

**Aldbourn Parish Councils Standing Orders
(Based on the NALC Model)**

1: Meetings

a) Meetings of the Council shall be held in each year on such dates and times and at such place the Council may direct.

b) Smoking is not permitted at any meeting of the Council

2: **The Statutory Annual Meeting**

a) **In an election year the Annual Parish Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office and**

b) **In a year which is not an election year the Annual Parish Council Meeting shall be held on such day in May as the Council may direct.**

3: **(England Only) In addition to the Statutory Annual Parish Council Meeting at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.**

4: **Chairman of the meeting**

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

5: Proper Officer

Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, they shall be the clerk or nominated officer:-

- To receive declaration of acceptance of office.
- To receive and record notices disclosing interests at meeting.
- To receive and retain plans and documents.
- To sign notices or other documents on behalf of the Council.
- To receive copies of bylaws made by another local authority.
- To certify copies of bylaws made by the Council.
- To sign and issue the summons to attend meetings of the Council.
- To keep proper records for all Council meetings.

6: **Quorum of the Council**

Three members or one-third of the total membership, which ever is the greater, shall constitute a quorum at meetings of the Council.

7: If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such day as the Chairman may fix.

8: For a quorum in relation to a committee/working party or sub-committee/working party, please refer to Standing Order 49.

9: Voting

Members shall vote by show or hands or, if at least two members so request, by signed ballot.

10: If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving onto the next business.

11: (1) Subject to (2) and (3) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.

(2) If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office, he may not give an original vote in an election of Chairman.

(3) The person presiding must give a casting vote whenever there is an equality of votes in an election of Chairman.

12: Order of Business

At each Annual General Meeting the first business shall be:-

- a) **To elect a Chairman of the Council**
- b) **To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
- c) **To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.**
- d) **To elect a Vice-Chairman of the Council**
- e) **To appoint representatives to outside bodies.**
- f) **To appoint committees and sub-committees.**
- g) **To consider the payment of any subscriptions falling to be paid annually.**
- h) **To inspect any deeds and trust investments in the custody of the Council as required;**

and shall thereafter follow the order set out in the Standing Order 15

13: At every meeting other than the Annual General Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent and to receive such declarations of acceptance of office (if any) and undertake to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.

14: In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 39 must be read in conjunction with this requirement.

15: After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-

- a) **To read and consider the Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.**
- b) **After consideration to approve the signature of the Minutes by the person presiding as a correct record.**
- c) **To deal with business expressly required by statute to be done.**
- d) **To receive such communications as the person presiding may wish to lay before the council.**
- e) **If necessary to allow participation from outside parties and the public**
- f) **If necessary, to authorise the signing of order for payment.**
- g) **To dispose of business, if any, remaining from the last meeting.**

- h) To receive and consider resolutions or recommendations in the order in which they have been notified.
- h) To receive and consider reports and minutes of committees.
- i) To allow members of the public to speak if required
- j) To answer question from Councillors
- k) If necessary, to authorise the sealing of documents
- l) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.

16: Urgent Business

A motion to vary the order of business on the ground of urgency:

- a) May be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
- b) Shall be put to the vote without discussion.

17: Resolutions Moved On Notice

Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least seven (7) clear days before the next meeting of the Council.

18: The Clerk shall date every notice of resolution or recommendation when received by them, shall number each notice in order in which it was received and which shall be open to the inspection of every member of the Council

19: The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice or motion has stated in writing that they intend to move at some later meeting or that they withdraw it.

20: If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.

21: If the subject matter of a resolution comes within the province of a committee or working party of the Council, it shall, upon being moved and seconded, stand referred with discussion to such committee or working party or to such other committee/working party as the council may determine for report; provided that the Chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting in which it was moved.

22: Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties, which affects its area.

23: Resolutions Moved Without Notice

Resolutions dealing with the following matters may be moved without notice:-

- a) Appoint a Chairman of the meeting.
- b) To correct the Minutes.
- c) To approve the Minutes.
- d) To alter the order of business.
- e) To proceed to the next business.
- f) To close or adjourn the debate.
- g) To refer a matter to a committee or working party
- h) To appoint a committee/working party or any members thereof.

- i) To adopt a report.
- j) To authorise the sealing of documents.
- k) To amend a motion.
- l) To give leave to withdraw a resolution or amendment.
- m) To extend the time limit for speeches.
- n) To exclude the press and public (see Order 68 below)
- o) To silence or eject from the meeting a member named for misconduct (see order 33 below).
- p) To give the consent of the Council where such consent is required by these Standing Orders.
- q) To suspend any Standing Order (see Order 79 below).
- r) To adjourn the meeting.

24: Questions

A member may ask the Chairman of the Council or the Clerk any question concerning the business of the Council, providing five (5) clear days notice of the question has been given to the person to whom is addressed.

25: No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.

26: Every question shall be put and answered without discussion.

27: A person to whom a question has been put may decline to answer.

28: Rules of Debate

No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution.

29: a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.

b) A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.

c) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.

d) No speech by a mover or a resolution shall exceed five (5) minutes and no other speech shall exceed five (5) minutes except by consent of the Council.

e) An amendment shall be either:-

i. To leave out words.

ii. To leave out words and insert others.

iii. To insert or add words.

f) An amendment shall not have the effect of negating the resolution before the Council.

g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.

h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.

i) A mover of a resolution or of an amendment shall have a right of reply not exceeding five (5) minutes.

- j) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- k) A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.
- l) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- m) When a resolution is under debate no other resolution shall be moved except the following:-
- i. To amend the resolution.
 - ii. To proceed to the next business.
 - iii. To adjourn the debate.
 - iv. That the question be now put.
 - v. That a member named be not further heard.
 - vi. That a member named leaves the meeting.
 - vii. That the resolution be referred to a committee or working party.
 - viii. To exclude the public and press.
 - ix. To adjourn the meeting.

30: A member shall remain seated when speaking unless requested to stand by the Chairman.

- 31: a) The ruling of the Chairman on a point of order or on the admissibility of the personal explanation shall not be discussed.
- b) Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide who to call upon.
- c) Whenever the Chairman speaks during a debate all other members shall be silent.

32: Closure

At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such motion is seconded, the Chairman shall put the motion but, in the case of a motion "that the question be now put", only if he is of the opinion that the question before the council has been sufficiently debated. If the motion "that the question be now put" is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after the right has been exercised or waived. The adjournment of a debate or of the council shall not prejudice the mover's right of reply at the resumption.

33: Disorderly Conduct

- a) **All members must observe the Amended Town and Parish Councils Code of Conduct which was adopted by the Council 6th June 2007, a copy of which is annexed to these Standing Orders.**
- b) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute.**

c) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (b) of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and with discussion. **If a member reasonably believes another member is a breach of the code of conduct, that member is under duty to report the breach to the Standards Board (England).**

d) If either of the motions mentioned in paragraph (c) is disobeyed, the Chairman may adjourn the meeting or take such further steps as may be reasonably be necessary to enforce them.

34: Right to Reply

The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If any amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

35: Alteration of Resolution

A member may, with the consent of his seconder, move amendment to his own resolution.

36: Rescission of Previous Resolution

a) A decision (whether affirmative or negative) of the Council shall not be reversed within six (6) months except either by a special resolution, the written notice whereof bears the names of at least eight (8) members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee or working party.

b) When a special resolution or any other resolution moved under the provisions of paragraph (a) or this Order has been disposed of, no similar resolution may be moved within a further six (6) months.

37: Voting on Appointments

Where more than two person have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

38: Co-option

a) In the event of a resignation or another reason for creation of a vacancy the clerk will immediately contact the District Council electoral registration office on the effective date of the vacancy and request the initiation of the advertising of the notice of vacancy.

b) If this advertisement does not initiate the 10 signatures of electors in the period of time required by legislation (at present 14 working days) move to the co-option process step c, otherwise the election process will be followed.

c) The co-option process will be advertised within 21 days of the end of the time for notice of vacancy.

d) The co-option notice will include the final date for acceptance of requests for consideration (21 days after the date of notice) and the number of vacancies

e) The notice will be placed on the village notice board as well as being published on the Aldbourn Community Website.

f) The co-option process etc will be put into the village newsletter when possible

- g) Members may point out the vacancies and the process to any qualifying candidate(s).
- h) Candidates found to be offering inducements of any kind will be disqualified.
- i) All candidates will be expected to put their request for consideration in writing with the following additional information:- reason for wishing to be a councillor, previous and current jobs or voluntary work, any other skills they can bring to the council. It will be a condition of membership that a means of contact by address/telephone will be public information.
- j) The information disclosed by the candidates as per item i will be deemed private and thus should not be disclosed to any other party outside the Council either before or after voting.
- k) Discussion will take place in council session without intervention from the candidates or public
- l) A resolution may be put at this stage that the vote be not taken at this stage for the first (and second) meeting of the council
- m) A vote will then be taken by signed ballot, all candidates will be considered.
- n) The first candidate to receive an absolute majority of votes is declared elected. Should no single candidate receive a majority on the first vote, the person(s) with the lowest number of votes is eliminated, voting takes place on the remainder. This continues until one person receives an absolute majority. This process will be repeated for each subsequent vacancy.
- o) Candidates will be furnished with a full agenda of the meeting at which they are to be considered for election. The successful candidates will sign their declaration of acceptance of office following the meeting to which they were elected. If the Chairman allows, the candidate may sign their declaration of acceptance of office immediately and then take part in the remainder of the meeting. Register of Interest will be filled in within 28 days and a copy passed on to the monitoring officer.

39: Discussion and Resolutions Affecting Employees of the Council

If at a meeting there arises any question relating to the appointed, conduct, promotion, dismissal, salary or condition of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See standing order No 68).

40: Resolutions on Expenditure

Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance Committee or of another committee/working party after recommendation by the Finance Committee) and which, if carried, would in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee/working party, or which would involve capital expenditure, shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council and any committee/working party affected by it shall consider whether it desires to report thereon (and the Finance Committee shall report on the financial aspect of the matters).

41: Expenditure

Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

42: Sealing of Documents

a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

b) Any two members of the council named in a resolution moved under the provisions of paragraph (a) of this order may seal, on behalf of the Council, any document required by law to be issued under seal.

43: Committees/Sub Committees and Working Parties

The Council may at its Annual Meeting appoint standing committees or working parties and may at any other time appoint such other committees or working parties as are necessary, but subject to any statutory provision on that behalf:-

- a) Shall not appoint any member of a committee or working party so as to hold office later than the next Annual Meeting.
- b) May appoint persons other than members of the Council to any committee or working party; and
- c) may subject to the provisions of Standing order 36 above at any time dissolve or alter the membership of a committee or working party.

44: The Chairman and Vice-Chairman, ex-officio, shall not be voting members of any committee unless they are named as a member.

45: Every committee or working party shall have a Chairman who must be agreed by a vote of all members. If the committee/working party so desire they may also have a Vice-Chairman who must also be agreed by a vote by all members.

46: Special Meeting

The Chairman of a committee/working party or the Chairman of the Council may summon an additional meeting of that committee or working party at any time. An additional meeting shall be summoned on the requisition in writing or not less than a quarter of the members of the committee or working party. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

47: Sub-Committees/Working Parties

Every committee or working party may appoint sub-committees or sub-working parties to be specified by the committee or working party.

48: The Chairman and Vice-Chairman (where applicable) of the committee/working party shall be members of every sub-committee/working party appointed by it unless they signify that they do not wish to serve.

49: Except where ordered by the Council in the case of a committee or working party, or by the Council or by the appropriate committee or working party in the case of a sub-committee/working party, the quorum of a committee or sub-committee shall be one half of its members.

50: The Standing Orders on rules of debate (except those parts relating to standing and speaking more than once) and the Standing Order on interest of members in contracts and other matters shall apply to committee/working parties and sub-committee/working party meetings.

51: Advisory Committees

- a) The Council may create advisory committees or working parties, whose name, and number of members and the bodies to be invited to nominate members shall be specified.
- b) The Clerk shall inform the members of each advisory committee or working party of the terms of reference of the committee.

- c) An advisory committee or working party may make recommendations and give notice thereof to the Council.
- d) An advisory committee or working party may consist wholly of persons who are not members of the Council.

52: Members of a committee/working party or sub-committee/working party entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.

53: Chairman of a committee/working party or sub-committee/working party shall in case of an equality of votes have a second or casting vote.

54: Presence of Non-Members of Committees/Working parties at Committee/Working Party Meetings

A member who has proposed a resolution, which has been referred to any committee/working party of which he is not a member, may explain his resolution to the committee or working party but shall not vote.

55: Accounts and Financial Statement

- 1) Except as provided in paragraph (2) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council
- 2) With the approval of the Chairman or Vice-Chairman and one (1) other member, the Clerk may authorise expenditure on behalf of the Council, up to a maximum of £300.00 (whether or not there is any budgetary provision for the expenditure) where it is necessary to carry out any repair replacement or other work that is of such urgency and importance that it cannot wait for approval at the next meeting of the Council. Any sum above this amount may be agreed with the approval of The Chairman or Vice-Chairman and two (2) other members.
- 3) All payments ratified under sub-paragraph (2) of this Standing Order shall be separately included in the next schedule of payments before the Council.
- 4) Where the value of work required exceeds £400.00, then three (3) quotes for work must be sought.

56: The Responsible Financial Officer shall supply to each member as soon as practicable after 31st March in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31st May shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to the Council for formal approval before the end of the following month of September.

57: Estimates/Precepts

- 1) The Council shall approve written estimates for the coming financial year at its meeting before the end of the month of September.
- 2) Any committee or working party desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than September.

58: Interests (England)

If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 6th June 2007 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of the interest as required.

59: If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates. He may stay to speak on the subject as paragraph 12(2) of the Code of Conduct allows.

60: The Clerk may be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

61: If a candidate for any appointment under the Council is to his knowledge related to any member of or holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee/working party any such disclosure. Where a relationship to a member is disclosed, Standing Orders 58 and 59 shall apply as appropriate.

62: The Clerk shall make known the purpose of Standing Order 61 to every candidate.

63: Canvassing of and Recommendations By Members

1) Canvassing of members of the Council or of any committee/working party, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make know the purport of this sub-paragraph of this Standing Order to every candidate.

2) A member of the Council or of any committee/working party shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

64: Standing Order Nos 61 & 63 shall apply to tenders as if the person making the tender were a candidate for an appointment.

65: Inspection of Documents

A member may for the purpose of his duty as such (but not otherwise) inspect any document in possession of the Council or a committee/working party, and if copies are available shall, on request, be supplied for the like purpose with a copy.

66: Any minutes kept by the Council and by any committee/working party shall be open for inspection of any member of the Council.

67: Unauthorised Activities

No member of the Council or of any committee/working party, sub-committee/working party shall in the name of or on behalf of the Council:-

a) Inspect any lands or premises which the Council has a right or duty to inspect;
or

b) Issue orders, instructions or directions.

Unless authorised to do so by the Council or the relevant committee, sub-committee.

68: Admission of The Public and Press to Meetings

The public and press shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public by means of the following resolution:-

“That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”

69: The Council shall state the special reason for exclusion

70: At all meetings of the Council the Chairman may at his discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at the meeting.

71: The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting with the express approval of the Council.

72: If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

73: Confidential Business

- 1) No member of the Council or of any committee/working party or sub-committee/working party shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee/working party or sub-committee/working party as the case may be.
- 2) Any member in breach of the provisions of paragraph (1) of this Standing Order shall be removed from any committee/working party or sub-committee/working party of the Council by the Council.

74: Liaison with County and District Councillors

A summons and Agenda for each meeting shall be sent, together with any invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.

75: Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County or District Council shall be transmitted to the County Councillor for the division or to the District Councillor for the ward as the case may be.

76: Planning Applications

- 1) All planning applications received must be recorded along with a note of the Council's recommendations and the planning authorities decision.
- 2) The Planning Committee have delegated powers to deal with all planning applications received by the Planning Chairman or Clerk.
- 3) All decisions of the Planning Committee must be decided on by a quorum of its members.
- 4) All decisions made by the Planning Committee must be reported to the Council at the next ordinary meeting of the Council.

77: Financial Matters

The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer and the Finance Committee.

- 1) Such Regulations shall include detailed arrangements for the following:
 - a) the accounting records and systems of internal control;
 - b) the assessment and management of risks faced by the Council;
 - c) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
 - d) the financial reporting requirements of members and local electors and
 - e) procurement policies (subject to (2) below) including the setting of values for different procedures where the contract has an estimated value less than £50,000 (See SO 55)
- 2) Any proposed contract for supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised in (3) below:
- 3) Any formal tender process shall comprise the following steps:
 1. a public notice of intention to place a contract to be placed in a local newspaper;
 2. a specification of the goods, materials, services and execution of the works shall be drawn up,
 3. tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;
 4. tenders submitted are to be opened after the stated closing date and time, by the Clerk and at least one member of the Council;
 5. tenders are then to be assessed and reported to the appropriate meeting of the Council or committee/working party.
- 4) The Council, nor any committee/working party, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 61, 63 & 64 regarding improper activity.
- 5) The Financial Regulations of the Council shall be subject to regular review, at least once every four years.

78: Code of Conduct on Complaints

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in such manner as adopted by the Council except for those complaints which should be properly direct to the Standards Board (England).

79: Variation, Revocation and Suspension of Standing Orders

Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.

80: A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned with discussion to the next ordinary meeting of the Council.

81: Request for authorisation to use Council land not added to Agenda

If an organisation/party or individual asks to use Parish Council land to hold an event that has not been listed on the Agenda for that meeting, the Council may agree to allow this event to take place at said meeting without resolution

82: Standing Orders to be Given to Members

A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the members' declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.