



TOTTON & ELING TOWN COUNCIL

Standing Orders

Author: Town Clerk and CEO
Date Adopted: September 2025
Review Date: September 2030

INTRODUCTION TO STANDING ORDERS

Standing Orders are the written rules of Totton and Eling Town Council. They are used to confirm the Council's internal organisational, administrative and procurement procedures and procedural matters for meetings.

Meetings of the Council, Councillors, Proper Officer (known as the Chief Executive) and the Responsible Financial Officer are subject to many statutory requirements.

- Standing Orders ensure that certain statutory requirements are upheld.
- A Council should have Standing Orders to confirm those statutory requirements.
- A Council should have Standing Orders to control the number of meetings, the location of meetings, the quorum at those meetings, the notices and other procedures for Committee and Sub-Committee meetings.
- A Council must have Standing Orders for the procurement of contracts.

Totton and Eling Town Council has made some modifications to the template as provided by the National Association of Local Councils. It has produced its own version to ensure that it operates effectively, at the same time as adhering to statutory requirements.

Matters that appear in bold are mandatory statutory requirements.

Reviewed and updated in

Review Date: every 5 years unless an earlier review is required or requested.

To be reviewed via the Policy and Resources Committee.

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1. **STANDING ORDERS GENERALLY**

- 1.1 All or part of a Standing Order, except one that incorporates **mandatory statutory requirements (in bold)** may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- 1.2 The Town Clerk and CEO shall provide a copy of the Council's Standing Orders to Councillors as soon as possible after they have completed the Declaration of Acceptance of Office.
- 1.3 The decision of the Chairman of a meeting as to the application of Standing Orders at the meeting shall be final.

2. **VARIATIONS, REVOCATION AND SUSPENSION OF STANDING ORDERS**

- 2.1 Any standing orders except one that incorporates **mandatory statutory requirements (in bold)** may be suspended by resolution in relation to any specific item of business.
- 2.2 A motion permanently to carry or revoke a standing order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.
- 2.3 A motion to suspend Standing Orders shall not be moved without notice unless 12 Members are present.

3. **DEFINITIONS**

3.1 **CLEAR DAYS**

The minimum three clear days for notice of a meeting does not include the day on which the 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.

3.2 **LOCATION OF MEETINGS**

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.

3.3 **QUORUM**

No business may be transacted at a Council meeting unless at least quorum of that Committee has been met. If a quorum is not present when the Council meets or if during the meeting the number of Councillors present falls below the quorum, the business not transacted at the meeting shall be transacted at the next meeting or on such other day as the Chairman may fix. Committee Quorums can be found in Appendix A, pages 25-32, items 3.1, 4.6, 7.5, 8.3, and 9.4.

3.4 **APOLOGIES**

Apologies for absence must be received by the Town Clerk and CEO, and the reasons for absence at a meeting must be given, in advance of the meeting.

3.5 **PUBLIC ATTENDANCE**

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.

4. POLITICAL BALANCE

- 4.1** Totton and Eling Town Council is composed of Councillors who have declared their alliance with a political party, or who have stated that they are independent of a political party. Wherever possible composition of Committees will be undertaken along political proportionality.

5. HIERARCHY OF MEETINGS

- 5.1** Totton and Eling Town Council has adopted to use a Committee structure in order to conduct its business. Full Council determines the scope and responsibilities of other Committees and Standing Orders sets out the roles and responsibilities. There is a system of Committee and Sub-Committees and on occasions, Working Parties, Task and Finish Groups, Steering, Scrutiny, Advisory groups or Appeals panel.

6. COUNCIL, COMMITTEES AND SUB-COMMITTEES

- 6.1. Unless the Council determines otherwise, a Committee may appoint a Sub-Committee whose terms of reference and Councillors shall be determined by the Committee.**

- 6.2 The Councillors of a Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Council.**

- 6.3.** Totton and Eling Town Council may appoint standing Committees or other Committees and:

- a) Shall determine their terms of reference.
- b) Shall determine the number and time of the ordinary meetings of the standing Committee up until the date of the next annual meeting of Full Council.
- c) Shall appoint and determine the terms of office of Councillors of such a Committee ensuring that:

- i. the political composition of Committees fairly and as accurately as possible reflects the political composition of the Council.
- ii. Policy and Resources Committee, the Amenities Committee and the Planning and Transportation Advisory Committee will comprise of nine Councillors.

The Town Chairman and Vice-Chairman of the Council shall be 'ex-officio' Members of the three standing Committees in addition to those 9 Members appointed.

- iii. The Personnel Sub-Committee will comprise of five Councillors.
- d) Any Councillor can be nominated as a substitute to the above standing Committees and Sub/Committees having formerly tendered their apologies to the Town Clerk & CEO prior to the commencement of the meeting.
- e) There shall be no maximum number of substitutes per meeting.

- f) A Councillor of a Committee who has been replaced at a meeting by a substitute Councillor shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participating session during the meeting; the substitute Councillor takes over full debating and voting rights at that meeting.
- g) After it has appointed the Councillors of a standing Committee, those Councillors shall appoint the Chairman from among their number at the first meeting of that Committee.
- h) Shall permit a Committee / Sub-Committee/Working party, to appoint its own Chairman at the first meeting if not appointed at the Annual Council meeting.
- i) Shall determine the place, and notice requirements for a meeting of a Committee and a Sub-Committee. The quorum shall be no less than three Councillors.
- j) May dissolve a Committee.

7. WORKING PARTIES & TASK AND FINISH GROUPS

- 7.1. The Council and Standing Committees may appoint Working Parties or Task & Finish groups, without delegated powers comprising of a maximum of 6 Councillors with powers to co-opt non-Councillors on a non-voting basis. The Chairman has authority to invite other Councillors to attend the meeting. The quorum of any working party must be at least 3 Councillors.
- 7.2. Working Parties shall be convened via a report from the Town Clerk & CEO to Council or a Standing Committee or a Councillor motion to Council.

8. STEERING GROUPS, ADVISORY GROUPS AND PANELS.

- 8.1. Steering Groups, Advisory Groups and Panels shall consist of up to 6 Councillors to be determined by Full Council or the relevant Standing Committee that set up the group.
- 8.2. The Chairman of any Steering, Advisory Group or Panel shall be elected from within the Councillor representation. The Chairman will be ratified by the parent Committee.
- 8.3. If neither the Chairman nor Vice Chairman are present at a meeting, another Councillor will be elected to Chair the meeting.
- 8.4. A substitute Councillor can be nominated to attend a Steering, Advisory group or panel meeting.
- 8.5. The Terms of Reference shall be agreed by Council or the Standing Committee who appointed the Steering or Advisory Group and subsequently approved by Full Council.
- 8.6. The Steering or Advisory Group shall report back to Council or the Standing Committee who appointed it.
- 8.7. Any meeting of the Steering or Advisory Group will be quorate if at least three Councillors are in attendance.
- 8.8. All Members who sit on the Steering or Advisory Group, including Councillors or Members of the public, will be bound by the seven principles of public life; Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership. Members of the Steering or Advisory Group will also be bound by the rules of confidentiality where appropriate.

- 8.9. All Members who sit on the Steering, Advisory Group or Panel, including Councillors or Members of the public, shall declare any conflict of interest at the beginning of each meeting.

9. THE ROLE OF THE GROUP LEADERS

- 9.1. In line with the political composition proportionality of the Council the Council has identified the role of group leaders for each political party or for a group of Councillors who are not Councillors of a political party.

- 9.2. The role of the Group Leaders is to:

- a) Ensure that each Councillor within that group has the opportunity to fill a seat on a Committee and or Sub-Committee, Working party, Steering group, Advisory group, or Task & Finish Group or Panel.
- b) Compile the list of proposed Councillors and a substitute Councillor for each standing Committee and Sub-Committee at each Annual Town Council meeting to the Town Clerk and CEO.
- c) Invite the group substitute Councillor to attend a Committee or Sub-Committee meeting when a vacancy is made, either due to a councillor being absent or a Councillor submitting their resignation to that Committee.

10. THE ROLE OF THE CHAIRMAN

- 10.1 Chairman's announcements are for this purpose only and are not to be used for debate.
- 10.2 All Councillors who wish to become Committee, Working Party, Steering Group, Task and Finish Group, Advisory Group or Panel Chairmen or Vice Chairmen shall have undertaken or been given information on "Chairmanship skills" training when taking on that role within their term of office (4 years).
- 10.3 The Person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the content of the meeting.

11. THE ROLE OF THE LEADER

- 11.1 The role of the leader of Council (or Deputy leader in their absence) is to
- (a) Provide leadership to the Council but with no executive powers.
 - (b) Act as a liaison between the Town Clerk in indicating priorities and programmes for inclusion in Council business.
 - (c) Be responsible for working with other Councillors as appropriate to outline the Council strategy.
 - (d) Be first point of contact for the Town Clerk when a political or policy response is needed.

12. THE ROLE OF THE PROPER OFFICER (TO BE KNOWN AS THE CHIEF EXECUTIVE)

12.1 The Town Clerk and CEO shall undertake the duties of the Proper Officer. In their absence the role will be undertaken by the Deputy Town Clerk.

12.2. The Town Clerk and CEO shall:

- a) **At least three clear days before a meeting of the Council, a Committee and a Sub-Committee serve on Councillors a summons, by email and or mail, confirming the time and place and the agenda and the email or mail shall contain the signature and title of the Town Clerk and CEO.**
- b) **Give public notice of the time and place and provide the agenda at least three clear days before a meeting of the Council or a meeting of a Committee or a Sub-Committee (provided that the public notice with the agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**
- c) Subject to Standing Order 20.1 include on the agenda all motions in the order received unless a Councillor has given written notice at least two days before the meeting confirming their withdrawal of it;
- d) **Convene a meeting of Full Council for the election of a new Chairman occasioned by a casual vacancy in their office.**
- e) Facilitate inspection of the minute book by local government electors.
- f) **Receive and retain copies of byelaws made by other local authorities.**
- g) Retain Declarations of Acceptance of Office from Councillors.
- h) Retain a copy of every Councillor's Register of Interests.
- i) Responsible for responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's policies and procedures relating to the same.
- j) Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- k) Manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form.
- l) Arrange for legal deeds to be executed or by appointed Deputy in the Clerk's absence.
- m) Arrange the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- n) Arrange for every planning application notified to the Council and the Council's response to the local planning authority to be recorded.
- o) Manage access to information about the Council via the publication scheme.

12.3. There shall be delegated to the Town Clerk & CEO the authority to act in respect of any function of the Council on a matter, which in their opinion does not warrant delay and be authorised to expend any sums allocated in budgets. In emergencies they be authorised to approve expenditure up to the sum of £15,000 excluding VAT, although any such sums may not have been allocated within any of the Council's budgets.

12.4. The delegations in this Standing Order are in addition to and without prejudice to the powers of the Council or its Committees to arrange for the discharge of any of its functions by a Sub-Committee or an officer.

13. **COUNCIL MEETINGS**

13.1. **BUSINESS TO BE TRANSACTED AT ANNUAL COUNCIL MEETING**

- a) **In an election year, the annual meeting of the Council shall be held on or within fourteen days following the day on which the new Councillors elected take office.**
- b) **In a non-election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c) **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.**
- d) **If no other time is fixed, the annual meeting of the Council shall take place at 7.15 pm.**
- e) **The first business conducted at the annual meeting of the Council shall be the election of the Chairman of the Council.**
- f) The Chair shall carry out the role and duties of office in accordance with the approved Chairman's protocol.
- g) Nominations for Chairman and Vice Chairman to be submitted in writing to the Town Clerk and CEO at least seven clear days before the Annual Town meeting.
- h) **The Chairman, unless they have resigned or becomes disqualified, shall continue in office and preside at the Annual meeting until their successor is elected at the next Annual meeting of the Council.**
- i) The Vice Chairman of the Council, unless they resign or become disqualified, shall hold office until immediately after the election of the Chairman at the next Annual meeting of the Council.
- j) **In an election year, if the current Chairman has not been re-elected as a Councillor of the Council, they shall preside at the meeting until a successor for Chairman has been elected. The current Chair shall not have an original vote in respect of the election of the new Chairman but must give a casting vote in the case of an equality of votes.**
- k) **In an election year, if the current Chair has been re-elected as a Councillor of the Council, they shall preside at the meeting until a new Chair has been elected. They may exercise an original vote in respect of the election of the new Chair and must give a casting vote in the case of an equality of votes.**
- l) Following the election of the Chair and Vice Chair of the Council at the Annual meeting of the Council, the business of the Annual meeting shall include:
 - 1. **In an election year, completion by all Councillors of their declaration of Acceptance of Office in the presence of either another Council Member or the Proper Officer of the Council before the Annual meeting commences, unless the Council resolves for this to be done at a later date.**

2. **In a year which is not an election year, completion by the Chair of their Acceptance of Office unless the Council resolves for this to be done at a later date.**
3. Confirmation of the accuracy of the minutes of the last meeting of the Council.
4. To elect a Vice Chairman.
5. **To note any declarations of interest.**
6. Appointment of Chairs, Vice Chairs and Councillors to standing Committees.
7. To appoint Councillors to represent the Council to external Bodies.
 - a) The Council shall not appoint any Member of a Committee so as to hold office later than the next Annual meeting.
 - b) The Council may, at any time, dissolve or alter the Membership of any Committee, subject to a majority vote of 2/3rds of Members present.
- m) Confirmation of the time and place of ordinary meetings of the Full Council and Sub Committees will be agreed at the November meeting of Full Council.

13.2 **COUNCIL MEETINGS ORDER OF BUSINESS**

- a) At every meeting, other than the Annual meeting, the first business shall be the appointment of a Chairman if the Chairman and Vice-Chairman are absent.
- b) After the first business has been completed the Council shall receive such Declarations of interest required by law to be made, and thereafter the order of business, unless the Council decides as are on the ground of urgency, shall be as follows:
 - i. To read and consider the Minutes: provided that if a copy has been circulated to each Member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - ii. After consideration to approve the signature of the Minutes by the presiding Chairman as a correct record.
 - iii. To receive such communications as the presiding Chairman may wish to lay before the Council.
 - iv. To dispose of business, if any, remaining from the last meeting.
 - v. To receive and consider reports and Minutes of Committees.
 - vi. To authorise the sealing of documents.
 - vii. To consider motions in the order in which they have been notified.
 - viii. Any other business specified in the summons.
 - ix. A motion to vary the order of business on the ground of urgency may be proposed by the Chairman or by any Member and, if proposed by the Chairman, may be put to the vote without being seconded, and shall be put to the vote without discussion.

13.3 QUESTIONS

- a. A Member may ask the Chairman any question relevant to the business then before the Council.
- b. Members, with or without notice, may ask the Chairman of a Committee any question upon the proceedings of the Committee then before the Council, if the question is put before the Council's consideration of those proceedings is finished.
- c. A person to whom a question has been put may decline to answer.

14. **EXTRAORDINARY MEETINGS OF THE COUNCIL AND COMMITTEES AND SUB-COMMITTEES**

- 14.1. **The Chairman may convene an extraordinary meeting of the Council at any time.** Extraordinary meetings will be convened to deal with any urgent or unforeseen business or situation.
- 14.2. The Chairman of a Committee, or Sub-Committee, may convene an extraordinary meeting of the Committee, or Sub-Committee, at any time.
- 14.3. **If the Chairman of a Committee, or Sub-Committee, does not or refuses to call an extraordinary meeting within seven days of having been requested by to do by not less than two thirds of the Committee Members or Sub-Committee Members then two thirds of the Committee Members or Sub Committee Members may summons an extraordinary meeting of a Committee, or Sub-Committee by requisition in writing. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the relevant Councillors, in consultation with the Clerk. No other business shall be transacted at that meeting**

15. **PUBLIC ATTENDANCE AND PARTICIPATION AT MEETINGS**

- 15.1. That at 7.15pm prior to commencement of the Planning and Transportation Advisory Committee, Amenities Committee, Policy & Resources Committee and Full Council, a public session be held where Members of the public who are residents of the Town Council area or business persons from within the Town have the right, subject to the following conditions, to make a statement to the Council or ask a question of the Council.
- 15.2. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting, and no Member of the public will be permitted to speak for more than 5 minutes on any subject.
- 15.3. No staff matter shall be discussed or considered at the public consultation.
- 15.4. That prior submitted questions shall take priority at public sessions, over questions raised at the Committee without prior submission.
- 15.5. That the public be informed that to be of assistance to the Council and themselves it would be helpful if prior notice could be given of the question concerned, which must relate to Town Council business only. That with the Chairman's approval other matters be taken outside the Standing Orders.

- 15.6 Separate notes of the matters raised during each cycle of the public session be available on the website.
- 15.7 The Chairman be given the authority to make the Public Session an additional 15 minutes in exceptional circumstances.
- 15.8. Questions at a Committee / Sub-Committee meeting must be within the remit of the Committee.
- 15.9 If any Member of the public interrupts the proceedings of any meeting, the Chairman may, after warning, order that they be removed from the Council Chamber.
- 15.10. A Member of the public is entitled to speak once only on the same issue and shall not speak for more than 5 minutes. Where several people wish to speak on the same issue, the Chairman may direct that a single representative be appointed. However, the Chairman will determine if an individual Member can speak for longer than five minutes if the public question session does not exceed 15 minutes.
- 15.11. 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.
- 15.12. A person shall raise his hand when requesting to speak and may remain seated.
- 15.13. A person who speaks at a meeting shall direct his comments to the Chairman of the meeting.
- 15.14. 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.
- 15.15. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted by the Council, with advance notice for facilitation purpose.
- 15.16. 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.

16. MEETINGS GENERALLY

- 16.1 Meetings of the Council other than the Annual, shall be held as previously agreed by Council.
- 16.2. Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Clerk or Chairman of a Committee may in their absence be done by, to or before the Vice-Chairman of a Committee.
- 16.3. The Chairman will preside at Town Council meetings. If the Chairman is absent from a meeting, if present, the Vice Chairman shall preside. If both the Chairman and Vice Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- 16.4. At a Committee meeting or Sub Committee meeting the Chairman of that meeting will preside. If the Chairman is absent from the meeting, the Vice Chairman will 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.
- 16.5. 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.

- 16.6. 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.
- 16.7 Meetings of the Council will be held normally at 7.15pm or in the interests of the efficient operation of the Council at such time as shall be determined by the Clerk after consultation with the Chairman of the Council, or in their absence with the Vice Chairman of the Council; or if it has been previously agreed by Council and provided that no meetings shall start before 6.00pm. A summons to attend the meeting will be sent by the Clerk via post and or email three clear days before the date of the meeting.
- 16.8. Meetings should aim to be completed in a two-hour period. Evening meetings should be completed by 9.00pm. In exceptional circumstance the Chairman may use his discretion to continue to a reasonable time, having consulted with Councillors in advance of the 2-hour point, no meeting beyond 9.30 pm.
- 16.9 If a unanimous decision is not obtained the remaining business of that Committee shall stand adjourned and the Committee shall then decide
- i. Either to carry over business to the next scheduled meeting of that Committee or
 - ii. Arrange an additional meeting of the Committee to take place before the next scheduled meeting of that Committee to transact unfinished business of the adjourned meeting. No additional matter shall be introduced to the additional Committee meeting unless the consent of the Chairman of that Committee has been obtained.
- 16.10 That no meetings other than site meetings shall be held on a Sunday except in the case of meetings required to deal with an emergency.
- 16.11 The Council shall accord in all respect relating to contracts with the Financial Regulations.

17. MEMBERS INTERESTS

- 17.1 Members shall accord with the Local Government Act 2000 and the Town Council's Councillors Code of Conduct in respect of all disclosures of interest and the Clerk shall give to all Members a copy of that code.
- 17.2 The Clerk shall maintain a record of all Disclosures of Interest by Members which shall be open for inspection by any Member, during office hours.
- 17.3 If a candidate for any appointment under the Council is to his knowledge related to any Member or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate Committee any such disclosure. Where relationship to a Member is disclosed the Standing Orders on interests of Members in contracts and other matters shall apply.

18. VOTING AND RECORDED VOTES

- 18.1. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands.**

- 18.2. Before a vote is taken and at the request of any 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.**
- 18.3. Before a vote is taken, any individual Councillor may request that the minutes record the way the individual Councillor votes.**
- 18.4. A recorded vote will always be taken at the meeting that determines the Council's annual budget and precept.
- 18.5. In the event of an equality of votes the Chairman shall have a second or casting vote.

19. RULES OF DEBATE AT MEETINGS

- 19.1. 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.
- 19.2. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- 19.3. 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. No Member may speak upon it after permission has been asked for its withdrawal unless permission for withdrawal has been refused.
- 19.4. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- 19.5. A Member who has proposed a motion which has been referred to any Committee of which they are not a Member, shall be entitled to explain their motion to the Committee but shall not vote.
- 19.6. No discussion shall take place upon the minutes except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chairman.
- 19.7. If an amendment to the original motion is carried, the amended motion becomes the substantive motion upon which further amendment(s) may be moved.
- 19.8. A resolution or amendment shall not be discussed unless it has been proposed and seconded, and unless proper notice has already been given, it shall, if required by the Chairman, be produced in writing and handed to him before it is further discussed or put to the meeting.
- 19.9. A Member when seconding a resolution or amendment may, if they, then declare their intention to do so, reserve their speech until a later period of the debate.
- 19.10. 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.

- 19.11. 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.
- 19.12. Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
- 19.13. 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.
- 19.14. A Councillor may not move more than one amendment to an original or substantive motion.
- 19.15. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A Member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.
- 19.16. 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.
- 19.17. Unless permitted by the Chairman of the meeting, a Councillor may only 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 he last spoke;
 - c) To make a point of order;
 - d) To give a personal explanation; or
 - e) In exercise of a right of reply.
- 19.18. During the debate of a motion, a Councillor may interrupt only on a point or 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. A point of order shall be decided by the Chairman of the meeting and his decision shall be final.
- 19.19. 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 refer a motion to a Committee or Sub-Committee for consideration;
 - f) To exclude the public and press;
 - g) To adjourn the meeting; or
 - h) That a Member named be not further heard.
 - i) That a Member named do leave the meeting.

- 19.20. 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.
- 19.21. Excluding motions moved under Standing Orders above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Chairman of the meeting.
- 19.22. The ruling of the Chairman on a point or order or on the admissibility of a personal explanation shall not be discussed.
- 19.23. Members shall address the Chairman.
- 19.24. If two or more Members wish to speak at the same time, the Chairman shall call upon one of them to speak and the other will speak after.
- 19.25. At the end of any speech a Member may, without comment, move 'that the question be now put', 'that the debate be now adjourned' or 'that the Council do now adjourn'. If such motion is seconded and if the Chairman is of the opinion that the question before the Council has been sufficiently debated (but not otherwise) he shall forthwith put the motion. If the motion 'that the question be now put' is carried, he shall call upon the mover to exercise or waive their right of reply and shall put the question immediately after the right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

20. DISORDERLY CONDUCT AT MEETINGS

- 20.1. 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.
- 20.2. 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 excluded from the meeting and asked to leave the premises. The motion, if seconded, shall be put to the vote without discussion.
- 20.3. If a resolution made under the Standing Order 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.

21. PREVIOUS RESOLUTIONS

- 21.1. A resolution of the Council shall not be reversed within six months save by either a special resolution of the Council where a written notice whereof bears the names of at least two thirds of the Council, or at the meeting the resolution is carried by a two thirds majority of those present and voting.

Or

Where the matter concerned is referred back to the original Committee who made or recommended the decision and that Committee have reconsidered the matter and then put their view to the next ordinary meeting of the Council.

- 21.2. When a motion moved pursuant to standing order 20.1 have been disposed of, no similar motion may be moved within a further six months.

- 21.3 A Member may, with the consent of his seconder, move amendments to his own resolution.

22. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE TOWN CLERK AND CEO

- 22.1. 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, save for matters arising under paragraphs (a), (b), and (c) of Sub section 3. 137 of the Local Government Act, 1972.
- 22.2. 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 Town Clerk and CEO at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- 22.3. The Town Clerk may, before including a motion on the agenda received in accordance with standing orders correct obvious grammatical or typographical errors in the wording of the motion.
- 22.4. If the Town Clerk considers the wording of a motion received in accordance with standing orders, is not clear in meaning, the motion shall be rejected until the mover of the motion re-submits it in writing to the Town Clerk & Chief Executive so that it can be understood at least seven clear days before the meeting.
- 22.5. If the wording or subject of a proposed motion is considered improper, the Town Clerk 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.
- 22.6. The decision of the Town Clerk as to whether or not to include the motion on the agenda shall be final.

The Clerk shall date every notice of motion when received by them, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every Member of the Council.

The Clerk shall insert in the summons for every meeting all notices of motion properly given in order in which they were received unless the Member giving such a notice has stated in writing that they intend to move their motion to some later meeting or that they wish to withdraw it.

If a motion specified in the summons be not moved, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.

If the Subject matter of a motion comes within the province of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the Chairman, if they consider it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

- 22.7. The Lead Officer for each Committee / Sub-Committee will consult with the Chairman on the forthcoming meeting on the proposed agenda.
- 22.8 A motion to suspend Standing Orders shall not be moved without notice unless 12 Members are present.

22.9. The decision of the Town Clerk on the content of the agenda shall be final.

23. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

23.1. The following motions may be moved at a meeting without written notice to the Town Clerk.

- a) To approve the minutes
- b) To correct an inaccuracy in the draft minutes of a meeting
- c) To move to a vote
- d) To close or defer the debate
- e) To refer a motion to a particular Committee or Sub-Committee
- f) To appoint a person to preside at a meeting
- g) To change the order of business on the agenda
- h) To proceed to the next business on the agenda
- i) To adopt a report
- j) To extend the time limits for speaking
- k) To give leave to withdraw a motion or an amendment
- l) To exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest
- m) To not hear further from a Councillor or a Member of the public
- n) To exclude a Councillor or Member of the public for disorderly conduct
- o) To temporarily suspend the meeting
- p) To suspend a particular standing order (unless it reflects mandatory statutory requirements);
- q) To adjourn the meeting
- r) To close a meeting.

A motion to suspend Standing Orders shall not be moved without notice unless 12 Members are present.

24. MINUTES OF MEETINGS AND DRAFT MINUTES OF MEETINGS

24.1. 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.

24.2. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy.

24.3. 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.

24.4. Upon 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.

- 24.5. The minutes of a meeting shall include as an accurate record of the following:
- a) **the time and place of the meeting**
 - b) **the names of Councillors present and absent**
 - c) **Interests that have been declared by Councillors and when a Councillor arrived (if after the start) and left the meeting;**
 - d) **If there was a public participation session**
 - e) **The resolution made**

25. CIVIC EVENTS

- 25.1. Councillors are expected to attend Civic Events and should send apologies to the Town Clerk as per Committee meeting if unable to attend.

26. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- 26.1. Unless authorised by a resolution, no individual Councillor shall:
- a) Inspect any land and/or premises which the Council has a right or duty to inspect
 - b) Issue orders, instructions or directions to staff, stakeholders or external partners.

27. CODE OF CONDUCT COMPLAINTS

- 27.1. All Councillors shall abide by the Town Council's Health and Safety, Code of Conduct and abide by the seven principles of public life; Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

27.2. Upon notification by the New Forest District Council that it is dealing with a complaint that a Councillor has breached the Councillors' code of conduct, the Town Clerk shall report this to the Council.

- 27.3. The Council may:
- a) Provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - b) Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

- 27.4. Upon notification by New Forest District Council that a Councillor has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

28. HANDLING CONFIDENTIAL OR SENSITIVE INFORMATION

- 28.1. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- 28.2. Councillors and staff shall not disclose, sensitive or any Town business declared to be confidential by the Council which for special reasons would not be in the public interest, as set out in section 4.1 of the Members code of conduct.

28.3 If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered by the Council until the Council has decided whether or not the public and press shall be excluded.

28.4 The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

29. DISPENSATIONS

29.1. Dispensation requests shall be in writing and submitted to the Town Clerk in accordance with the Council's Dispensation's Policy.

29.2. A decision as to whether to grant dispensation shall be made in accordance with the Council's Dispensations Policy and that decision is final.

29.3. A dispensation request shall confirm:

- a) The description and the nature of the disclosable pecuniary interest or non-pecuniary 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.

29.4 A dispensation may be granted in accordance with standing orders if having regard to all relevant circumstances the following applies:

- 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 or**
- 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.**

29.5 Unless they have been granted a dispensation, a Councillor shall withdraw from a meeting when it is considering a matter in which they have another interest if so required. They may return to the meeting after it has considered the matter in which they had the interest.

30. REQUESTS FOR INFORMATION

30.1. Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000, and the Data Protection Act 1998 and other legislation. DSAR requests will be dealt with in line with the Data Protection Act 1998 and GDPR.

31. COMMUNICATING WITH TOTTON AND ELING TOWN COUNCILLORS

31.1. An invitation to attend a meeting of the Council or the standing Committees of the Council shall be sent, together with the agenda and reports, to the Ward Councillor(s) of Totton and Eling Town Council representing that area of the Council.

32. RELATIONS WITH THE PRESS / MEDIA

- 32.1. 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 Press & Media policy.

33. PUBLIC PETITION

- (a) Following referral to and non resolution by Ward Councillor(s) a petition signed by not less than 8 ward residents will be referred to the next appropriate Committee of the Council for consideration.
- (b) A single organiser of the Petition may present the Petition in person and speak on the matter. The speech not to exceed 5 minutes in length except with the express approval of the Chairman of the Committee.
- (c) No similar Petition shall be received within a further six months.
- (d) The Petition must be on a matter over which the Town Council has control.
- (e) That the period when public petitions can be presented shall be at 7.15pm, prior to the appropriate Committee meeting.

34. RESPONSIBLE FINANCIAL OFFICER

- 34.1. The Council shall appoint a Responsible Financial Officer who does not have to be the Town Clerk. The Council shall appoint appropriate staff Member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

35. RESOLUTIONS ON EXPENDITURE

- 35.1 Any motion which is moved otherwise than in pursuance of a recommendation of the Policy & Resources Committee, or of another Committee after recommendation by the Policy & Resources Committee and which if carried, would, in the opinion of the Chairman, substantially increase expenditure upon any service, which is under the management of or reduce the revenue at the disposal of any Committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any Committee affected by it shall consider whether it desires to report thereon. The Policy and Resources Committee shall report on the financial aspect of the matter.

- 35.2 Payment of monies by the Council shall be in accordance with the financial regulations.

36. ACCOUNTS AND ACCOUNTING STATEMENTS

- 36.1. "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Council's – a Practitioners Guide (England).
- 36.2. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- 36.3. The Responsible Financial Officer shall provide to Councillors via the Policy and Resources Committee, periodically in each year, a statement to summarise:
- a) the Council's receipts and payments for each quarter;
 - b) the Council's aggregate receipts and payments for the year to date
 - c) the balances held at the end of the quarter being reported
 - d) and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends
- 36.4. As soon as possible after the financial year end at 31st March, the Responsible Financial Officer shall provide:
- a) each Councillor with a statement summarising the Council's receipts and payments for the last quarter and the year to date for information; and

- b) to the Full Council the accounting statements for the year in the form of Section 1 and 2 of the Annual Return, as required by proper practices, for consideration and approval.
- 36.5. The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (income and expenditure) for a year to 31st March. A completed draft Annual Return shall be presented to each Councillor before the end of the following month of May. The Annual 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 30th June.

37. FINANCIAL CONTROLS AND PROCUREMENT

- 37.1. The Council shall consider and approve financial regulations drawn up by the Town Clerk in liaison with the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- a) the keeping of accounting records and systems of internal controls;
 - b) the assessment and management of financial risks faced by the Council;
 - c) 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;
 - d) the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
 - e) procurement policies including the setting of values for different procedures where a contract has an estimated value of less than £30,000 including VAT.
- 37.2. Financial regulations shall be reviewed regularly for fitness of purpose.
- 37.3. Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £30,000 including VAT, shall be procured on the basis of a formal tender as summarised in standing order below.
- 37.4. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or execution of works shall include, as a minimum, the following steps: a specification for the goods, materials, services or the execution of works shall be drawn up;
- a) 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;
 - b) The invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate; at least 10 days public notice if the estimated value or amount of a proposed contract exceeds £55,000 excluding VAT.
 - c) Dependent on the estimated contract value some orders must follow the Government Procurement rules as set out in the Procurement Act 2023 including advertising and publishing information on the Government's Central Digital Platform.

- d) Tenders are to be submitted in writing in a sealed marked envelope to the tendering officer;
- e) Tenders shall be opened by the tendering officer, in the presence of at least one Councillor after the deadline for submission of tenders has passed;
- f) Tenders are to be reported to and considered by the appropriate meeting of the Council or a Committee or Sub-Committee with delegated responsibility for considering tenders, if required for budgetary reasons.
- g) No individual cheque shall be paid from the Imprest Account other than in accordance with the Financial Regulations.
- h) Any Committee desiring to incur expenditure to be defrayed out of the Council tax shall not later than 30th October agree an estimate of the expenditure recommended for the coming year and such estimates shall be submitted to the Policy and Resources Committee before the 1st December of each year.

37.5. Determination of precept can only be made by Council.

38. SEALING OF DOCUMENTS

- 38.1 Except as contained in standing order no 37.2 any two Members of the Council may be authorised by resolution of the Council, on behalf of the Council, to sign any document required by law to be issued by the Council under seal.
- 38.2 Where the Council have by resolution agreed to take a course of action which requires by law the signing of any document or documents then any two from the following shall be hereby authorised to sign any such document on behalf of the Council.
 - Chairman of the Council
 - Vice-Chairman of the Council
 - Chairman of Policy & Resources Committee
 - Vice-Chairman of Policy & Resources Committee

39. GENERAL POWER OF COMPETENCE (ENGLAND)

- (a) Before exercising the General Power of Competence, a meeting of the Full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and the Council qualifies as an eligible Parish/Town Council.
- (b) The Council's period of eligibility begins on the date that the resolution under Standing Order (a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.
- (c) If the Council loses its qualified Clerk or has insufficient elected Councillors then it must record its ineligibility at the next 'relevant' annual meeting of the Council (after the ordinary election). If the Council has already started an activity it can finish that but not start anything new.

1. TERMS OF REFERENCE FOR COMMITTEES

- 1.1. The Town Council shall appoint 3 Standing Committees:
 - Amenities Committee
 - Planning and Transportation Advisory Committee
 - Policy and Resources Committee
- 1.2. The Town Council may determine the numbers of any or all Committees without the need to amend Standing Orders.
- 1.3. Where any decision of a Standing Committee, Sub-Committee, Working Party, Steering, Advisory Group or Panel falls outside their delegated power or terms of reference then the decision shall be a RECOMMENDED item which will be referred to the relevant meeting.
- 1.4. Under normal circumstances each Councillor of the Town Council shall be appointed to at least one Standing Committee.
- 1.5. Any Member of the Town Council may attend meetings of any Committee, Sub-Committee, Working Party, Steering Group or Advisory group which they are not a Member and must declare that they are not a Member, and may speak on any matter only with the permission of the Chairman, shall not vote but have a view recorded if so requested.
- 1.6. All Committee meetings are open to the public and will include a period of public question time, prior to the meeting commencing.

2. FULL COUNCIL

Except when ordered by the Council the quorum of the Full Council shall be 7 Members. A motion to suspend Standing Orders shall not be moved without notice unless 12 Members are present.

2.1. Matters to be resolved only by Full Council include:

- a) Agreeing a budget
- b) Precepting a rate
- c) Borrowing Money
- d) Approving the end of year Accounts and Annual Return
- e) Incurring capital or revenue expenditure which is over and above the Council's approved budget
- f) Making, amending or revoking Standing Orders, Financial Regulations or Duties and Powers and provisions
- g) Fixing the number of Committees, and the names and number of Councillors appointed to each Committee
- h) Determining the functions and constitution of Committees and Sub-Committees
- i) Fixing the dates of routine meetings of the Council and its Committees
- j) Filling of Councillor vacancies occurring on any Committee. If a vacancy of a Committee occurs during the year due to a Councillor's resignation from that Committee the Chairman can invite the substitute Councillor to take over that position without the need to refer the matter back to Full Council. For the group Chair to inform Council at the next meeting of this replacement.
- k) Appointing or nominating persons to fill vacancies on outside bodies
- l) Making, amending or revoking Bye Laws
- m) Making of Orders under any statutory powers
- n) Important matters of principle or policy which have been referred directly by Committees or officers
- o) Prosecution in a court of law
- p) The production and adoption of the Annual Report
- q) Response to consultations the subject of which has a significant impact to the Town e.g. Core Strategy, Site Allocation Plan, Boundary Review
- r) Ratification of the appointment of the post of Town Clerk and Deputy Town Clerk

3. QUORUM

- 3.1 Seven Members of the whole Council shall constitute a quorum but a motion to suspend Standing Orders shall not be moved without notice unless 12 Members are present.
- 3.2 If a quorum is not present when the Council meets or if during the meeting the number of Councillors present falls below the quorum, the business not transacted at the meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.
- 3.3 Members shall vote by a show of hands
- 3.4 If a Member requires, the Clerk shall record the names of the Members who voted on any question so as to show whether they voted for or against.
- 3.5 In the event of an equality of votes the Chairman shall have a second or casting vote.

4. POLICY AND RESOURCES COMMITTEE (Standing Committee)

- 4.1. The Committee shall consist of 9 Councillors, to comprise:
 - a) The Chairman
 - b) Vice Chairman
- 4.2. The Planning and Transportation Advisory Committee and the Amenities Committee shall appoint two Members each to the Policy and Resources Committee. Additionally, 5 other Members shall be appointed to the Committee giving a Membership of 9.

Except when ordered by the Council the quorum of the Policy & Resources Committee shall be four Members.
- 4.3 The Chairman and Vice Chairman of the Town Council shall be ex officio' Members of this Committee in addition to those Members appointed, as above.
- 4.4 If a Councillor is unable to attend a meeting, and they have informed the Town Clerk at least 2 working days before the meeting, then the substitute Councillor is appointed to attend the meeting by the Group Chair, who at the same time shall inform the Chief Town Clerk and Chief Executive Officer that they will be attending.
- 4.5. A Councillor of the Policy and Resources Committee who has been replaced at a meeting by a substitute Councillor shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting; the substitute Councillor taking over full debating and voting rights at that meeting.
- 4.6. Meetings shall have a quorum of four Councillors.

If a quorum is not present when the Council meets or if during the meeting the number of Councillors present falls below the quorum, the business not transacted at the meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.

Members shall vote by a show of hands

If a Member requires, the Clerk shall record the names of the Members who voted on any question so as to show whether they voted for or against.

4.7 In the event of an equality of votes the Chairman shall have a second or casting vote.

5. DELEGATED AREAS OF RESPONSIBILITY:

5.1 To undertake, under delegated authority within the overall policies and approved Budgets of the Council, the following functions :-

6. CORPORATE GOVERNANCE

(a) Be responsible for all aspects of Corporate Governance – the system by which this Council direct, monitor and control its functions and relate to the community according to the four fundamental principles of corporate governance:

- Openness
- Inclusivity
- Integrity
- Accountability
- And in line with the identified interlocking dimensions in a corporate governance framework consisting of:
 - Service Delivery
 - Risk Management and Internal Control
 - Structures and Processes

b) SERVICE DELIVERY

This Committee will guide the Council in the formulation of their plan of objectives and priorities and for this purpose will recommend to the Council such forward programmes and other steps as may be necessary to achieve these objectives either in whole or part during specific time spans. For these purposes the Committee will consider reports and recommendations of other Committees and their Sub-Committees/working groups or panels formed by Council in an economic context and will advise the Council generally as to its financial and economic policies.

c) RISK MANAGEMENT AND CONTROL

The Committee will be responsible for reviewing the effectiveness of the Council's work and standards and levels of service provided. They will identify the need for new services within the Council's powers and keep under review existing ones. Additionally, the Committee will be responsible for the proposal and presentation to Council of the development of the Council's corporate strategic plan, the Council's performance against this and on budget proposals of all Committees together with the level of the precept to be levied each year.

d) STRUCTURES AND PROCESSES

The Committee will submit to the Council concurrent reports from other Committees /Groups or panels upon new policies or changes to policy formulated, particularly those which may have significant impact upon the Councils' Core objectives, Mission Statement, 5 year strategy plan, focused priorities or upon the resources of the Council.

The Committee will be responsible for allocating and controlling the financial manpower and land resources of the Council, and be responsible for the acquisition, allocation and disposal of any buildings or land.

The Committee shall be responsible for the Council meeting all its legal requirements.

The Committee will ensure that the organisational and administrative processes of the Council are designed to make the most effective contribution to the achievement of the Council's objectives. The Committee will keep these processes under review in the light of changing circumstances making recommendations as necessary for change(s) in either the Committee structure or the administrative and executive structure and/or the distribution of finances and responsibilities.

7. AMENITIES (Standing Committees)

The Committee shall consist of 9 Councillors, to comprise:

- a) The Chairman
- b) Vice Chairman

7.1. The Committee shall consist of 7 other Councillors.

Except when ordered by the Council the quorum of the Amenities Committee shall be four Members.

7.2. The Chairman and Vice Chairman of the Town Council shall be ex officio' Members of this Committee in addition to those Members appointed, as above.

7.3. If a Councillor is unable to attend a meeting, and they have informed the Town Clerk and CEO at least 2 working days before the meeting, then the Substitute Councillor is appointed to attend the meeting by the Chair, who at the same time shall inform the Chief Executive that they will be attending.

7.4. A Councillor of the Amenities Committee who has been replaced at a meeting by a Substitute Councillor shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting; the Substitute Councillor taking over full debating and voting rights at the meeting.

7.5. Meetings shall have a quorum of four Councillors.

If a quorum is not present when the Council meets or if during the meeting the number of Councillors present falls below the quorum, the business not transacted at the meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.

Members shall vote by a show of hands.

If a Member requires, the Clerk shall record the names of the Members who voted on any question so as to show whether they voted for or against.

In the event of an equality of votes the Chairman shall have a second or casting vote.

DELEGATED AREAS OF RESPONSIBILITY:

7.6. To undertake, under delegated authority within the overall policies and approved budgets of the Council, the following functions: -

(a) SERVICE DELIVERY

This Committee will be responsible for recreation grounds, parks, sports fields, owned or leased/licenced lands and connected use. The Committee will advise administer and arrange activities or functions connected with powers relating to entertainment, the arts and tourism.

This Committee will be responsible for the management of the Council's buildings connected with the broad spectrum of recreational or entertainment activities and also the control of the Council's allotments,

Additionally this Committee's responsibilities will include Recommending fees and charges on sporting facilities and room hire and other related activities to Policy and Resources Committee.

Keep under review the need for additional community facilities and make recommendations to Council as to how to satisfy such need.

Make representations to the appropriate authority on matters relating to the provision and maintenance of: allotments, children's play areas and other lands and buildings within the town providing leisure facilities for residents and visitors.

Also to prepare budget proposals for revenue and capital expenditure for the following financial year and submit to the Policy and Resources Committee.

The Amenities Committee may establish a single-issue Working party/group as required from time to time.

8. PLANNING AND TRANSPORTATION ADVISORY COMMITTEE (Standing Committees)

The Committee shall consist of 9 Councillors, to comprise:

- a) The Chairman
- b) Vice Chairman

8.1. The Committee shall consist of 7 other Councillors.

Except when ordered by the Council the quorum of the Planning and Transportation Advisory Committee shall be four Members.

The Chairman and Vice Chairman of the Town Council shall be ex officio' Members of this Committee in addition to those Members appointed, as above.

8.2. A Councillor or the Planning and Transportation Advisory Committee who has been replaced at a meeting by a Substitute Councillor shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting; the Substitute Councillor taking over full debating and voting rights at that meeting.

8.3. Meetings shall have a quorum of four Councillors.

DELEGATED AREAS OF RESPONSIBILITY:

8.4. To undertake, under delegated authority within the overall policies and approved budgets of the Council, the following functions:-

8.5 **SERVICE DELIVERY**

Town Planning and Transportation

The powers of this Committee will relate to advising the Council in action required to be taken with local planning and highway authorities and utility boards on matters relating to local, district and regional highways and transportation and other matters affecting the interest of habitants of the administrative area the Council serves.

The Committee will have a standing duty imposed initially by the Council to examine all planning applications affecting the administrative area of the Council and shall without reference to the Council make known their comments on planning applications to the local planning authority within the statutory time limited allowed.

This Committee may appoint person or persons to represent the inhabitants of the administrative area of the Council at any public or other inquiry held by any Ministry or public body under any Act relating to any respect of planning and transportation.

This Committee shall be empowered to liaise with anybody, organisation or any department of any local authority or utility board on any matter relating to planning and transportation.

This Committee shall be responsible for the provision and maintenance of bus shelters, public seats, litter bins and footpaths with the administrative area of the Council together with the Town market.

This Committee shall be responsible for the control of the Council's car parks and determining the permitted use of the car parks and regulations relating thereto.

The Planning and Transportation Advisory Committee may establish a single-issue Working group/party as required from time to time.

9. PERSONNEL SUB COMMITTEE

9.1. The Personnel Sub Committee shall consist of 5 Councillors.

9.2. If a Councillor is unable to attend a meeting, and they have informed the Town Clerk and Chief Executive at least 2 working days before the meeting, then the Substitute Councillor is appointed to attend the meeting by the group Chair who at the same time shall inform the Chief Executive that they will be attending.

9.3. A Councillor of the Personnel Sub Committee who has been replaced at a meeting by a Substitute Councillor shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting; the Substitute Councillor taking over full debating and voting rights at that meeting.

9.4. If a quorum is not present when the Council meets or if during the meeting the number of Councillors present falls below the quorum, the business not transacted at the meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.

Except when ordered by the Council the quorum of the Personnel Sub Committee shall be 3 Members.

If a Member requires, the Clerk shall record the names of the Members who voted on any question so as to show whether they voted for or against.

In the event of an equality of votes the Chairman shall have a second or casting vote.

9.5 DELEGATED AREAS OF RESPONSIBILITY:

The Personnel Sub Committee make recommendation to the Council in regard to:-

- a) The appointment of a Town Clerk and Deputy Town Clerk.
- b) The Town Clerk and Chief Executive's Performance Review panel to consist of two Councillors.

- c) All matters affecting the appointment, probation, promotion, discipline, grievance, salary, dismissal and conditions of service of the Town Clerk & Chief Executive and appointment and dismissal of the Deputy Town Clerk.
- d) Approval for recommendation of the 5-year salary review.
- e) Consider appeals with regard to staff members in relation to Grievance and Disciplinary, when previous decision has been made by the Town Clerk.