

Sutton St. Nicholas Parish Council

Minutes of the Ordinary Meeting of Sutton St. Nicholas Parish Council, held at Sutton St. Nicholas Village Hall, Bayley Way, Sutton St. Nicholas, Hereford HR1 3SZ on Tuesday 3rd January 2023 at 7.15 pm (SPC/TF/2026)

Councillors Present

Cllr Ron Gow
Cllr Richard Andrews
Cllr Ann Burke
Cllr Sharron Haworth
Cllr Ian Nicholas

In attendance

Tony Ford – Parish Clerk

Members of the Public – None

1. Apologies for Absence

All Councillors were present.

2. Disclosable Pecuniary Interest Dispensations

The Parish Council resolved to give dispensation to all Councillors to consider and vote on Agenda Item 11- Budget 2023/24 and Agenda Item -12 Precept 2023/24.

3. Declarations of Interest

To receive declarations of interest by members in respect of items on the agenda.

Councillor	Y e s	N o	Agenda Item		DPI or NPI
Cllr Ron Gow	√		11 & 12	Resident in the Parrish	Disclosable Pecuniary Interest
Cllr Richard Andrews	√		11 & 12	Resident in the Parrish	Disclosable Pecuniary Interest
Cllr Ann Burke	√		11 & 12	Resident in the Parrish	Disclosable Pecuniary Interest
Cllr Sharron Haworth	√		11 & 12	Resident in the Parrish	Disclosable Pecuniary Interest
Cllr Ian Nicholas	√		11 & 12	Resident in the Parrish	Disclosable Pecuniary Interest

4. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/2024) held on Monday 5th December 2022.

The minutes were signed by the Chairman as a true record of the meeting.

5. Receive approve and sign the Confidential Minutes of the Ordinary Meeting of the Parish Council Meeting (no SPC/TF/2025) held on Monday 5th December 2022.

The minutes were signed by the Chairman as a true record of the meeting.

6. Questions /Issues, from members of the public present

6.1 Ward Councillors Report

As Councillor Kema Guthrie had sent her apologies, there was no report presented

6.2 Questions from other members of the public

- A query was received regarding the adverse impact on the Lugg of Planning Application -Lugg View Industrial Estate, C1120 Moreton on Lugg, Moreton-On-Lugg, Herefordshire, HR4 8DP (222887) Proposed erection of two incubation (Class E) units for small businesses, which the Clerk was asked to follow up with Cllr Kema Guthrie (Ward Councillor). Post meeting the Clerk checked the

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Herefordshire Council website which states '*Following the objection from Welsh Water where it was indicated that the building would be sited over their pipeline the Agent confirmed via email dated 29th November that the applicant wishes to withdraw the application.*'. Therefore, no further action was needed.

- The Parish Council was informed for clarity purposes that preparatory work on land by Woodville did not relate to Planning Application 193293 -development of 24 dwellings, but to a previously approved planning application for a private dwelling on an adjacent site.
- The Parish Council was informed of the previously reported blocked drain opposite Field Way by Court Farm, which related to work previously carried out by Gigaclear, to date no action has been taken. Clerk to report the matter, again and raise the matter with Cllr Kema Guthrie (Ward Councillor)

Action – Clerk to report the matter again

Action – Clerk to inform Cllr Kema Guthrie

7. Traffic Regulation Order

As the Parish Council had not received an update Councillor Kema Guthrie (Ward Councillor) was chasing Herefordshire Council.

8. Planning Application - Sutton View, Cross Key Hereford, Herefordshire HR1 3NP (223527) Proposed new garaging (part retrospective).

Having Considered the application, the Parish Council resolved to support it.

Action Clerk to inform Herefordshire Council of the Parish Councils decision.

9. Report from the Clerk on Actions from the last meeting.

There were twelve actions requiring completion, three were completed, nine were work in progress. (Appendix 1 refers) Noted.

10. Financial Report

- 10.1 Invoices for payment

Ref	Payee	Amount £	VAT	
1	Richard Morgan	150.50	N/a	Invoice no 1587 &1591 Lengthsman duties

Approved for payment and cheque to be signed.

- 10.2 Receipts - Nil
- 10.3 Confirmation of Balances as of 3rd January 2023 - £33,602.83 (Appendix 2 refers)

11. Budget 2023/24

The Parish Council considered and approved the Budget for 2023/24. (Appendix 3 refers)

12. Precept 2023/24

The Clerk informed the Parish Council that the tax base (Band D) for 2023/24 would not be available from Herefordshire Council until February 2023, after the deadline given for the submission of the precept amount, therefore the tax base for 2022/23 had to be used for comparison purposes, the Parish Council noted that the final Band D equivalent property precept amount would be dependent on the published tax base figure for 2023/24.

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Having considered the matter, the Parish Council approved the precept for 2023/24 at £31,500.00

	2022/23	2023/24
Precept	30,000.00	31,500.00
Taxbase 2022/23	401.75	401.75
Band Equivalent	74.67	78.41

Action the Clerk to inform Herefordshire Council.

Action Clerk to raise the matter, of the late publication of the 2023/24 Tax base by Herefordshire Council with Cllr Kema Guthrie.

13. Notification of External Auditor Appointment for the 2022-23 Financial year for the 5-year period until 2026-27

The Parish Council noted correspondence confirming that PKF Littlejohn LLP would continue as External Auditors. (Appendix 4 refers)

14. Standing Order review

Following a review, the updated Standing Orders were adopted (Appendix 5 refers)

15. Equality Policy

Following a review, the Parish Council Equality Policy was adopted. (Appendix 6 refers)

16. Grant Application – Sutton Walls Conservation Group

The Parish Council noted the latest update and agreed that it would wait until a further update was received.

17. Traffic Mirror

As the Parish Council had not received an update Councillor Kema Guthrie (Ward Councillor) was chasing Herefordshire Council

18. Public Realm Service – Draft 2023/24 Annual Plan –Weobley and Kington Engagement Event

The Parish Council noted the invitation

19. Neighbourhood Development Plan Update

The Parish Council noted correspondence from Herefordshire Council. (Appendix 7 refers)

20. West Mercia Police Community Charter

Having considered the matter, the top community issue was identified as vehicles speeding through the village, it was delegated to the Clerk to complete the contact details and return form to West Mercia police.

Action Clerk to complete form and submit it.

21. Matters relayed to the Clerk for the Agenda of the next meeting

There were no matters raised.

22. Items for Information

The Parish Council noted items for information (Appendix 6 refers)

23. Confirmation of the date, time, and venue of the next meeting,

Parish Council Monday 6th February 2023 at 7.15pm at Sutton St. Nicholas Village Hall.

The Parish Council resolved to go into closed session

24. Clerks' salary

The Clerks salary was authorised for payment.

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Appendix 1

Status of Actions from last meeting 05/12/22

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
01/01	28/06/21	20	Cycle Route	Clerk to liaise with Cllr Kema Guthrie on the matter	Clerk		Work In progress
01/02	07/03/22	17	Verges within the Village	Clerk to contact Councillors to arrange walk about	Clerk		Work in progress
01/03	07/03/22	21	Tree Planting- Willow Rise/Millway	Clerk to monitor the Woodland Trust Website	Clerk		Work in progress
01/04	03/05/22	10.2	Questions from other members of the public – Rotten Gate post.	Clerk to get the matter sorted	Clerk	Liaising with Richard Morgan	Work in progress
01/05	01/08/22	16	Changes to Procurement Thresholds from 1st January 2022	Clerk to update the Parish Councils Standing Orders and Financial Regulations.	Clerk		Completed
01/06	05/09/22	15	Playing Field – Annual Inspection	Clerk to action improvements	Clerk		Work in progress
01/07	07/11/22	9	Traffic Plan	Cllr Ron Gow to call an extraordinary meeting.	Clerk		Work in progress
01/08	07/11/22	18	Website Upgrade	The Clerk to proceed with the upgrade	Clerk	Request sent to HALC	Work in progress
01/09	07/11/22	24	HALC Information Corner 30-09-22	Clerk to purchase a copy of Charles Arnold Baker.	Clerk		Work In progress
01/10	05/12/22	8	Planning Application - Bank House, (223351)	Clerk to inform Herefordshire Council of the Parish Councils decision.	Clerk		Completed
01/11	05/12/22	13	Litter Bin Replacement - Watery Lane	Clerk to purchase the bin	Clerk	Email sent to supplier	Work In Progress
01/12	05/12/22	13	Litter Bin Replacement - Watery Lane	Clerk to request additional Collections from outside the playing field	Clerk		Completed

Closed	0
Completed	3
Work In progress	9
TOTAL	12

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Appendix 2

Bank Reconciliation as at 3rd January 2023

Opening	
01/04/22	33,193.24
Receipts	30,030.23
	63,223.47
Expenditure	29,620.64
Balance	33,602.83

Bank balance **12/12/2022** 35,146.43

os cheques

1311	166.40
1409	298.25
1415	195.20
1416	150.50
1417	440.05
1418	293.20

1,543.60

Balance as at 03/01/23 **33,602.83**

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Appendix 3

Approved Budget 2023/24

	Budget 2020/21	Actual 2020/21	Budget 2021/22	Actual 31/03/22	Budget 2022/23	Estimated to 31/03/22	Draft Budget 2023/24	
Income								
Precept	28,577.00	28,577.00	30,000.00	30,000.00	30,000.00	30000.00	31,500.00	
Other -	30.00	0.00	30.00	60.46	30.00	30.23	30.00	
Donations	0.00	250.00	0.00	0.00	0.00	0.00	0.00	
VAT recovered / estimate	300.00	1,401.98	800.00	800.00	500.00	3000.00	500.00	
Neighbourhood Plan Grant	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	
Herefordshire Council- COVID 19 Grant	0.00	0.00	0.00	8,937.37	0.00	0.00	0.00	
Total Income	28,907.00	30,228.98	30,830.00	49,797.83	30,530.00	33,030.23	32,030.00	
Expenditure								
Clerks Salary	5,100.00	3,877.97	5,100.00	4,640.70	5,200.00	5500.00	5,800.00	
Admin/Office Expenses	500.00	588.40	500.00	779.76	1,000.00	1000.00	1,100.00	
Training	130.00	0.00	200.00	200.00	250.00	0.00	250.00	
Insurance	600.00	639.62	650.00	646.65	670.00	735.52	800.00	
Membership Subs	600.00	592.39	650.00	623.27	650.00	700.00	700.00	
Auditors	300.00	260.00	300.00	275.00	300.00	300.00	350.00	
Services Repairs and Maintenance	1,800.00	555.00	800.00	2,181.06	1,000.00	1400.00	2,000.00	
Lengthsman	2,200.00	2,335.90	2,200.00	1,005.00	3,000.00	2500.00	3,000.00	
Donations	2,200.00	500.00	700.00	500.00	700.00	1250.00	700.00	
Elections	150.00	85.02	0.00	0.00	0.00	0.00	0.00	reserve
Loan repayment	8,598.00	8,597.74	8,598.00	8,597.74	8,600.00	8600.00	8,600.00	
Bin Collections	200.00	630.00	500.00	148.00	300.00	0.00	0.00	Lengthsman
Rent	10.00	0.00	0.00	0.00	0.00	0.00	0.00	

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	Budget 2020/21	Actual 2020/21	Budget 2021/22	Actual 31/03/22	Budget 2022/23	Estimated to 31/03/22	Draft Budget 2023/24	
New Website	200.00	165.00	200.00	100.00	100.00	300.00	110.00	
Neighbourhood Plan	0.00	0.00	1,000.00	0.00	0.00	3940.00	0.00	
Community Garden/Playing Field/Open Space	3,360.00	3,235.90	3,000.00	3,677.30	3,558.00	3500.00	4,100.00	
Good Neighbour Scheme	0.00	10.00	200.00	0.00	0.00	0.00	0.00	Donations
Footpaths -P3 Scheme	1,500.00	1,197.80	1,600.00	600.00	600.00	600.00	600.00	
Vat	309.00	565.20	350.00	2,905.91	502.00	600.00	500.00	
Corona Virus	0.00	2,117.05	2,000.00	429.50	1,000.00		0.00	
Sutton News	650.00	1,071.06	700.00	300.00	700.00	815.00	800.00	
Swing Seat & Anti Climb fence-Playing Field	0.00	271.40	0.00	0.00	0.00	0.00	0.00	
Benches- Community Garden	0.00	0.00	0.00	1,038.00	0.00	0.00	0.00	
Playground Equipment	0.00	0.00	0.00	9,457.57	0.00	0.00	0.00	
Playground Inspections						100.00	620.00	
NDP Grant -Reserve	0.00	0.00	0.00	3,833.10	0.00	6166.90	0.00	
Data protection Compliance	500.00	0.00	500.00	0.00	500.00	0.00	500.00	
Reserves	0.00	0.00	1,082.00	0.00	0.00	0.00	0.00	
Village Hall Reserve					1,900.00	0.00	1,500.00	
Total Expenditure	28,907.00	27,295.45	30,830.00	41,938.56	30,530.00	38,007.42	32,030.00	
Precept					30,000.00		31,500.00	
Tax base 2022/23 , Tax base not available until February 2023					401.75		401.75	
Band D Equivelant					74.67		78.41	
Band Tax base								

Notification of external auditor appointment for the 2022-23 financial year for the 5 year period until 2026-27
Sutton St Nicholas Parish Council, Herefordshire,

Dear Clerk/RFO/Chairman, Sutton St Nicholas Parish Council,

Smaller Authorities Audit Appointments (SAAA) is the independent, sector led organisation responsible for the appointment and contract management of external auditors to smaller authorities since the Local Audit and Accountability Act 2014 established new arrangements for the accountability and audit of local public bodies in England. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

This communication is to notify you that SAAA has appointed an external auditor to the authority for the 5-year appointing period from 2022-23 until 2026-2, following a procurement exercise to appoint auditors to each contract area from 1 April 2022. Your current appointed auditor will conclude any outstanding work on the 2021-22 Annual Governance and Accountability Returns and the new appointed auditor (if changed) will be responsible for the arrangements in respect of the 2022-23 AGAR process onwards.

The contact details of your appointed external auditor and fee scales are shown in the appendix to this letter and can also be found on the SAAA website: www.saaa.co.uk. The audit firms all have previous experience of conducting limited assurance reviews for smaller authorities and have dedicated support personnel. SAAA will monitor the performance of the appointed firms in providing the audit services in terms of quality and compliance with their statutory terms of appointment.

If your authority has any potential conflict of interest relating to the auditor appointment, for instance if a Councillor or close relation is employed by the appointed auditor, you should advise SAAA immediately.

Exempt authorities

Since 2017-18, authorities where the higher of income or expenditure for the financial year was £25,000 or less and who meet all the qualifying criteria have been able to declare themselves as 'exempt' from a limited assurance review by an external auditor. However, all authorities, even if they declare themselves 'exempt', still need to fully complete, agree and publish an annual return (AGAR).

All authorities require an external auditor appointment even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and a named auditor must be in place to deal with questions or objections from local electors about the accounts.

Annual Governance and Accountability Return (AGAR)

The Annual Governance and Accountability Return (AGAR) needs to be completed in accordance with "proper practices" as set out in '*Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide*', and then be published in accordance with any applicable Transparency Code.

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Annual Governance and Accountability Return forms will be sent out by your appointed auditor electronically at the end of the financial year. It is assumed that your authority is willing and able to accept documents electronically by e-mail; whilst an authority may request paper copies this may incur an administration charge. Advice and assistance are available from the various sector membership organisations:

National Association of Local Councils and County Associations - www.nalc.gov.uk

Society of Local Council Clerks - www.slcc.co.uk

Association of Drainage Authorities - www.ada.org.uk

Yours faithfully,

Smaller Authorities' Audit Appointments Ltd

Appendix

Auditor appointments for smaller authorities for the five financial years from 2022-23 to 2026-27

SAAA announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms on 30 November 2021.

Responsibilities under the new contracts will relate to accounts for the financial year beginning on **1 April 2022**. The details of your specific appointment by contract (County) area are listed below.

Your Authority's Audit Appointment for 2022-23 to 2026-2027

Your appointed auditor will be **PKF Littlejohn LLP**.

Their contact details are:

PKF Littlejohn LLP,

SBA Team,

15 Westferry Circus,

Canary Wharf,

London E14 4HD

Email: sba@pkf-l.com

Tel.: 020 7516 2200

**Sutton St. Nicholas Parish Council
Standing Orders
Reviewed and updated on 03-01-23**

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INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

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

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- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair 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/her/their right of reply.
- t Excluding motions moved under standing order 1(r), 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 chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR ~~[The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].~~**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in

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- accordance with standing order 3(e) shall not exceed (10) minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than (3) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his/her/their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
 - m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
 - n **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.**
 - o **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 his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
 - p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) 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.**
 - q **Subject to a meeting being quorate, all questions at a meeting shall be**

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- decided by a majority of the councillors and non-councillors with voting rights present and voting.

- r 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 his/her/their casting vote whether or not he/she/they gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

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

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

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

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w If a meeting is or becomes inquorate no business shall be transacted

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- and the meeting shall be closed. The business on the agenda for the meeting
 - shall be adjourned to another meeting.
- x A meeting shall not exceed a period of (3) hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (1) days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

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- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual**

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meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **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. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;

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- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- 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.
- d If the chair of a committee [~~or a sub-committee~~] does not call an extraordinary meeting within (7) days of having been requested to do so by (3) members of the committee [~~or the sub-committee~~], any (3) members of the committee [~~or the sub-committee~~] may convene an extraordinary meeting of the committee [~~or a sub-committee~~].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (3) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (7) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (4) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of**

personal data.

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

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

● e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made ~~[by the Proper Officer]~~ OR ~~[by a meeting of the Council, or committee or sub-committee for which the dispensation is required]~~ and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered ~~[by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required]~~ OR ~~[at the beginning of the meeting of the Council, or committee or sub-committee for~~

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which the dispensation is required].

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

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

b The Proper Officer shall:

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

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming his/her/their withdrawal of it;

iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;**

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

~~ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);~~

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

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- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chair or in his/her/their absence the Vice-Chair (if there is one) of the Council] ~~OR~~ [Chair or in his/her/their absence Vice-Chair (if there is one) of the ~~()~~ Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] ~~OR~~ [~~()~~ committee];
- xvi. manage access to information about the Council via the publication scheme; and
- ~~xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).~~

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as

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practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, ~~or income and expenditure~~) for the year to 31 March. ~~A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council.~~ The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the

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Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of**

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those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of [Council] OR ~~[the () committee]~~ OR ~~[the () sub-committee]~~ is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of [the (Council) ~~committee~~] OR ~~[the () sub-committee]~~ or, if he/she/they is not available, the vice-chair (if there is one) of [the (Council) ~~committee~~] OR ~~[the () sub-committee]~~ of absence occasioned by illness or other reason and that person shall report such absence to [the (Council) ~~committee~~] OR ~~[the () sub-committee]~~ at its next meeting.
- c The chair of [the (Council) ~~committee~~] OR ~~[the () sub-committee]~~ or in his/her/their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the Clerk] ~~member of staff's job title~~. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the (Council) ~~committee~~] OR ~~[the () sub-committee]~~.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of [the (Council) ~~committee~~] OR ~~[the () sub-committee]~~ or in his/her/their absence, the vice-chair of [the (Council) ~~committee~~] OR ~~[the () sub-committee]~~ in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the (Council) ~~committee~~] OR ~~[the () sub-committee]~~.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [Clerk] relates to the chair or vice-chair of [the (Council) ~~committee~~] OR ~~[the () sub-committee]~~, this shall be communicated to another member of [the (Council) ~~committee~~] OR ~~[the () sub-committee]~~, which shall be reported back and progressed by resolution of [the (Council) ~~committee~~] OR ~~[the () sub-committee]~~.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

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

OR

~~[[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.~~

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- ~~a The Council may appoint a Data Protection Officer.~~
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

~~*The above is applicable to a Council with a common seal.*~~

OR

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

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or

- ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (3) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022

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**Sutton St Nicholas Parish Council
Equal Opportunities Policy**

1. Introduction

- The Parish Council is committed to providing and promoting equal opportunities, eliminating discrimination and encouraging diversity in the Community.
- The Parish Council aims to create a culture that respects and values each other's differences and which promotes dignity, equality and diversity.
- An up-to-date copy of this Policy shall be maintained on the Parish Council's website.

2. Purpose

- The Parish Council recognises that supporting equality is of primary importance. This policy will help Councillors and the employees of the Council to develop sound and effective policies that impact on the local community, whilst ensuring that the Council meets its duty under the Equality Act 2010.

3. Scope

- This policy applies to all employees, volunteers, contractors and elected members of the Parish Council.
- It is the responsibility of every employee and Councillor of the Parish Council to ensure that they do not discriminate in any way. All employees and Councillors have a duty to uphold equal opportunities principles. Any breach of this policy will be dealt with appropriately.

4. Equality Act 2010

- The Equality Act 2010 applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring public bodies consider how different people will be affected by the activities, policies and services provided.
- The Equality Act 2010 places a Public Sector Duty on the Parish Council to work to:
 - Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Act
 - Advance equality of opportunity between persons who share a protected characteristic and persons who don't share it
 - Foster good relations between persons who share a relevant protected characteristic and persons who don't share it
- No individual will be discriminated against. This includes, but is not limited to the following characteristics (known as protected characteristics under the Act)
 - Age
 - Disability
 - Gender
 - Marital status and civil partnerships

Sutton St. Nicholas Parish Council

- Pregnancy and maternity
- Race
- Religion and beliefs
- Sexual orientation
- Ethnic origin
- Nationality

5. Equality Commitments

- The Parish Council supports for the principles and practices of the Equality Act 2010 and recognises that it is the duty of all Councillors and employees to accept their personal responsibility for fostering a fully integrated community at work by respecting and adhering to the principles of equality for all.
- The Parish Council will actively promote equality throughout the organisation through the application of policies which will ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential, skills, experiences and abilities.
- The Parish Council is committed to:
 - Promoting equality opportunity for all persons
 - Promoting a good and harmonious environment in which all persons are treated with respect and valued
 - Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimization
 - Fulfilling its legal obligations under the Equality Act 2010

- 6. Policy Review** The Parish Council will review this Policy as is necessary and appropriate, and at a minimum on an annual basis

Neighbourhood Development Plan

Dear All,

Just to confirm that we have appointed Ann Skippers and she will commence the examination on 23 January 2023.

As before the parish council can provide responses to the examiner regarding the Reg16 representations received during the consultation period. If you could like to make any representations, please can these be forwarded to me and I will pass on to the examiner.

If you have any questions, please let me know

Wishing you both a Merry Christmas and Happy New Year

Kind regards

Sam

Items for information

- **Herefordshire Council** - Big Economic Plan consultation to Town/Parish Councils.
- **Herefordshire Council**- Talk Parish 2023/24 Budget Consultation
- **Balfour Beatty** - Locality briefing 02.12.22
- **Balfour Beatty** - Herefordshire Street Works Report W/C 05.12.2022
- **Herefordshire Council** - Talk Community Newsletter - 2 December 2022
- **NALC** - Chief Executive's Bulletin 02-12-22
- **Herefordshire Council** - Budget Consultation
- **Herefordshire Council** - Potential candidate examiners - Revised Made Sutton St Nicholas NDP
- **Balfour Beatty** - Road Closures - January 2023
- **Age Concern** - Free Home Energy Checks and Warm Home Packs
- **Balfour Beatty** - Herefordshire Weekly Street Works Report W/C 12.12.2022
- **Balfour Beatty** - Locality briefing 9.12.22
- **Herefordshire Council** - Talk Community Newsletter - 9 December 2022
- **Balfour Beatty** - Winter Maintenance Service Update - 12th December 2022
- **NALC** – Newsletter 14-12-22
- **Balfour Beatty** - Locality briefing 15.12.22
- **Balfour Beatty** - Herefordshire Street Works Report W/C 19.12.2022
- **NALC** - Chief Executive's Bulletin 16-12-22
- **Herefordshire Council** - Talk Community Newsletter - 16 December
- **PCC**- PCC Newsletter - December 2022
- **Community Heartbeat Trust** - Merry Christmas & Well Done
- **Balfour Beatty** - Members Monthly Update - Dec 2022
- **Herefordshire Council** - S106 Parish Briefings Dec 2022 - Meeting Notes and Meeting Recordings