish Council. Members of the press and public are cordially invited.

Signed:

Sarah Hunt

Sarah Hunt
Parish Clerk
14th June 2023

AGENDA

- 1. Election of Chairman**
- 2. Election of Vice-Chairman if necessary.**
- 3. Apologies and consideration of acceptance for absence.**
- 4. Members' declarations of interest and requests for dispensations.**

If you have a Disclosable Pecuniary Interest in a matter to be discussed and it relates to something on your Register of Interests form then you must declare an interest. You may not participate in discussion or vote on the matter. You have a Personal Interest in a matter to be discussed if it affects:

 - Your wellbeing or financial position
 - That of your family or close friends
 - That of a club or society in which you have a management role

In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.
- 5. Minutes.**

To receive and agree minutes from Full Council Meeting held on 22nd May 2023.
- 6. Public Forum**

To receive comments from members of the public on matters on the agenda.
To receive an update on the Community Woodland project.
- 5. To receive any reports:**
 - 5.1 County Councillor A Grant.
 - 5.2 District Councillors A Grant and L Mogford.

Rollesby Parish Council, 58 Hercules Road, Hellesdon, Norwich, NR6 5HH
Email: rollesbypc@outlook.com Telephone: 07340028540

5.3 Police.

6. Updates on matters not on the agenda.

To receive updates from previous meetings. No decisions may take place during this item.

6.1 Unpaid work team – update on scheduling and progress. Cllrs Day/Tacon.

6.2 Installation of EV Points. No response as yet received

6.3 List of charities in the Parish. Ongoing.

6.4 Pedestrian in road signs – back lane – on order.

6.5 Steps are the fishing platforms – confirmation on completion of work.

7. Planning.

7.1 To consider planning applications received from Great Yarmouth Borough Council/Broads Authority for consultation prior to the meeting. None.

7.2 To receive notification of any decisions by Great Yarmouth Borough Council/Broads Authority. None.

8. Administrative Matters

8.1 Review of asset register.

8.2 Review of complaints procedure.

8.3 Review of Standing Orders.

8.4 To consider refurbishment of inside of Village Notice Board on Village Hall wall. Cllr S Ridout.

8.5 To consider adoption of Co-option Policy as presented.

8.6 To consider adoption of Co-option application form as presented.

8.7 To consider an in-house website. Cllr C Moore.

8.8 To consider the distribution of a questionnaire on behalf of the Flegg Community Land Trust. Cllr S Day.

9 Finance and Governance

To approve payments detailed as Annex A plus any late payments received before the meeting.

9.1 To consider quotations for desktop valuation of pavilion.

9.2 To note PKF Littlejohn (external auditor) have confirmed receipt of exempt status certification.

9.3 To receive update on bus shelter installation and agree future action. Cllr S Ridout.

9.4 To receive and review Budget as agreed for 2023/24.

9.5 To review income and expenditure for 2022/23.

10 Correspondence

10.1 Email – Flegg Land Trust – to consider an invitation to a future meeting.

11 Village Matters.

- 11.1 To receive any response from Caister Veterinary Practice and consider any actions with regard to Dog Bin installation.
- 11.2 To consider litter bin installation – number of and locations. To receive petition.
- 11.3 Footpath opposite the school. Cllr S Day.

12 Highways.

- 12.1 To receive a report from Cllr S Day.

13 Matters for next Agenda and information.

Date of next meeting: Monday July 17th 2023.

MINUTES of THE ANNUAL MEETING OF ROLLESBY PARISH COUNCIL

held on Monday 22nd May at, Village Hall, Rollesby
at 7pm.

Present: Cllrs Shaun Day, Catherine Moore, Simon Moore, Sheila Ridout, Charlie Tacon, Haydn Thirtle (Chair)
Clerk: Mrs S Hunt

Also in attendance: District Councillor Leslie Mogford
23 Members of the public were present

1. Election of Chairman.

Cllr Haydn Thirtle was PROPOSED by Cllr Sheila Ridout, seconded Cllr Charlie Tacon and elected to the chair.

2. Election of Vice-Chairman.

Cllr Sheila Ridout was PROPOSED by Cllr Haydn Thirtle, seconded by Cllr Catherine Moore and elected as Vice-Chairman.

3. Apologies.

Cllr Bruce Sturrock – unavailable. Cllr Sturrock had previously signed his declaration of office form which was witnessed by the Proper Officer.

4. Members' declarations of interest and requests for dispensations.

None.

5. Minutes.

The minutes from Full Council Meeting held on 24th April 2023 were AGREED and signed by the Chairman. PROPOSED Cllr S Day, seconded Cllr C Tacon

6. Public Forum

Councillors were asked to consider children when making plans.

Speedwatch continues to seek volunteers.

The meeting received an update on the Community Woodland project. The land is now available from October 2023. A bank account is being opened. No change of use is needed for the land. Funding is being collected/raised.

Sponsorship of posts is available. Future events: Jigsaw race including food; photographic exhibition donations are being passed across; quiz and chips night on June 3rd; fete and dog show is planned on the recreation field.

7. To receive any reports:

7.1 County Councillor A Grant not present.

7.2 Borough Councillor L Mogford reported on the recent election results at Great Yarmouth Borough Council with no party in overall control and two independent Councillors now holding the balancing votes. A new Mayor has been elected. The Council is moving from a committee system to having an executive making the decisions and members not on the executive holding the

executive to scrutiny.

7.3 Police.

8. Updates on matters not on the agenda.

To receive updates from previous meetings. No decisions may take place during this item.

8.1 Unpaid work team – due to attend site on the 9th June. Clerk to forward Public Liability Certificate to Cllr S Day. The team will be working on the footpath from Back Lane to the Main Road.

8.2 Installation of EV Points. Expression of interest sent. Noted.

9. Planning.

To consider planning applications received from Great Yarmouth Borough Council/Broads Authority for consultation prior to the meeting.

9.1.1 06/23/0306/CD – Lodge Farm Barns, Lawns Lane, Rollesby, Great Yarmouth. Proposed discharge of conditions 3 & 4 of pp. 06/20/0689/PAD – Prior Approval – Change of use agricultural building to dwelling house – Proposed site plan including access details. NOTED.

9.1.2 To receive notification of any decisions by Great Yarmouth Borough Council/Broads Authority.

none.

10. Administrative Matters

10.1 Review of asset register – next meeting. NOTED.

10.2 Review of complaints procedure – next meeting. NOTED.

10.3 Review of GDPR and FOI policies – July meeting. NOTED.

10.4 Review of media policies – July meeting. NOTED.

10.5 Review of Employment policies – September meeting. NOTED.

10.6 The calendar of meetings for 2023/24 was AGREED as presented. PROPOSED Cllr S Ridout, seconded Cllr S Day.

10.7 Council made the following resolution to enable the council to adopt the general power of competence:

The Parish Council hereby confirms it meets the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012. We further resolve to adopt a General Power of Competence.

PROPOSED Cllr C Moore, seconded Cllr S Ridout.

NOTED that the S137 allowance for 2023/24 is £9.93/elector. 792 on the electoral role as at 31.3.23.

11 Finance and Governance

11.2 The payments detailed as Annex A were AGREED. PROPOSED Cllr S Moore, seconded Cllr S Ridout.

11.3 The Insurance Policy schedules and renewal quotations were reviewed by Councillors.

It was RESOLVED that the current insurer Community Action Suffolk be awarded the renewal. Current price £702.40. This to be amended to increase fidelity insurance to £150,000 and also to include the Parish Fund charity. Clerk to obtain updated quotation and instruct policy renewal. PROPOSED Cllr C Moore, seconded Cllr C Tacon.

The Clerk was asked to obtain quotations for a desktop insurance valuation of the Pavilion to ensure cover was adequate. Next Meeting.

- 11.4 The meeting RECEIVED Internal Audit report for 2022/23 and agreed the actions. Clerk to provide quarterly budgetary review and regular bank reconciliations for Councillors.
- 11.5 The 2022/23 year end AGAR was RECEIVED and the following agreed;
- 11.5.1 It was RESOLVED to declare Rollesby Parish Council as an exempt authority for 2022/23 and sign the Certificate of Exemption as neither the gross income or gross expenditure exceeded £25,000.00. PROPOSED Cllr S Day, seconded Cllr S Moore.
- 11.5.2 It was RESOLVED to approve Section 1 of the AGAR the Annual Governance Statement. PROPOSED Cllr C Moore, seconded Cllr C Tacon.
- 11.5.3 It was RESOLVED to approve Section 2 of the AGAR the Accounting Statement. PROPOSED Cllr S Day, seconded Cllr S Moore.
- 11.6 The analysis of variances 2022-2023 were RECEIVED. Copy to be circulated to councillors.
- 11.7 The the bank reconciliation as at 31.3.2023 was RECEIVED showing a brought forward cash at hand balance of £10,280.50.
- 11.8 NOTED the publication of rights as 5th June to 14th July 2023.

12 Correspondence

None.

13 Village Matters.

- 13.1 NOTED that the Council remains in discussion with Caister Veterinary Practice regarding the sponsorship of a dog waste bin in the Parish. and consider any actions with regard to Litter Bin installation including location.
The installation of litter bins and suggested locations to be on the next agenda.

14 Highways.

- 14.1 Response from Norfolk County Council detailing the Road Safety Community Fund 2023/24 bid for Project PLB079 A149 Main Road Rollesby – attached at annex B.
- 14.2 NOTED that the Highways Rangers are due to visit the Parish w/c June. Any issues to be passed to Clerk for reporting. Cllr Day to meet with them when they attend.

15 Matters for next Agenda and information.

Date of next meeting: Monday June 19th 2023.

Standing Orders.

Possible Litter Bin Installation.

Highways Report – S Day.

The meeting closed at 8.01pm.

Annex A - Payments for the May 2023 meeting of Rollesby Parish Council

Shaun Day	Reimburse flowers	£20.00	£20.00
Sarah Hunt	Reimburse top up	£10.00	£10.00
Staffing	May Costs	£626.00	£626.00
Sarah Hunt	Office Allowance	£26.00	£26.00
			£682.00

Annex B – Response re: Highways Road Safety Improvements:

12.1

Thank you for your email regarding the above scheme which forms part of 42 schemes to be completed in year 2 of the 'Road Safety Community Fund'.

As you will be aware a 'Pedestrian Crossing Assessment' was undertaken on A149 Main Road Rollesby in June last year following a request by the First School and Nursery, which was also supported by the Parish Council. Unfortunately the County Council does not have the funds available to implement the recommendations, however the speed limit element of the report (Option 3) is to be funded by the 'Road Safety Community Fund' following a successful bid by your Local Member Councillor Grant

As a reminder Option 3 was a speed limit extension and gateway signage. The intention is to extend the 30mph speed limit approximately 300m southeast. Extending the speed limit will require a change to the existing 30mph 'Traffic Regulation Order' and this legal process which we have to follow to ensure that the speed limit can be enforced by the police can take between 9-12 months on average to complete. Depending on the costs of this element of work if funds allow we will also look to place village gateway signs (with village nameplate) at the beginning of the new extended speed limit.

I'm sorry but with 42 schemes to complete I'm unable to give you any idea at this stage as to when the scheme design will commence or when the work will take place. However you will be consulted as part of the design process.

ROLLESBY PARISH COUNCIL

ASSET REGISTER (INSURANCE VALUES AT June 2023)

(All valuations are based on insurance values)

Village Sign replaced 2012 Jubilee Celebrations (£2975) £1,680.00

Play Equipment – maintained and insured by Great Yarmouth Borough Council

Bowling Green – Deeds held by Parish Council but ground maintained by Bowls Club
Nominal rent of £5 per year paid to Parish Council

Common land next to Rollesby Broad

Bus Shelters – 1 wooden, two brick
1 metal and glass – insured against damage £6,980.00
Purchase 2022 £6,064.00

Notice Boards – one new in 2009 at Village Hall £1,765.00
and one in 2014 on Playing Field £ 530.00

Office Equipment – Laptop purchased December 2017 (purchase value) £ 499.95
~~Printer purchased April 2016 (purchase value) £ 45.95~~

War Memorial situated in Rollesby Churchyard

Two flower planters – one replaced in 2011 and one in 2012 (£50)
Concrete rings purchased 2018

Two seats on Playing Field – one wooden, one metal

One wooden seat next to planter near School provided by Rollesby & District W.I.

WW1 Beacon - purchased October 2018 (purchase value) £ 360.00

WW1 Bench - purchased November 2019 (purchase value) £ 1,100.00

Signed

Date

Rollesby Parish Council

COMPLAINTS PROCEDURE

The following is the Parish Council's procedure for dealing with complaints about the Council's administration or its procedures, a complaint against the Clerk or a complaint against a Parish Councillor. Complaints about a policy decision made by the Council will be referred back to the Council for consideration.

The procedure is based on the framework suggested by the National Association of Local Councils.

Definition of a complaint

Generally, this will be about the Parish Council's procedures or administration. It will be an expression of dissatisfaction by one or more members of the public about the Council's action or lack of action or about the standard of a service - whether the action was taken (or the service provided by the Council) by the Parish Council or a person or organisation acting on behalf of the Council.

Complaints should always be directed through the Clerk (except for complaints about the Clerk, in which case, the Chairman takes the place of the Clerk in managing the process). It may be that the matter you are concerned about could be dealt with in a less formal manner. However, if you wish to use the procedure, please read on.

Making a complaint

We cannot please everyone all the time. What we can promise is to listen and to do what we can to deal with your problem.

It is not appropriate to deal with all complaints from members of the public under the formal complaints procedure. The Parish Council receives queries, problems and comments as part of its day-to-day business and they should not all be regarded as complaints. It is hoped that less formal measures or explanations provided to the complainant by the Clerk will resolve most issues. Any informal complaint will be reported to the Parish Council by the Clerk.

If your complaint about procedures, administration or the actions the Council's employee is notified orally to a Councillor, or to the Clerk to the Council, a written record of the complaint will be made, noting your name and contact details and the nature of the complaint.

You will be asked to put the complaint in writing (letter or e-mail) to the Clerk to the Council. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing.

When your complaint has been received, we will write to you within seven days to let you know –

- Who is responsible for dealing with the complaint.
- How it will be dealt with.
- When the complaint is likely to be dealt with.

What to do

Complaints can be made in any of the following ways –

Write, email or telephone the Clerk to the Parish Council (see Website for details).

Write to the Chairman of the Parish Council (see Website for details)

If the complaint is about the Clerk, telephone or write to the Chairman.

What happens next?

On receipt of your written complaint, the Clerk to the Council will seek to settle the complaint directly with you by explaining the Parish Council's position, if this is appropriate. Attempts will be made to resolve the complaint at this stage.

Generally speaking, complainants can expect to receive a response in full within a month of the acknowledgement of the complaint.

Complaint about the Clerk

If the complaint is about the Clerk to the Council, you should write to the Chairman. The Clerk will be formally advised of the matter and given an opportunity to comment.

Complaint about the ethical behaviour of a Parish Councillor

Members of Parish Councils sign a declaration to abide by a Code of Conduct and if they breach that code, there are consequences. A complaint alleging a breach of the Code of Conduct should be made in writing and addressed to Great Yarmouth Borough Council's Monitoring Officer at the Town Hall, Hall Plain, Great Yarmouth, Norfolk NR30 2QF.

Unreasonable and Vexatious Complaints

There will be circumstances when a complainant persists in wishing to pursue a complaint when it clearly has no reasonable basis, or when the Council has already taken reasonable action in response, or where some other process, whether through the courts or some other recognised procedure, should, or has been taken. These matters will be referred to the Parish Council by the Clerk with a summary of the issues and of the attempts made to resolve the complaint. The Parish Council may, in such

circumstances, decide that no further action can usefully be taken in response to the complainant and inform the complainant so, making it clear that only new and substantive issues will merit a response.

Anonymous Correspondence and Complaints

Anonymous correspondence (including withheld number phone calls) and complaints will be disregarded.

Formal Complaints

In certain circumstances, procedures/bodies other than the Parish Council may be appropriate in respect of the following types of complaint:

Financial irregularity – statutory right to object to Council’s audit of accounts under S.16 Audit Commission Act 1998. On other matters, the council may need to consult its auditor.

Criminal activity – the Police

How will the procedure operate?

Complaints about the Council’s procedures, administration or policies will be dealt with by the Parish Council. The outcome of the complaint will be published.

The Clerk will acknowledge receipt of your complaint within seven working days and will also advise when the matter will be dealt with by the Complaints Committee.

You will be invited to attend the meeting and to bring any representative if you wish.

Seven clear working days prior to the meeting, you are requested to provide the Parish Council with copies of any documentation or other evidence which you wish to refer to at the meeting. Similarly, the Parish Council will provide you with copies of any documentation which it wishes to rely on at the meeting.

Procedure at the Meeting

The Complaints Committee will consider whether the circumstances of the meeting warrant the exclusion of the press and public.

The Chairman will introduce everyone and will explain the procedure.

You, as the complainant, or your representative, will outline the grounds for complaint.

Members of the Complaints Committee will ask questions of you or your representative.

If relevant, the Clerk will explain the Parish Council’s position.

Members of the Committee will be able to ask questions of the Clerk to the Council.

The Chairman will summarise the Parish Council's position and then you will be offered the opportunity of summing up.

You will be asked to withdraw from the meeting (together with your representative or anyone accompanying you) whilst Members reach a decision on whether or not the grounds for the complaint have been made. It may be appropriate in some circumstances for the Clerk also to withdraw from the meeting whilst Members reach a decision.

If any points of clarification are required, you will be invited to re-join the meeting whilst clarification is sought and then asked to withdraw again.

You will then re-join the meeting to be advised of the decision of the Committee, together with reasons for the decision, or, if necessary, to be advised when a decision will be made. Dependent on the detail of the reasons for the decision, it might only be possible to give you the decision at the meeting, with the detailed reasons following in the decision letter.

After the meeting

The decision will be confirmed in writing within seven working days, together with details of any action to be taken.

Complaints relating to the Clerk

These will be dealt with either by the Parish Council as an employment matter. Such complaints could result in disciplinary action or, in cases of gross misconduct, dismissal from the Council's employment. The matter will be dealt with internally to protect the employment rights to which employees of the Parish Council are entitled. The complainant will be informed of action taken.

What to do if you are still not satisfied

The decision of the Parish Council is final with no appeal process as the Local Government Ombudsman does not consider complaints in respect of Parish Councils.

Adopted: January 2020

Review Date: January 2022

Standing Orders for Rollesby Parish Council

June 2023

List of standing orders

1.	Rules of debate at meetings	3
2.	Disorderly conduct at meetings	4
3.	Meetings generally	5
4.	Committees and sub-committees	7
5.	Ordinary council meetings	8
6.	Extraordinary meetings of the council and committees and sub-committees	10
7.	Previous resolutions	10
8.	Voting on appointments	10
9.	Motions for a meeting that require written notice to be given to the Proper Officer	11
10.	Motions at a meeting that do not require written notice	11
11.	Management of information	12
12.	Draft minutes	12
13.	Code of conduct and dispensations	13
14.	Code of conduct complaints	14
15.	Proper Officer	15
16.	Responsible Financial Officer	16
17.	Accounts and accounting statements	16
18.	Financial controls and procurement	17
19.	Handling staff matters	18
20.	Responsibilities to provide information	19
21.	Responsibilities under Data Protection legislation	19
22.	Relations with the press/media	20
23.	Execution and sealing of legal deeds	20
24.	Communicating with District and County or Unitary councillors	20
25.	Restrictions on councillor activities	21
26.	Standing orders generally	21

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h 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.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k 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.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.

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

- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.

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

- s 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.

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

2. Disorderly conduct at meetings











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



- b If person(s) disregard 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 excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

Mandatory for full Council meetings ●
Mandatory for committee meetings ■
Mandatory for sub-committee meetings ▲




- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days for notice of a meeting does not include the day on which notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion**
- e 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.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e) above, 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.
- i A person who speaks at a meeting shall direct his comments to the chairman of the meeting.


- j 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.
-  **k**  **Subject to standing order 3(m), 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.**
-  **l**  **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission**
-  **m**  **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.**
-  **n** **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 absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
-  **o** **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman (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.**
-  **p**  **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**




-  **q**  **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 casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.
-  **r** **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 vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. Any councillor may propose a vote by secret ballot on any issue, without written notice.**
- s The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of councillors present and absent;

- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

 **t**

 **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.**

 **u**
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 4d(viii) for the quorum of a committee or sub-committee meeting.

 **v**

 **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.

w A meeting shall not exceed a period of 2 1/2 hours.

4. Committees and Sub-Committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee may be non-councillors.**
- d The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

- iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee which shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee

5. Ordinary Council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e 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.**
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.**

- h** In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- i** In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- j** Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the council, the business of the annual meeting shall include:
- i.** 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;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4 above;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
 - xi. Review of representations on or work with external bodies and arrangements for reporting back;
 - xii. 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;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - xviii. Review of the Council's policy for dealing with the press/media;
 - xix. Review of the Council's employment policies and procedures;
 - xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - xxi. Determining the time and place of ordinary meetings of the Council up to and

including the next annual meeting of the Council.

k Financial regulations shall be reviewed annually.

6. Extraordinary meetings of the Council and committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within 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 must be signed by the two councillors.**
- c The chairman of a committee or sub-committee may convene an extraordinary meeting of the committee or sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of a committee.

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a 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.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for 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.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper or inappropriate, 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.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;

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

11. Management of information




See also standing order 20.

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

12. Draft minutes

Mandatory for full Council meetings ●
Mandatory for committee meetings ■
Mandatory for sub-committee meetings ▲

- a 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.

- b 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 10(a)(i) above.
- c 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.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
 “The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
-    e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000 it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(t) above.

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. This would include, but is not limited to, matters that affect a close family member or friend of the councillor, or a financial interest in any external body to which the councillor is elected. He may return to the meeting after it has considered the matter in which he had the interest.

Before withdrawing from the room, the councillor may make representations, answer questions and give evidence relating to the business being transacted, but must leave the room before the councillors debate or vote on the matter.

- d **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.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required or at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a 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 11 above, report this to the Council.
- b Where the notification in standing order 14(a) above 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 [(England) and the council has agreed what action, if any, to take in accordance with standing order 14(d) below].
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

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

15. Proper Officer

- a 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.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council or a committee** or a sub-committee
 - **serve on councillors by delivery or post at their residences or by email authenticated in such a 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(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 clear days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation or, 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);
- xii. arrange for legal deeds to be executed;
See also standing order 23 below.
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the Council's financial regulations;
- xiv. record every planning application notified to the Council and the Council's response

- xv. to the local planning authority in a book for such purpose;
refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council or Planning Committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.
See also standing order 23 below.
- xvii. destroy any anonymous correspondence received without taking any further action

16. Responsible Financial Officer

- a The Clerk shall be the Responsible Financial Officer.
- b 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. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - ii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the full Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.

- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The Annual Governance and Accountability Return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulation 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) 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 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

- v. 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;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulation 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 threshold 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.**
- g **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.**

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel Committee is subject to standing order 11 above.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Council or chairman of the Personnel Committee, or, if he is not available, the vice-chairman (if there is one) of the Council or the Personnel Committee of absence occasioned by illness or other reason and that person shall report such absence to the Council or Personnel Committee at its next meeting.
- c The chairman of the Council or Personnel Committee, or in his absence the vice-chairman, shall upon a resolution conduct a review of the performance and annual appraisal of the work of the clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council or Personnel Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chairman of the Council or Personnel Committee, or in his absence the vice-chairman, in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council or Personnel Committee.

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the clerk relates to the chairman or vice-chairman of the Council or Personnel Committee this shall be communicated to another member of the Council or Personnel Committee which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. Responsibilities to provide information

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b ***[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

***[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.**

21. Responsibilities under Data Protection Legislation

(Below is not an exclusive list)

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. Relations with the press/media

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

23. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

The above is applicable to a Council with a common seal

OR

Subject to standing order 23(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.

The above is applicable to a Council without a common seal

24. Communicating with District and County or Unitary councillors

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

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

25. Restrictions on councillor activities

- a. Unless authorised no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Signed:

Dated: 17th June 2023

Chairman of the Council

CO-OPTION POLICY AND NEW COUNCILLOR PROCEDURE

Rollsby Parish Council

1. Introduction

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Rollsby Parish Council. The co-option procedure is entirely managed by the Council and this policy will ensure that a fair and equitable process is carried out.

2. Co-option

The co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll (by-election) has been called for by parishioners. A casual vacancy occurs when:

- A councillor fails to make their declaration of acceptance of office at the proper time;
- A councillor resigns;
- A councillor dies;
- A councillor becomes disqualified; or
- A councillor fails for six months to attend meetings of a council committee or subcommittee or to attend as a representative of the Council a meeting of an outside body.

The Parish Council is required to notify the Borough Council of the casual vacancy and then advertise the vacancy to give electors the opportunity to request an election. If ten electors write to the Borough Council within fourteen working days requesting an election, then one is called. A polling station will be set up by the Borough Council and parishioners will be asked to vote for candidates who will have put themselves forward by way of a nomination paper. The Parish Clerk will advertise the process on notice boards, website and any other means in use by the council at the time. The Parish Council will be required to pay the costs of the election. If only one candidate applies, they are elected without a ballot.

If residents do not request a ballot within fourteen days of the vacancy notice being posted, the Parish Council is able to co-opt.

3. Confirmation of Co-option

On receipt of written confirmation from the Borough Council that the casual vacancy can be filled by means of co-option, the Parish Clerk will advertise the vacancy on the website, Facebook page and notice boards. Councillors are also encouraged to approach anyone who meets the criteria below.

4. Eligibility of Candidates

The Parish Council is able to consider any person to fill a vacancy provided that:

- He/she is an elector for the parish or,

- has resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish or,
- had his/her principal place of work in the parish, or
- has lived within three miles (direct) of the parish.

There are certain disqualifications for election, of which the main ones are:

- holding a paid office under the local authority;
- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election;
- being disqualified under any enactment relating to corrupt or illegal practices.

5. Co-Option Process

Candidates will be requested to submit information about themselves using the adopted application form at least five working days before the next meeting of Full Council. This information will be circulated by the clerk to councillors, and an item to co-opt a councillor will be placed on the agenda of the meeting. All such documents will be treated by the Clerk and Councillors as strictly private and confidential.

Candidates will be invited to attend the meeting. If there is more than one candidate, the Councillors vote on who to co-opt. This decision-making process will take place in the open part of the meeting.

No co-option may take place outside of a Full Council meeting. An additional meeting may be called if necessary.

Councillors elected by co-option are full members of Council.

6. After Co-option

The co-opted member must sign an acceptance of office form. He/she can then take their place and join the meeting. A register of interests form will also be given. This must be returned to the Parish Clerk, or sent directly to the Borough Council, within three weeks. This document will be published on the Borough Council's website.

The Parish Clerk will, within five working days of the meeting, send the new Councillor by email a copy of the Code of Conduct, Standing Orders and Financial Regulations, as well as a link to the website which contains additional policies. The dates of future meetings and available training will also be given.

By accepting office all new councillors will be expected to:

- Undertake training for new councillors, as a minimum. However, it is encouraged the councillors attend as many courses as possible, to ensure that councillors have a thorough understanding of the functions and legislature of parish councils;
- Use a parish council email address exclusively for all formal Council business and they should not be used in any other way; This email will be subject to any Freedom of Information requests made.
- Ensure they do not make reference to the Council or its services or represent themselves on behalf of the Council on social media without formal permission from the Council to do so.

APPLICATION FOR CO-OPTION

Thank you for your interest in becoming a parish Councillor. Please provide the below information to assist in the council making their decision.

Full Name and Title	
Home Address	
Home Telephone	
Mobile Telephone	
Email Address	

About You:

Please provide the council with some background information about yourself:

--

Clerk to the Council: Sarah Hunt, Sporle with Palgrave Parish Council, 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

Tel: 07552116126

Email: clerksporlepc@gmail.com

Reasons for applying:
Please provide the council with your reasons for wanting to become a Parish Councillor.

Signature	
------------------	--

Please return your completed application to the Clerk to the Parish Council. Your application will be considered at the next available Parish Council meeting, the Clerk will be in touch to let you know the date and time. At that meeting a vote will be held to decide your co-option to the Parish Council.

Data Protection Act (2018): The information provided on the application form will remain private and confidential.

1. **In order to be eligible for co-option as a Parish Councillor, you must be a British Subject, or a citizen of the commonwealth or the European Union; and on the date of the poll or election, 18 years of age or over; and be able to meet one of the following qualifications set out below:**

Please tick which one applies to you:

a) I am registered as a local government elector for the parish; or

b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or

c) My principle or only place of work during those twelve months have been in the parish; or

d) I have during the whole of the twelve months resided in the parish or within three miles of it.

2. **Please note that under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a Local Councillor or being a member of Local Council if he/she:**

a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or

b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or

c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or

d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

- I. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- II. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- III. If the person is discharged without such a certificate

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively.

In iii, it ceases on the expiry of five years from the date of discharge.

DECLARATION

I..... herby confirm that I am eligible for the vacancy of X Parish Councillor; and the information given on this form is a true and accurate record.

Signature.....

Date.....

Flegg CLT Introducing our New Chairman

kate.martin-smith@fleggclt.org.uk <kate.martin-smith@fleggclt.org.uk>

Tue 13/06/2023 11:27

To: RollesbyPC@outlook.com <RollesbyPC@outlook.com>

Cc: Mark Kern <mark.kern@fleggclt.org.uk>; h.thirtle007@btinternet.com <h.thirtle007@btinternet.com>

Dear Sarah

Flegg CLT are excited to announce we have elected Mark Kern as our new Chairman. Mark has lived and worked in the Flegg area for 43 years, and is passionate about being able to allow the Northern Parishes of the Great Yarmouth Borough to take back control over the future development of their local area, and to create genuinely affordable housing for the local community.

Therefore, Mark and/or one of our Trustees, Terry and Shaun, would also look forward to attending an upcoming meeting for Rollesby Parish Council to discuss the aims of the Community Land Trust. Please let us know if there is a particular meeting you would like us to attend, otherwise we will come to the next Parish Council meeting where one of our Trustees is able to go to.

Kind Regards

Kate Martin-Smith

Clerk, Flegg Community Land Trust
kate.martin-smith@fleggclt.org.uk

“for local people, by local people”

Flegg Community Land Trust, 18 Hemsby Road, Martham, Great Yarmouth,
NR29 4QG

www.fleggclt.org.uk

Registered under Co-operative and Community Benefit Societies Act 2014
as a Community Benefit Society: Registration number: 7938