

Sandwich Town Council Standing Orders Working Group Meeting



Agenda

Chair: Cllr Black
Councillors: Breen, Csuka, Gray and Pennington

Members are hereby cordially invited to attend a Standing Orders Working Group Meeting in the Council Chamber, Guildhall on **Thursday 8th June 2023 at 10:00** to transact the business on the agenda below.

Date: **1st June 2023**
Gill Gray: Interim Town Clerk

1	Apologies for absence received:	
2	Declarations of interest: To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.	
3	Minutes of the SO Working Group To receive and approve the minutes as an accurate record of the SO Working Group meeting held on 30 th May 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda: Decision required	Attach 1
4	Public Participation: A 15-minute session is set aside for members of the public to make representations at the meeting in respect of the business on the agenda. Individual representations should not exceed 3 minutes. (Written notice of the desire to exercise the right to speak, together with the topic to be addressed, must be given to the Interim Town Clerk prior to 4pm on the Monday preceding the meeting).	
5	Standing Orders Members to continue work on the draft Standing Orders.	Attach 2 & 3
6	Date of next SO Working Group Meeting: TBC	

Draft notes of WP on Standing Orders held on 30/5/23

In Attendance:

Cllr Ian Black (Chair) IB

Cllr Peter Breen PB

Cllr Emmet Csuka EC

Cllr Nicholas Gray NC

Cllr Martin Pennington MP

Ms. Christina Glynn (CG) was present to video the proceedings, and also contributed to the discussions.

No other members of the public attended.

1. Election of Chairperson.

IB was elected as chair of the WP.

He proposed the meeting be on informal terms, and this was accepted.

2. Apologies for Absence. None.

3. Public Participation.

No requests to speak had been received: CG made contributions during the meeting. She has researched the procedures of STC extensively, and also has received feedback from persons who have viewed the video posts,

4. Items arising from the recent STC meetings.

4.1 It was suggested the Town Clerk needed ample opportunity to comment on the outcomes of each WP meeting to ensure the TC was not faced with a lot of paperwork at the end having had little opportunity to comment. It was *agreed* to share each iteration of the working documents, and to invite the TC to a meeting when more progress had been made. Action IB

4.2 EC wanted to ensure STC improved its engagement with residents radically: the improved SOs were necessary, but there should be more clarity about deadlines for documents and the notification about meetings to ensure residents had sufficient time to read and consider what was to be discussed at TC meetings, and have adequate opportunity to make informed comments etc. at public participation opportunities. Action All to note and consider during the next meetings

4.3 CG suggested that although Saturdays were, in the NALC guidelines, working days, the WP might wish to consider removing the “working day” provision for Saturday. No agreement was reached on this matter.

4.4 NG asked what notice should be given by residents wishing to speak at any TC meeting: the current rules were inconsistent and applied to varying degrees. No consensus was reached, except that clear, uniform rules were needed, preferably maximising the time a resident had to notify the TC or Meeting Chair. The WP discussed problems associated with how and when to respond to a speaker, the courtesy given to a speaker, and how best to deal with circumstances when a number of residents wished to raise the same issue, and perhaps one speaker should be chosen to represent all.

4.5 IB asked why there was currently no provision to question the DDC and KCC representatives who gave reports to STC. It was *agreed* the SOs should contain this ability to question. It was also *agreed* that councillors should be able to question other speakers, whether invitees or residents during public participation sessions, but to recognise that care had to be taken with speakers who were less familiar with, or confident during, public speaking. Action All to note

4.6 IB asked why councillors had to stand to speak at council meetings. NG said both KALC and NALC suggested standing, but this was not a statutory requirement. MP reminded the meeting that at another council in East Kent, members did not stand, and EC pointed out that in many councils he had researched, standing was not mandatory. CG

said the feedback from broadcasts was that some viewers wanted councillors to stand to allow residents to see who they were: this was a particular issue in the present council chamber set up where 1/3 of the councillors sat with their back to the public. NG said an alternative room layout (as had previously been requested) might address some of the issues. No consensus was reached at this stage.

4.7 NG pointed out that this council chamber did not meet the disabled access requirements when the Jury room was in use. The poor acoustic qualities also hindered communications, and to date no adequate microphone or other devices had been fully tested.

4.8 IB pointed out that the “rules” for Working Parties were very well hidden, and the differences between WPs and Sub-committees were unclear. It was *agreed* that the procedures for all types of official meetings should be clarified and made easily available. Action All to note

5 Proposed ways forward

5.1 The WP were reminded of the Objective: To produce a fully legally compliant, concise, clear, user-friendly set of “Standing Orders”, capable of easy updating as circumstances change.

5.2 After much discussion it was *agreed* to use the document map PB had suggested (Appendix 1) as the framework on which to attach the SOs and all other related documents of policies, procedures etc. This approach would allow the WP to review and rewrite the SOs, and subsequently allow this or other WPs to add elements such as relations with major local charities, contracts, and committee constitutions. Action All

5.3 EC requested that the SOs include clear guidance on the security markings to be used for reports and documents submitted to meeting. It was agreed that the detail of this will be picked up as the WG works through the drafting of the SOS

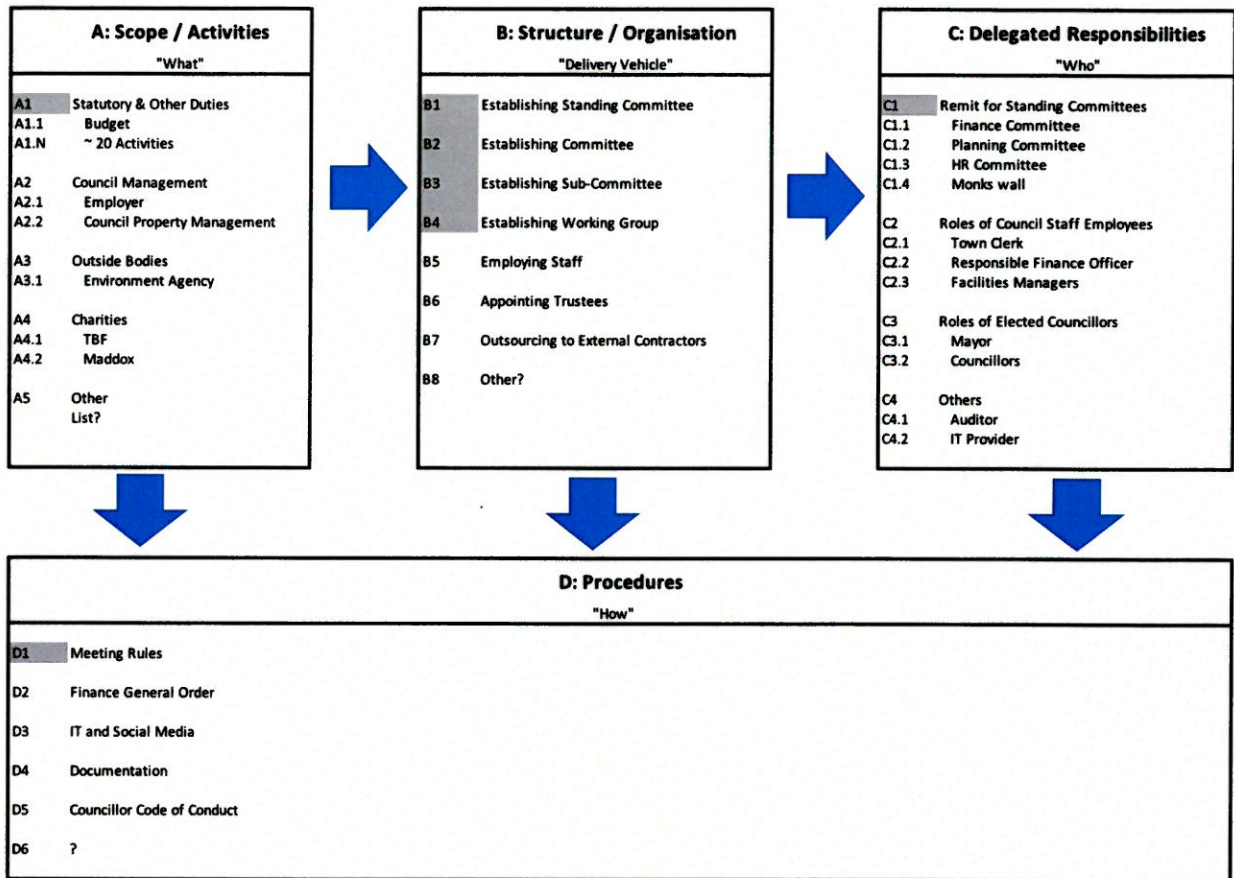
5.4 As a starting point, it was **agreed** to use the “model” procedures (Appendix 2) NG had drawn up after extensive research into NALC and some “independent” councils. This WP would seek to adapt these for Sandwich’s circumstances. The example of Frome TC SOs etc. would also be useful. Each attendee would also review the document, add, delete or amend the text as they saw fit, and bring their version to the next WP meeting. Action All

5.5 PB **agreed** to produce definitive versions of each meeting’s iterations to ensure only one version was in circulation at any time

5.6 NG **agreed** to check the requirements of 2.1.5. in the model document

6. Next meeting – proposed for 8/6/23 fro 1000 to 1200

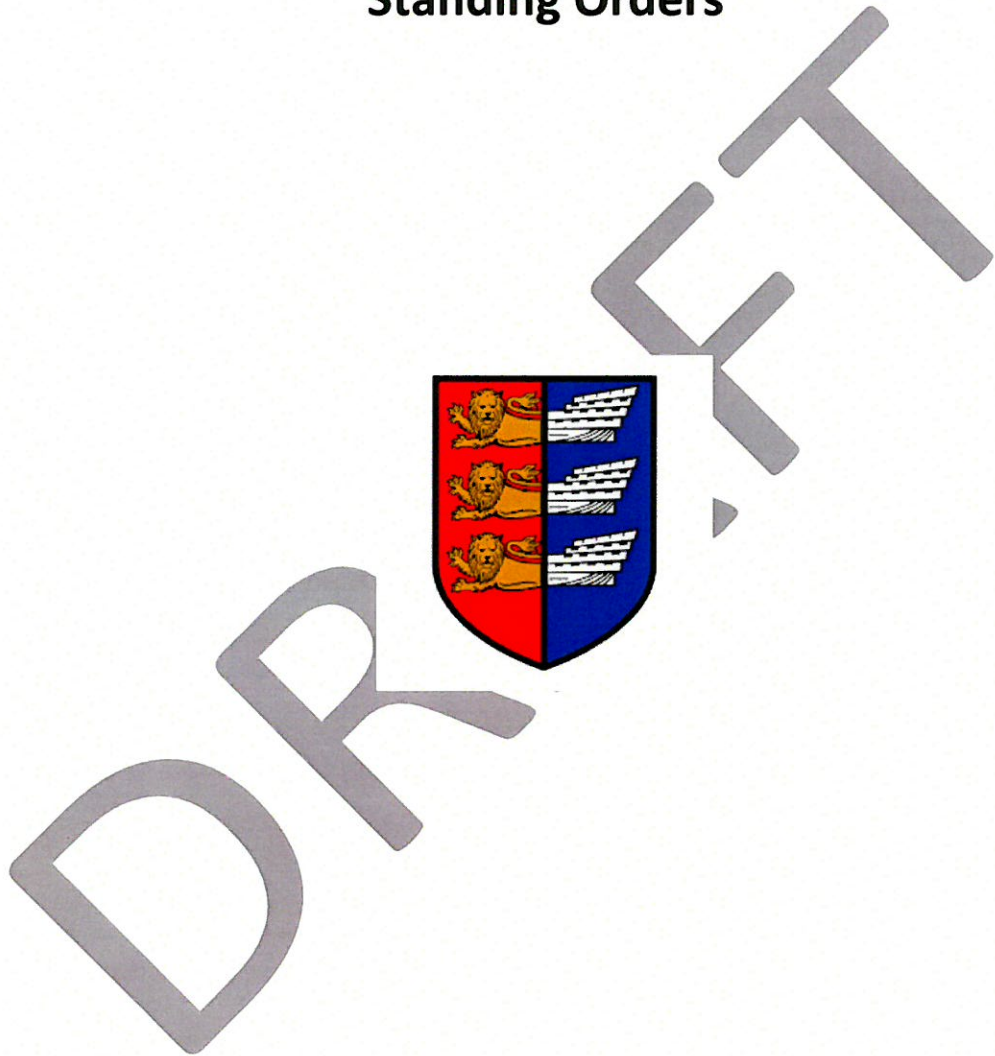
DRAFT DOCUMENTATION MAP - STANDING ORDERS OVERVIEW



Appendix 2

Sandwich Town Council

Standing Orders



Version Control		Author	Status	Date
Version	Change			
1	1 st Draft	NCG	Draft	19-10-22

Approval		Date	Review Date
Version	Body		

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1 Introduction

1.1 Use of Standing Orders

- 1.1.1 These Standing Orders incorporate the statutory Standing Orders applying to Parish and Community-level councils, and additional clauses which we, the Council, feel will enable and promote the following:
- a. Smooth running of meetings;
 - b. Appropriate and positive engagement by the community in meetings;
 - c. Clarity on the role of the Chair of the Council, Vice-chair and Committee Chairs;
 - d. Rules on voting;
 - e. Information management, including minutes and accessible information under relevant law;
 - f. Roles of the Town Clerk as Proper Officer.
- 1.1.2 **Statutory clauses are integrated into the relevant sections of these Standing Orders and are shown in bold typeface.**
- 1.1.3 Throughout these Standing Orders 'written' is deemed to include email or other digital forms of communications.
- 1.1.4 The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible after they have delivered their acceptance of office form, and they shall be published as part of the Council's Scheme of Publication.
- 1.1.5 Where, from time to time, the Council defines policies on certain matters, these shall have the same effect as these Standing Orders, excepting that where there is disagreement in the terms of those policies, these Standing Orders shall take precedence.

2 Roles

2.1 Chair and Vice-chair of the Council

- 2.1.1 Where, from time to time, the Council defines policies on certain matters, these shall have the same effect as these Standing Orders, excepting that where there is disagreement in the terms of those policies, these Standing Orders shall take precedence.
- 2.1.2 A Chair of the Council is required by the Local Government Act 1972 (LGA 1972) (Part 1, Section 15), and will fulfil the roles and responsibilities required by that Act.
- 2.1.3 The Chair of the Council is elected by members of the Town Council.
- 2.1.4 The Chair of the Council has no direct powers or privileges beyond those of an ordinary Councillor. The Chair cannot take decisions or actions as an individual.
- 2.1.5 The Chair will:
- a. Chair Full Council Meetings.
 - b. Work with the Town Clerk and Councillors to develop and propose to Council the strategic direction and policy objectives of the Council.
 - c. Not alter the strategic direction of the Council.
 - d. Work with the Town Clerk to ensure the strategic direction and operational of the Council are working effectively.
 - e. Work with the Town Clerk to negotiate on behalf of the Council with other local authorities and organisations to deliver the strategic direction and policy objectives.
 - f. Discuss with relevant Committee Chairs the purpose of any negotiation and report the outcome to Council or the relevant committee.
 - g. Discuss with the Town Clerk, on a regular basis, the operational work of the Council and issues within the town.
 - h. Be asked for advice by the Town Clerk when making significant decisions.
 - i. Be briefed by the Town Clerk of any upcoming meetings with external organisations.
 - j. Make the Town Clerk aware of any upcoming meetings with external organisations.
 - k. Undertake other roles as may be defined in Council Policies or by resolution.
- 2.1.6 The Council will also appoint a Vice-chair who will fulfil the roles and responsibilities required by that Act in the event that the Chair is not available
- 2.1.7 The Chair and Vice-chair have only such powers as are granted under the LGA 1972—the roles confer no other special privileges.

2.2 Statutory provisions relating to the Chair and Vice-chair

- 2.2.1 **The Chair, unless s/he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until a successor is elected at the next annual meeting of the Council.**
- 2.2.2 **The Vice-chair, unless s/he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair at the next annual meeting of the Council.**
- 2.2.3 **In an election year, if the current Chair has not been re-elected as a member of the Council, s/he shall preside at the meeting until a successive Chair has been elected. The current Chair shall not have an original vote in respect of the election of the new Chair but must give a casting vote in the case of an equality of votes.**
- 2.2.4 **In an election year, if the current Chair has been re-elected as a member of the Council, s/he shall preside at the meeting until a new Chair has been elected. S/he 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.**
- 2.2.5 **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-chair of the Council.**
- 2.2.6 **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-chair, if present, shall preside. If both the Chair and the Vice-chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**

2.3 Proper Officer

- 2.3.1 The Proper Officer shall be known generally as the Town Clerk;
- 2.3.2 Another staff member nominated by the Council will undertake the role of the Town Clerk during the Town Clerk's absence.
- 2.3.3 The Proper Officer, and other Officers of the Council will hold (or be working towards) such qualifications as to confer upon the Council the General Power of Competence;
- 2.3.3 **The Proper Officer shall:**
- a. **at least three clear days before a meeting of the Council, or a committee, (excluding Sunday and Bank holidays) serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email);**
 - b. **give public notice of the time, place and agenda at least three clear days before a meeting of the Council or a meeting of a committee, excluding Sunday and Bank holidays, (provided that the public notice with agenda**

of an extraordinary meeting of the Council convened by Councillors is signed by the relevant Councillors);

(The minimum three clear days' notice 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. convene a meeting of full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in that office;**
- d. receive and retain copies of byelaws made by other local authorities;**
- e. provide a copy of the Council's Standing Orders to a Councillor as soon as possible after he has delivered his acceptance of office form.**
- f. facilitate inspection of the minutes of meetings by local government electors, other than when agenda items are considered pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted, when minutes remain confidential;**
- g. implement decisions of the Council via delegated authority;**
- h. have overall managerial responsibility for service delivery**
- i. have overall managerial responsibility for staff recruitment (including the drafting of job descriptions) and management, while alterations to the corporate staff structure and changes to staff grading will be resolved by the [Personnel Group]**
- j. provide objective advice on all matters;**
- k. Liaise with other bodies in order to identify and keep abreast of important issues in the town.**

3 Structure of the Council

3.1 Committees

- 3.1.1 The Council shall, at the Annual Town Council meeting, or otherwise as required and subject to a proper motion, appoint such committees as it deems necessary, and confirm the remit, Terms of Reference, levels of authority, meeting dates and membership.
- 3.1.2 Each committee shall have the number of members determined by the Council such that it can effectively conduct its business and achieve a quorum.
- 3.1.3 The Chair of the Council shall be an ex-officio member of each committee unless otherwise agreed at the Annual Town Council meeting.
- 3.1.4 Unless a Chair has already been elected at Full Council, committee members will elect a Chair and Vice-chair of their respective committee, who shall hold office until the next Annual Town Council Meeting, unless a motion is passed at full Council to remove them.
- 3.1.5 Committees are empowered to take decisions within the powers and duties defined in the relevant Committee Terms of Reference documents.
- 3.1.6 Councillors other than committee members may attend meetings of each committee, may participate in discussions, but may not vote.

3.2 Removal, addition of and changes to committees

- 3.2.1 If a committee is no longer required to fulfil its stated Terms of Reference, the Full Council may vote to disband the committee, and disburse or reserve its powers and duties to other committees or the full Council.
- 3.2.2 Council may form further committees at any Full Council meeting and may appoint members to those committees at that time. The newly appointed Chair/Vice-chair will only hold office until the next Annual Town Council meeting, at which point all committee membership will be subject to review.
- 3.2.3 The Council may review and amend the membership and Terms of Reference of committees by resolution in a Full Town Council meeting.

3.3 Appointment of non-Councillors to Committees

- 3.3.1 The Council recognises the role that members of the wider community can play in the business of the Council.
- 3.3.2 The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council. Non-

Councillors may be appointed by vote of the members of that committee, on the basis that;

- a. They add additional expertise to the work of the committee;
- b. They have been subject to a selection process which may be defined by the Council;
- c. They have declared any interests, pecuniary or otherwise, in a way consistent with requirements on elected members of the Council;
- d. They are not permitted to vote on any matter

3.3.3 Any relationship of a proposed non-Councillor appointee to a committee to an elected Councillor shall be reported to the Proper Officer in any case prior to their acceptance of appointment.

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

3.3.5 A register of non-Councillor members of committees, including registered interests and expertise will be maintained by the Proper Officer.

3.4 Proposals from Committees

3.4.1 Any individual may make a proposal for a consideration by committee, and the Council will provide a suitable process to assist with that proposal. In the first instance, the proposal should be addressed to the committee in which Terms of Reference it falls.

3.4.2 All proposals whether from individuals or a Councillor, will be assigned a Councillor as mentor who will assist with drafting the proposal and guiding it through the process.

3.4.3 All proposals with a financial requirement above the assigned annual budget and/or spending cap for each Committee, as agreed by full Town Council shall be brought before the full Town Council for scrutiny. Proposals for financial commitments in excess of £10,000, or which require a loan to be taken will be presented to and considered by Full Town Council.

4 Meetings

4.1 Notice of meetings

- 4.1.1 **Notice of meetings shall be as given in section 2.3.**
- 4.1.2 **Subject to standing order 4.1.3., 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 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. [Further detail is given in the Sandwich Town Council Filming and Recording Policy and the Sandwich Town Council Behaviour Policy].**
- 4.1.3 **A person present at the meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

4.2 Statutory Annual Meeting

- 4.2.1 **The Statutory Annual Meeting shall be held;**
- a. **In an election year, on or within 14 days following the day on which the new Councillors elected take office;**
 - or
 - 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.**
- 4.2.2 **If no other time is fixed, the annual meeting of the Council shall take place at 7.00pm.**
- 4.2.3 **The first item at the Statutory Annual Meeting shall be the election of the Chair followed by the election of the Vice-chair of the Council in order to fulfil requirements under section 2.1 of these Standing Orders and the LGA 1972.**
- 4.2.4 **Following election of the Chair of the Council and Vice-chair (if any) of the Council at the annual meeting of the Council, the business of the annual meeting shall include:**
- a. **In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date,**
 - b. **In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date.**

- c. Review of delegation arrangements to committees, working parties, staff and other local bodies;
- d. Appointment of members to existing committees;
- e. Appointment of any new committees in accordance with section 3.1 above;
- f. 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];
- g. Review of the Council's and/or staff subscriptions to other bodies;
- h. Review and agreement of Councillors' representation on external bodies;
- i. Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

4.3 Other meeting requirements

- 4.3.1 **The Council will hold a minimum of three other meetings in the year; those other meetings shall be held at such an hour and on such days as the Council may determine.**
- 4.3.2 **Extraordinary meetings of the Council may be called:**
 - a. **By the Chair at any time;**
or
 - b. **Upon receipt of a requisition signed by two Councillors, to the Chair or Proper Officer and stating the business to be transacted, no other business being allowed.**
 - c. The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee (or the sub-committee at any time)
- 4.3.3 **If the Chair does not call an extraordinary meeting of the Council within seven days of having been requested to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.**
- 4.3.4 **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.**
- 4.3.5 Wherever possible, meeting venues shall be fully accessible for all people to participate fully in meetings
- 4.3.6 Meetings will finish within 2 hours except by agreement of all Councillors present and the Proper Officer.
- 4.3.7 Minutes, including any amendments to correct their accuracy shall be confirmed by resolution and every page shall be signed and dated by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate. Every page shall be numbered.
- 4.3.8 Minutes shall include a summary record of public participation at a meeting.

4.4 Quorum requirements

4.4.1 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.

4.4.2 If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned.

4.4.3 Committees shall not be quorate unless three or more Councillors with voting rights are present.

4.4.4 In the event that a member declares a disclosable interest in respect of a specific agenda item, such that the meeting becomes inquorate, that item will be deferred to the next meeting, or to such and other meeting as will be determined by the Council or the Committee.

4.4.5 To that end, all members of meetings will be asked to disclose interests as early as possible in proceedings to allow for agendas to be adjusted.

4.5 Voting

4.5.1 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.

4.5.2 Unless standing orders provide otherwise, voting on a question shall be by a show of hands [or cards]. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and with voting rights gave his vote for or against that question.

4.5.3 In addition, voting by the Council in relation to the following matters shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question;

- a. Motions in respect of the calling of local referenda;
- b. Motions in respect of the transfer of assets to control (direct or indirect) of the Council by another body;
- c. Motions in respect to strategic documents, business plans, the Neighbourhood Plan, or documents of similar nature as decided by the Chair.

4.5.4 Voting in committees shall be limited to members of the Council as given in section 3.3.2d.

4.4.5 The Code of Conduct and Behaviour Policy adopted by the Council shall apply to Councillors and non-Councillors in respect of the entirety of meetings.

- 4.5.6 **The Chair 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 their casting vote whether or not s/he gave an original vote.**
- 4.5.7 **A 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 their right to participate and vote on that matter.**
- 4.5.8 A member of the Council who is not an assigned member of that committee or acting as an official substitute (as approved by the committee chair), is entitled to attend and discuss items on the agenda at any committee meeting, but only as a non-voting member.
- 4.5.9 Only members of a committee and official substitutes have voting rights.

4.6 Absence from Council meetings

- 4.6.1 At every meeting the first business shall be to elect a Chair for the meeting if both the Chair and Vice-chair are absent. Substitute Committee members shall not be permitted to act as Chair.
- 4.6.2 Councillors who miss six consecutive months of any full Council or Committee meetings of which they are a member must have the reason approved by Full Council within the six-month period. The Council can also extend the 6-month period with good reason under this clause.

4.7 Absence from Committee meetings and substitutions

- 4.7.1 If a Committee member knows that they will be absent from a meeting, they may, by prior agreement with the Chair of that Committee, request that another member of the Council acts as their substitute on that committee for that meeting only. Such an arrangement is deemed desirable if the meeting would otherwise not be quorate.
- 4.7.2 The absent member shall in any case be recorded as giving apologies for that meeting, and a note of the substitution made in the record.

5 Public involvement in meetings

- 5.1.1 Public involvement is central in the promotion of democratic government—access to meetings is a right for all members of our community, both in terms of physical access to the meeting itself, and wider accessibility of Council proceedings. However, the Council’s Behaviour Policy may result in members of the public being asked not to attend Council meetings for a specified period of time if their behaviour is considered unacceptable. Conduct of Councillors and consequent actions are covered in section 8.1.
- 5.1.2 **All 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, subject to Section 4 of these Standing Orders. The public’s exclusion from all or part of a meeting shall be by resolution which shall give reasons for the public’s exclusion.**
- 5.1.3 At the Chair’s discretion, individual members of the public shall be provided with the opportunity to speak for not more than 5 minutes each on a subject which is relevant to the agenda of that meeting at the time indicated in the agenda or as determined by the Chair of the meeting, including Committee meetings, subject to;
- a. A request being made to the Clerk of that meeting to speak, including the subject of the question or statement being made (which may be via email in advance, or ahead of the published start time of that meeting);
 - b. The Chair of the meeting granting a request to speak, if made at the meeting ;
 - c. Disclosure of any relevant interest they have in relation to the matter they wish to discuss (for example, membership of an interest group¹ proximity to a proposed development or such);
 - d. The total time allocated to public questions and statements will not exceed 30 minutes except at the discretion of the Chair of the meeting.
- 5.1.4 Where it is apparent that multiple individuals wish to speak on the same subject, and taking account of differing views, the Chair may request that a spokesperson be selected by those speakers to represent them, rather than allow all individuals to speak.
- 5.1.5 Members of the public may be invited to speak during an agenda item where they provide additional information. Committee members shall receive the Chair’s assent prior to directly engaging a member of the public, although assent should only be withheld where there would be significant detriment to the running of the meeting.

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¹ for the purposes of 5.1.3.c interest groups are defined as any group, whether constituted or not, body corporate or not, that consists of 3 or more individuals or companies that wish to express an opinion on a matter or matters under consideration by the Council.

- 5.1.6 **The press shall be provided reasonable facilities for the taking of a report of all or part of a meeting at which they are entitled to be present.**
- 5.1.7 By acceptance of these Standing Orders, Councillors consent to the recording or broadcasting of meetings by analogue or digital means.
- 5.1.8 Where a meeting is to be recorded or broadcast in any format, clear notice will be given of this to members and to the public.
- 5.1.9 With respect to meetings organised by the Council for the specific purpose of public engagement, outside of standard meetings, these Standing Orders will apply only insofar as is required to meet statutory requirements and ensure the smooth running of the meeting.

6 Conduct of meetings and debate

6.1 Motions not requiring notice

- 6.1.1 Motions in respect of the following matters may be moved without written notice to the Proper Officer:
- a. To appoint a person to preside at the meeting;
 - b. To correct an inaccuracy or approve the accuracy of the minutes of the previous meeting;
 - c. To dispose of business, if any, remaining adjourned from the previous meeting;
 - d. To alter the order of business on the agenda for reasons of urgency or expediency;
 - e. To put a motion to the vote in relation to any agenda topic;
 - f. To refer by formal delegation a matter to a Committee, sub-committee or an officer;
 - g. To note the minutes of a Committee or sub-committee;
 - h. To consider a report and/or any recommendations made by a committee, sub-committee, officer, professional expert, advisor or consultant;
 - i. To authorise legal deeds to be sealed by the Council's common seal and witnessed;
 - j. To amend the wording of a motion before it is put to the vote;
 - k. To give leave to withdraw a motion or an amendment before it is put to the vote;
 - l. To defer consideration of a motion and proceed to the next business on the agenda;
 - m. To conduct a consultation with residents who are directly affected by any specific measure;
 - n. To exclude the public and press (See Section 7.3 of these Standing Orders);
 - o. To not-hear or eject from the meeting a person for disorderly conduct. (See Section 6.5);
 - p. To require a written report;
 - q. To extend the time-limits for speaking;

- r. To suspend any Standing Order except those which are mandatory by law;
- s. To temporarily suspend, close or adjourn the meeting;
- t. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.

6.2 Motions requiring notice

- 6.2.1 All motions except those listed under Section 6.1 require written notice of no less than 7 clear days to be given to the Proper Officer, to allow its inclusion in the Agenda such that it will have public notice.
- 6.2.2 The Proper Officer shall maintain a record of all motions received for a meeting.
- 6.2.3 Motions to amend Standing Orders, or to remove the Chair, Vice-chair or assignment of membership to a committee are reserved to Full Council, and the Chair of the Council will be informed of the receipt of such motions without undue delay.
- 6.2.4 The Proper Officer, in consultation with the Chair or conveners of the meeting, may only reject a motion on the basis of;
 - a. Lack of clarity or legibility;
 - b. Irrelevance to the Terms of Reference of the meeting;
 - c. Unlawful or improper subject or wording.
- 6.2.5 The Proper Officer will set out in the Summons for each meeting all notices of motion or recommendation in an order agreed with the Chair of the meeting.
- 6.2.6 Any motion may be withdrawn by the member proposing it, or a deferral sought, up to and including during the meeting, by written or verbal notice to the Chair.
- 6.2.7 Any motion which is not moved during the meeting without notice having been given under 6.2.6 will be considered withdrawn and will not automatically be deferred.
- 6.2.8 Any motion which falls under the Terms of Reference of a committee will be referred by the Council to that committee unless the Chair deems it to be a matter of urgency, or the matter has been referred by that committee.
- 6.2.9 Every motion, recommendation and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

6.3 Rules of debate

- 6.3.1 Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the discretion of the Chair of the meeting.

- 6.3.2 All motions require a proposer and seconder. The Chair may require the motion to be provided in writing at their discretion, even if proposed during the meeting.
- 6.3.3 Once proposed, any member may request an amendment to the words of the motion; the proposer may only propose the withdrawal or amendment of the motion by agreement with the seconder.
- 6.3.4 Amendments shall not rescind the original motion proposed.
- 6.3.5 One motion or amendment will be discussed at a time.
- 6.3.6 The Chair will determine the order of speakers and will, at their discretion set a time-limit on both individual contributions and the whole debate.
- 6.3.7 Members and other permitted contributors will conduct themselves appropriately and respectfully of each other, and attention is drawn to the Portishead Town Council Behaviour Policy, Member and Officer Protocol and the Nolan Principles.
- 6.3.8 The proposer of a motion or amendment shall have the right to reply prior to the matter being put to the vote.
- 6.3.9 A member raising a point of order will refer to the specific provision of these Standing Orders. The decision of the Chair on a point of order is final.
- 6.3.10 When a motion is under debate no other motion shall be moved except the following:
- a. To amend the motion;
 - b. To put the motion to the vote;
 - c. To adjourn the debate and proceed with business;
 - d. To refer a motion to a committee or to the Council, as appropriate for consideration;
 - e. To take any actions on exclusion from the meeting subject to Section 6.5 or Section 7.1;
 - f. To suspend any standing order, except those which reflect statutory requirements.
- 6.3.11 Any member may move to put the motion to a vote, providing that the Chair is satisfied that sufficient time has been allowed for debate and allowing for the Proposer's rights under section 6.3.8.
- 6.3.12 If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- 6.3.13 If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

6.4 Temporary suspension of Standing Orders

- 6.4.1 All or part of a Standing Order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- 6.4.2 Having due regard to the advice of the Proper Officer or Clerk, the decision of the Chair on the application of Standing Orders is final.

6.5 Disorderly Conduct

- 6.5.1 No person including members shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business, or behave irregularly, offensively, improperly or if a member, in such a manner as to bring the Council into disrepute.
- 6.5.2 Any member deemed by the Chair to be unfit to take part in proceedings, through alcohol or other substances, will be asked to leave the meeting and further action may be taken under the Code of Conduct.
- 6.5.3 If, in the opinion of the Chair, a person has acted in a manner contrary to that required, the Chair shall express that opinion to the Council and thereafter any member may move that the person named be no longer heard or that the person named leaves the meeting, and the resolution, if seconded, shall be put forthwith and without discussion.
- 6.5.4 If any of the resolutions mentioned in Standing Order 6.5 are contravened, the Chair may suspend the meeting or take such further steps as may reasonably be necessary to enforce them as set out in the Sandwich Town Council Behaviour Policy.

7 Confidential matters

7.1 Handling confidential information

- 7.1.1 No member of the Council, where a member is either a Councillor or an officer, shall disclose to any person not a member of the Council any information which they believe to be confidential, or which was provided to them in circumstances that would normally give rise to that belief.
- 7.1.2 In discussions with other members, members will at all times consider whether others 'need to know' the information and refrain from sharing information outside of that need, accepting that there will in many cases be a legitimate public interest in sharing information.
- 7.1.3 Members will ensure that any materials with protective markings of 'Restricted' or 'Private and Confidential' are treated as such and shall follow any further

instructions or policy that the Council may define on the handling of such information.

- 7.1.4 If they believe that such a marking is inappropriate or is no longer relevant, the Proper Officer may agree with the Chair to disclose such documents.

7.2 Information Security

- 7.2.1 Councillors and Officers of the Council shall take all due precautions to ensure the security and integrity of information that they receive or create in the course of their duties. These may include;
- a. Using only systems provided by the Town Council for official Council business, except where otherwise agreed with the Proper Officer;
 - b. Taking due care of those systems, including following instructions from Council staff or contractors in respect of security and other software updates;
 - c. Refraining from the use of portable media such as USB flash drives;
 - d. Installation or use of encryption technologies;
 - e. Undertaking such training as is identified by the Town Council as providing an appropriate level of knowledge on matters relating to information security and privacy.
 - f. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her personal data.**
 - g. **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 the encryption of personal data.**
 - h. **The Council shall have in place, and 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 this 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).**
 - i. **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.**
 - j. **Councillors, staff, Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
 - k. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
 - l. **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. The Council shall ensure that**

- information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- m. **The Council shall maintain a written record of its data processing activities.**

7.3 Confidentiality within meetings

- 7.3.1 The press and public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion; 'That in accordance with the Public Bodies (Admission to Meetings) Act 1960, such that it would be prejudicial to the Public Interest by reason of the confidential nature of the business to be transacted, the meeting resolves that the public and press will be temporarily excluded'.
- 7.3.2 Such resolutions shall only be permissible within these Standing Orders where;
- a. The Council has a duty under Law (for example as employer) to individuals whose personal data or other confidential information is required to be, or is likely to be discussed;
 - b. The Council is otherwise bound by law or compliance with a contract that requires a matter to be discussed confidentially in line with the 1960 Act.
- 7.3.3 Records of matters discussed in confidential session will remain confidential while the reason for confidentiality remains extant, subject to the Freedom of Information Act 2000, the Data Protection Act 1998 and other relevant laws of England and Wales.
- 7.3.4 Discussion in relation to any aspect of employee relations with Town Council staff, collectively or individually, shall be referred to a meeting of the Personnel Group. Such agenda items will be considered confidential to the members of that committee, and other members will be asked by the Committee Chair to vacate the room for those items, pursuant to section 7.1.5.

8 Code of conduct and declaration of interests

8.1 Code of conduct

- 8.1.1 All members of SandwichTown Council are bound by the 'Code of Conduct for Members'.
- 8.1.2 Suspected breaches of the Code of Conduct will be referred to Dover District Council Monitoring Officer and reported to the Council.

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

8.1.4 The Council reserves the right to suspend or permanently remove, by motion at a meeting, any office held by that member including Chair, Vice-chair or membership of a committee, where it deems that doing so is necessary for the protection of the dignity of the office held or failure to do so would bring the Council into disrepute. This may be irrespective of any final decision by the Monitoring Officer.

8.2 Disclosure of interests

8.2.1 A Councillor with voting rights who has a disclosable pecuniary interest in relation to any item of business being transacted at a meeting may

- a. **make representations,**
- b. **answer questions and**
- c. **give evidence relating to the business being transacted but must, thereafter, leave the meeting before the vote, or not engage in the voting process if it is not practical to leave.**

8.3 Dispensations in respect of disclosable interests

8.3.1 Dispensation requests shall be in writing and submitted to the Proper Officer or if this is not possible, verbally at the start of the meeting for which the dispensation is required.

8.3.2 A dispensation may be granted in accordance with the above 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.**

8.4 Other Restrictions on Councillor activities

8.4.1 Councillor shall claim to represent the Council without a resolution authorising them to do so.

- 8.4.2 Unless authorised by a resolution, no Councillor shall inspect any land and/or premises/which the Council has a right or duty to inspect/investigate; or issue orders/ instructions or directions.
- 8.4.3 No Councillor shall represent their personal view in any forum or meeting as the expressed view of the Council unless such has been expressed by a resolution of the Council in a meeting.
- 8.4.4 Unless authorised by a resolution, no individual Councillor will act in the name or on behalf of the Council, a committee or a sub-committee unless delegated to do so by Council.

9 Financial controls and deeds

9.1 Financial regulations

- 9.1.1 **Responsible finance materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender (section 9.1.2).**
- 9.1.2 **Where the value of a contract is likely to exceed £164,176 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2015 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with UK Government public procurement rules.**
- 9.1.3 **A public contract regulated by the Public Contracts Regulation 2015 with an estimated value in excess of £25,000 but less than the relevant threshold in Section 9.1.2 is subject to Regulations 109 – 114 of the Public Contracts Regulations 2015, which includes 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).**
- 9.1.4 **A public contract regulated by the Public Contracts Regulation 2015 with an estimated value in excess of £189,930 for a public service or a supply contract or in excess of £4,733,252 for a public works contract 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 the OJEU.**
- 9.1.5 **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 portal airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract shall comply**

with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

9.2 Execution and sealing of legal deeds

- 9.2.1 A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- 9.2.2 **Subject to Section 9.2.1 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.**

10 Responsibility to provide information

- 10.1.1 **In accordance with the Freedom of Information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests on information held by the Council.**
- 10.1.2 **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements – England) Regulation 2015.**