

**MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON MONDAY 2 FEBRUARY 2026 AT 6.00 PM**

**PRESENT:** Councillor J Lloyd (Chair),  
Councillors J Cole, A Govier, C Govier-Wiggins, R Henley, M McGuffie, M Lithgow, S Mercer, S Pringle-Kosikowski, J Thorne, G Williams and K Wheatley

**IN ATTENDANCE:** David Farrow – CEO/Town Clerk  
Wasif Choudhury – Democratic Services & Finance Officer  
Sergeant Jon O’Connor, Wellington Community Policing Team (for minute 435)  
One member of the press  
Two members of the public

**427. WELCOME BY THE MAYOR**

The Mayor opened the meeting and welcomed those attending.

**428. TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE REASONS GIVE**

Apologies were received from Councillors C Booth, C Penk and S Pringle-Kosikowski.

**429. DECLARATIONS OF INTEREST**

There were none to declare.

**430. MINUTES**

It was **RESOLVED** to approve and sign the minutes of the Full Council Meeting held on 5 January 2026 having accepted an amendment requested by a member of the public.

**431. QUESTION AND COMMENTS FROM MEMBERS OF THE PUBLIC**

One member of the public spoke requesting a room at the Kings Arms Community Hub be named in memory of Richard Fox.

The chair responded that this will be taken up by the Community Committee.

**432. TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM**

Sgt O’Connor presented his report, which had been circulated prior to the meeting and was duly noted.

**433. TO RECEIVE A REPORT FROM THE MAYOR**

The Mayor provided an update on her activities which was noted.

**434. SOMERSET COUNCIL / LOCAL COMMUNITY NETWORK (LCN) UPDATE**

Councillor A Govier noted that Somerset Council was in process of setting its budget for 26/27 and there was likely to be a recommendation for a substantial increase in Council Tax. The meeting to determine this has been postponed until the first week of March. In an attempt to reduce costs, Somerset Council is looking to increase the number of in-house services provided for health and social care such as residential provision for children and to that end had purchased a house in Beech Grove. It was noted that agreement to increase council precept by more than 4.9% must be provided by central government.

Councillor J Lloyd stated she attended the latest LCN meeting on Monday night which was poorly attended. She had also attended the LCN Highways meeting where it was confirmed

that there was a £20k action fund for flooding that has a 3-month turnaround for committee approval. No Somerset Council officers were in attendance as they were dealing with floods.

**435. TO RECEIVE THE CHIEF EXECUTIVE’S REPORT ON RECENT COUNCIL ACTIVITIES**

The report from the Chief Executive was noted. There was some discussion about whether the decision on the Land South of Oldway Road planning application had been delegated to officers. An email from the Chair of the Planning Committee West to Councillor A Govier seemed to indicate that no decision had yet been made.

Councillor A Govier confirmed that the works on North Street are due to be completed on the 3 February with the road opening the following day.

At this juncture in the meeting, Councillor R Henley entered the meeting.

Councillor R Henley confirmed that there are over 28 additional teams from Somerset Council dealing with potholes across Somerset.

**436. POLICY & FINANCE COMMITTEE**

The draft minutes of the meeting held on 12 January 2026 were noted.

It was **RESOLVED** to approve a grant request by the Wellington Tennis Club of £10,000 for a new club house with £5,000 coming from the un-allocated CIL reserve and £5,000 from the Grants budget.

It was agreed that in future, associated papers relating to decisions to be made by Council on recommendations from committees will be attached to future Full Council agendas.

**437. HR SUB-COMMITTEE MEMBERSHIP**

It was **RESOLVED** to approve amending the Terms of Reference of the HR Sub Committee so that its membership is five councillors.

It was **AGREED** that Councillors J Thorne and G Williams will sit on the Sub Committee to bring the membership up to five.

**438. COMMUNITY COMMITTEE**

The draft minutes of the meeting held on 19 January 2026 were noted.

**439. ENVIRONMENT COMMITTEE**

The draft minutes of the meeting held on 21 January 2026 were noted.

**440. UPDATE ON SUPPORT BEING OFFERED TO KDC/ONE SWALLOWFIELD EMPLOYEES**

The report was noted.

**441. PERRY ELM FARM – AERIAL UPGRADE**

It was **AGREED** not to provide any comment.

**442. POP UP SHOP – PROPOSAL FOR USE**

After much discussion, Councillor M McGuffie withdrew the proposal.

**There being no further business the meeting closed at 19:45.**

**STANDING DECLARATIONS OF INTEREST**

**Members of Somerset Council:**

Councillor Andrew Govier

Councillor Ross Henley

Mayor

.....

Date.....

Initial .....



|                                 |  |
|---------------------------------|--|
| Title                           | Chief Executive's Report                             |
| Meeting                         | Full Council   |
| Date of meeting                 | 2 March 2026   |
| Action Required                 | For noting   |
| Report Author and email address | Dave Farrow<br>townclerk@wellingtontowncouncil.co.uk |

## 1. Introduction

1.1 This report will update councillors on matters not covered elsewhere on the agenda.

## 2. Matters for Report

- CCTV Service Level Agreement – we have been advised that there will be no increase in costs for the SLA for 2026/7. I am attending a meeting of the towns who utilise the service with Somerset Council on the 27 February to begin discussions about proposed revised SLA terms for 2027 onwards. Any revised SLA will be considered firstly by Policy and Finance Committee later this year before being put before Full Council.
- It is hoped that the new digital CCTV cameras in town will be installed over the weekend of the 28 February/1 March.
- On the 10 February the inaugural Cradle to Career Conference took place at Court Fields School. The event was a great success and attended by over 80 local educators, professionals, employers, and community partners and marked a significant step in the town's collective ambition to build a fully joined up system of support for children and young people, from their earliest years through to adulthood and employment. Thanks to all involved in making the day the success that it was.
- Some councillors will be aware that work started on the 23 February to resurface and reline the Springfield Road/Riverside car park. Concerns were raised by residents that this was a precursor to charges being introduced. Somerset Council has advised that charges will not be introduced 'for now' but that the issue of parking charges remains under

review with no timescale for completion. I have reminded Somerset Council that last March the Town Council expressed an interest in exploring taking ownership of the car park.

- The closing date for receiving tenders for the construction of a Pump Track in the Recreation Ground is the 27<sup>th</sup> February. Evaluations will take place over the following week. We are exploring a range of additional grant funding opportunities for the project as well as continuing with the GoFundMe page which to date as raised £500.
- We have advertised the vacancy on the Open Spaces Team and hope to recruit as soon as possible as we enter the busy time of year for the team.
- The groundworks for the new toilet block on Longforth Road have been completed slightly ahead of schedule. The modular unit is now being constructed and should be delivered and in place in 10-12 weeks.

### 3. Communications and Social Media

In the period from 23<sup>rd</sup> January 2026 to 24<sup>th</sup> February our social media posts reached an estimated 41.9k viewers. We continue to see good engagement on our posts through reactions, comments, and shares. Our Facebook following continues to increase reliably with our total now at 4,161.

Our top five posts in this period were:

1. George Western elected for Rockwell Green Ward – 330 reactions, 22,154 reach.
2. New bus stop at Rockwell Green – 125 reactions, 12,127 reaches
3. Video – A morning with the Open Spaces Team – 81 reactions, 5,353 reach.
4. Mayor and Communications Officer at the Pantomime – 53 reactions, 3,714 reaches
5. Wellington Museum sneak peek – 50 reactions, 2,487 reaches

The newsletter has 277 subscribers and an average open rate of about 50%. We have upgraded our Mailchimp plan to accommodate our increased numbers and this has allowed us to access new features and the ability for an additional member of staff to access the email builder. The next edition of the newsletter is due to go out on 6<sup>th</sup> March.

The Communications Officer and Democratic Services & Finance Manager had a meeting with Aubergine who will be building and hosting our new gov.uk website. This was a promising meeting, and the new website will have a cleaner look, better accessibility, and will run smoother. In addition to this, it will integrate well with Mailchimp, allowing us to populate the newsletter automatically throughout the month as we put out “blog” posts on the website.

### 4. March Meetings/Events

| Date    | Time    | Event                           | Location | Who Involved |
|---------|---------|---------------------------------|----------|--------------|
| 2 March | 6.00pm  | Full Council                    | URC Hall | All          |
| 4 March | 10.30am | Town and Parish Clerks Briefing | Virtual  | CEO          |

|          |         |  |                               |                               |
|----------|---------|--|-------------------------------|-------------------------------|
| 7 March  | 11.00am | Guildhall Young Artists 12th Birthday Celebration        | Wellington School             | Mayor                         |
| 8 March  | 10.30am | Museum Opening   | Museum                        | All invited                   |
| 9 March  | 6.00pm  | Policy and Finance Committee                             | URC Hall                      | Committee members             |
| 12 March | 9.00am  | Staff Fire Warden Training                               | KACH                          | Staff                         |
| 16 March | 6.00pm  | Community Committee                                      | URC Hall                      | Committee members             |
| 17 March | 7.00pm  | Presentation of Awards for Wellington St Johns Ambulance | Wellington Methodist Church   | Mayor                         |
| 18 March | 6.30pm  | Environment Committee                                    | URC Hall                      | Committee members             |
| 19 March | 1.30pm  | Visit to Rockwell Green Primary School                   | Rockwell Green Primary School | Mayor                         |
| 20 March | 2.00pm  | Metro Board  | Virtual                       | Cllr Lithgow and CEO          |
| 22 March | 2.30pm  | Legal Service  | Wells Cathedral               | Mayor                         |
| 26 March | All day | South West in Bloom Briefing                             | RHS Rosemoor                  | Mayor and Open Spaces manager |
| 27 March | 8.45am  | Community Breakfast (Community Connect/Cradle to Career) | Court Fields School           | All invited.                  |
| 28 March | 7.00pm  | Wellington Choral Society performance                    | St John's Church              | Mayor                         |

## 5. SLT Annual Leave/Out of Office

Democratic Services and Finance Manager – 6 March  
Facilities Manager – 16 March, 20 – 23 March and 27 March  
Community Development Officer – 27 – 30 March

## 6. Links to Council Vision and Place Plan

Vision

- An inclusive, safe and secure town where everybody is supportive of each other and offers particular care for the more vulnerable members of our community

- A town with a diverse, thriving, and resilient local economy
- A town with vibrant cultural, sporting, and social communities
- Proud and protective of our heritage, green spaces, and biodiversity
- Committed to becoming a net carbon neutral town
- A destination of choice for people to live and work and for businesses to be located.
- Connected with the Blackdown Hills National Landscape and surrounding communities

#### Wellington Place Plan

- Inclusive Access and Connected Communities
- Pride in Place: Culture, Heritage & Belonging
- A Healthy, Sustainable & Green Town
- Youth, Learning & Lifelong Support
- Housing, Inclusion & Community Safety
- Enterprise, Skills & Local Economies

#### **7. Financial Implications**

None

#### **8. Risks**

None

#### **9. Considerations**

The Council is asked to note the report.

**MINUTES OF THE WELLINGTON TOWN COUNCIL POLICY & FINANCE COMMITTEE HELD AT UNITED REFORM CHURCH HALL ON MONDAY 9 FEBRUARY 2026 AT 6.00 PM**

**Present:** Councillor M Lithgow (Chair)  
Councillors J Cole, A Govier, J Lloyd, S Pringle-Kosikowski, J Thorne and K Wheatley

**In attendance:** Dave Farrow – Town Clerk/Chief Executive  
Wasif Choudhury – Democratic Services & Finance Officer  
One member of the press

**443 APOLOGIES**

Apologies were received from Councillors C Booth & C Penk

**444 DECLARATIONS OF INTEREST**

Councillors A Govier and J Lloyd have a standing personal interest declaration relating to MTMIT, the Council's IT consultant, being former customers of the company.

Councillor Thorne has a standing personal interest declaration relating to MTMIT, the Council's IT consultant, being a friend of the company owner. Also, in relation to any payments to Tindle Newspapers as an employee of the company.

**445 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**446 MINUTES**

It was **RESOLVED** to approve and sign the minutes of the meeting held on 12 January 2026.

**447 ACCOUNTING STATEMENTS**

**(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 31 JANUARY 2026**

**RESOLVED** to approve the bank reconciliation.

**(b) TO NOTE AND APPROVE EXPENDITURE FOR 6 – 31 JANUARY 2026**

**RESOLVED** to approve the expenditure.

At this juncture, Councillor A Govier joined the meeting.

**(c) TO NOTE AND APPROVE INCOME RECEIVED 6 – 31 JANUARY 2026**

**RESOLVED** to approve income.

**(d) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2025-26 YEAR AS AT 31 JANUARY 2026**

**RESOLVED** to note and approve the budget report.

**(e) TO NOTE RESERVE BALANCES AS AT 31 JANUARY 2026**

The reserve balances were noted.

**448 ACCOUNTING REPORTING**

It was **AGREED** to change the reporting for each Policy and Finance Committee to include the following:

- Bank Reconciliation
- Expenditure items over £250
- Cumulative supplier report where multiple payments total more than £500
- Income received
- Budget spending report to date
- Reserve balance report to date

**449 STATEMENT OF INTERNAL CONTROL**

It was **RESOLVED** to approve the statement of internal control with the amendment that expenditure items over £250 are reviewed by the Policy and Finance Committee.

**450 ANNUAL REVIEW OF RISK**

It was **RESOLVED** to approve the risk management scheme with the amendment that expenditure items over £250 are reviewed by the Policy and Finance Committee.

The document will also be amended to ensure that all references to the Chief Executive and the Policy and Finance Committee and consistent and correct.

Councillors discussed how they could increase scrutiny of salary expenditure by occasionally reviewing payments in detail.

**451 INVESTMENT STRATEGY**

It was **RESOLVED** to approve the Investment Strategy.

**452 TOILET AND PAVILLION UPGRADES**

**Wellington Park Toilets**

It was **RESOLVED** to approve a programme of improvements for the Wellington Park Toilets with Option 2 as the chosen design with work to be undertaken in the financial year 2026/7

**North Street Toilets**

Councillors **AGREED** that council officers should explore further options regarding the future of the North Street Toilets. Councillor A Govier noted that he had spoken with the Chairman from Wellington Football Club regarding the possibility of an extension to the toilets to include additional changing room facilities to open into the Playing Field.

**Recreation Ground Pavilion**

It was **AGREED** that council officers should explore other options for use and that a roof survey should be undertaken to establish whether remedial work was required before any refurbishment work was undertaken

**There being no further business the meeting closed at 18:52pm**

Signed .....

Date .....

**MINUTES OF THE WELLINGTON TOWN COUNCIL ECONOMIC DEVELOPMENT COMMITTEE  
MEETING HELD AT UNITED REFORMED CHURCH HALL ON WEDNESDAY 11 FEBRUARY  
2026 AT 6.00PM**

**PRESENT:** Councillor C Booth,  
Councillors M Lithgow, S Mercer, J Lloyd, J. Thorne, K Wheatley.

**IN ATTENDANCE:** Annette Kirk - Facilities Manager  
Wasif Choudhury – Democratic Services and Finance Officer  
One member of the press  
Maxine Price – Wellington Independent Market (Item 457)  
Charlotte Beatty – Wellington Independent Market (Item 457)

**453. APOLOGIES**

Apologies were received from Councillor C Penk.

**454. DECLARATIONS OF INTEREST**

There were no declarations of interest declared.

**455. MINUTES**

**RESOLVED** to approve and sign the minutes of the meeting held on 10<sup>th</sup> December 2025.

**456. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

There were no members of the public in attendance.

**457. WELLINGTON INDEPENDENT MARKET**

Maxine Price and Charlotte Beatty provided a report on the Wellington Independent Market which was noted. They will review suggestions from councillors on how to develop the Independent Market going forward.

Councillors thanked and congratulated them both for all their efforts in organising the Independent Market and ensuring its success.

It was confirmed that the mini food festival due to be held on Saturday 5<sup>th</sup> September 2026 will feature only local traders.

At this juncture Maxine Price and Charlotte Beatty left the meeting.

**458. EVENTS WORKING GROUP**

The minutes from Events Working Group held on 28<sup>th</sup> January 2026 was noted.

The following recommendations were discussed:

**a) REMEMBRANCE PARADE – Sunday 8th November 2026:**

It was **RESOLVED** to approve the draft Wet Weather Contingency Plan with the expectation that this will be shared for input from the Deputy Head, Wellington School, RBL and Wellington Baptist Church Pastor.

**b) JUMBLE TRAIL – May Bank Holiday Sunday 24th May 2026**

It was **RESOLVED** approve the following:

- I. The entry fee would be £4.00. Event marketing to commence 1st March. Initial deadline date would be Friday 17th April 2026.
- II. The setup of an event Facebook page.
- III. The poster and QR code on the poster and other marketing material with a link to the event Facebook page.
- IV. Half page advert in April/May edition of "The Edge". Cost £50.00
- V. Any profit going towards the Mayor's Charity
- VI. Carly Press Quotation of £69.00 plus VAT for 250 copies of the Jumble Trail Leaflet A5
- VII. Carly Press Quotation of £103.00 plus VAT for 250 copies of the Jumble Trail Leaflet Trifold

**c) GARDEN OF LIGHT – Saturday 24th October 2026:**

It was **RESOLVED** to approve the fixed price ticket charges as follows:

Adults - £2.00

Children - £1.00 (5 to 16 years old)

Under 5 – Free

**459. PROMOTION OF WELLINGTON/VISIT SOMERSET**

a) Visit Somerset – Wellington

K Wheatley provided an update on the Visit Somerset Wellington microsite and confirmed that there is a Business Networking event scheduled in March 2026. It was noted that work on the site had not progressed at the desired pace however it is still in the teething progress and has only been active for less than a year.

Councillor J Lloyd expressed her concerns regarding the progress made on the site and the quality of the information that had been uploaded so far.

Councillor J Lloyd proposed a motion to cease working with Visit Somerset and halt any further scheduled payments, there was no seconder.

b) Promotion of coach stop to tour operators.

K Wheatley noted that he had spoken to a representative from the Guild of British Coach Operators about promoting the use of the town coach stop, particularly during the summer period. This will be raised at their annual conference in April 2026, and K Wheatley will feed the response back to the committee.

c) Cleaning of approach to Wellington road signs.

K Wheatley will speak to the Open Spaces Manager about the viability of the Open Spaces Team cleaning dirty road signs. Councillors will provide a list to the team of road signs that are in need of cleaning.

d) Car park signage.

K Wheatley confirmed that Somerset Council are still at the stage of getting quotes from suppliers.

**460. TRAFFIC MANAGEMENT**

(i) Speed Indicator Device:

It was **RESOLVED** to approve the following:

- To proceed with purchasing a Speed Indicator Device and to give delegated spending power to Council Officers up to £5,000 which will cover installation, purchase of pole (if required) and license for installation on public highway. Costs to be taken from Town Centre Projects budget line.
- To proceed with the Evolis model.
- To pursue grant funding from Avon & Somerset Police.
- To work with Somerset Council and Police on approved locations.

(ii) Requests for Road/Traffic Management Changes.

It was **RESOLVED** to recommend to Full Council that the process is adopted.

**461. BUS SHELTER – Rockwell Green**

The update on the Rockwell Green Bus Shelter installation was noted.

Councillors discussed the importance of an additional stop by the new housing developments in Rockwell Green. The Facilities Manager will follow up on this.

The Facilities Manager will request an update on the status of funds for the inclusion of real time information at new bus shelters.

**462. CRADLE TO CAREER**

The update provided by Community Development Officer was noted.

There being no further business the meeting closed at 19:15.

**Signed**.....

**Date**.....

## Requests for Road/Traffic Management Changes i.e. new parking/speed restrictions

Somerset Council is now placing the onus on town and parish councils to demonstrate (a) that there is evidence of a need to make changes and (b) that consultation has been undertaken with local residents likely to be affected by the changes and that there is broad support for the proposed changes.

- When a councillor receives a request from a resident for a change, it is for the councillor to carry out an initial assessment of the request to establish what evidence exists to demonstrate that the requested change is needed and also evidence that the proposed change would be supported by local residents.
- To support a case being made to Somerset Council there ideally there should be photographic/video information covering different times of the day. The views of one person/a small number of people will not be sufficient to support a case being made to Somerset Council and the councillor will need to gather views from other local residents.
- If a request is made to the council office this will be forwarded to the local ward councillor/s to carry out an initial assessment.
- Following an initial assessment, where a councillor believes that there is sufficient evidence that a change is needed, they should pass the information on to Council staff who will undertake initial discussions with Somerset Council to establish the viability of what is being requested and whether there is sufficient evidence to support it.
- Should further work be required to develop a case council staff will discuss with the ward councillor/s how that will be undertaken.
- When sufficient evidence has been gathered, as advised by Somerset Council, a proposal will be made to the Economic Development Committee for the change to be considered. If agreed then a recommendation from the Committee will be made to Full Council.



|                                 |   |
|---------------------------------|---|
| Title                           | Update on Support Being Offered to KDC/One Swallowfield Employees |
| Meeting                         | Full Council  |
| Date of meeting                 | 2 March 2026  |
| Action Required                 | For Noting  |
| Report Author and email address | Councillor J Lloyd<br>janetlloyd@wellingtontowncouncil.co.uk      |

## 1. Introduction

1.1 The purpose of this paper is to update councillors on support being offered to KDC/One employees at the Swallowfield site following confirmation of the sites closure.

## 2. Background

2.1 Councillors will be aware that KDC/One has confirmed that its Swallowfield site will be closing in December 2026.

2.2 The Community Development Officer has met with senior KDC/One managers along with representatives of the Economic Development Team at Somerset Council to discuss what support can be provided to employees because of this decision.

2.3 KDC/One undertook an employee survey to understand needs and priorities for their employees. The survey covered a range of areas including:

- Job search and CV support
- Financial advice and support
- Mental health and wellbeing
- Wider employability and transition needs

2.4 The survey results highlighted the following needs:-

- Skills audit
- CV production
- Job application signposting
- Job Interview techniques
- Confidence building
- Benefit signposting if required

2.5 Somerset Council will take the lead on coordinating delivery, following a request for initial support to be delivered on site to maximise accessibility and engagement for affected employees.

2.6 Councillor Janet Lloyd and an Employment Hub volunteer have indicated they are happy to support job clubs and employment-related actions. This will complement existing employment and wellbeing provision in the town.

2.7 The proposed approach is to gradually transition support off-site, enabling employees to feel confident accessing the wider community offer available locally, including:

- Kings Arms Community Hub and Employment Hub support
- Jobcentre Plus provision
- REGAIN wellbeing project
- Over-40s health checks
- Wider wellbeing, advice and community support services

2.8 Employees will also be welcomed to use the Warm Welcome Café, providing informal support, social connection and signposting in a safe, accessible environment.

2.9 This approach supports both immediate on-site needs and longer-term integration into sustainable, community-based support networks.

2.10 Councillor Janet Lloyd and the Employment Hub staff member and volunteer have attended Swallowfield site on two occasions so far and two more sessions are booked for 4th and 11th March. In addition to these ongoing sessions, an on-site meeting of all parties has been organised by Somerset Economic Development staff for 10th March.

2.11 The parties invited to the meeting on 10th March consist of:

HR Swallowfield  
Somerset Economic Development  
Laura at Wellington Town Council  
Employment Hub staff and volunteer  
DWP  
Skill up Somerset  
Barclays Bank (who have indicated that they will be willing to conduct mock job interviews)  
Councillor Janet Lloyd

### 3 Links to Council Vision and Place Plan

#### Vision

- An inclusive, safe and secure town where everybody is supportive of each other and offers particular care for the more vulnerable members of our community
- A town with a diverse, thriving, and resilient local economy

#### Wellington Place Plan

- Inclusive Access and Connected Communities
- Enterprise, Skills & Local Economies

### 4 Financial Implications

4.1 Financial implication is staff time in supporting this work as well as stationary supplies and USB's for holding data. (This will come out of stationary budget)

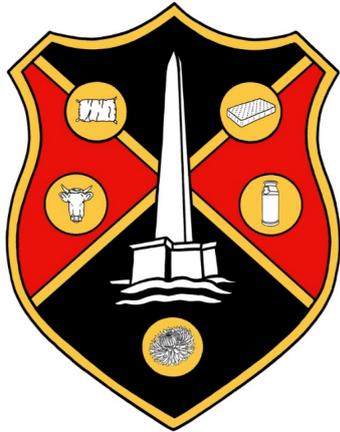
### 5 Risks

5.1 Not engaging in this work would increase the vulnerability of those affected by the closure decision.

### 6 Considerations

6.1 Council is asked to note this report.

## Wellington Town Council



## Standing Orders

Adopted 4 July 2022  
Reviewed 7 May 2025

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## **INTRODUCTION**

These are the Wellington Town Council Standing Orders adopted at the meeting of the Town Council held on 4 July 2022 and amended at the Annual Meeting of the Council on 3 May 2023. They are based on version two of the National Association of Local Councils Model Standing Orders (NALC) 2018 (England) updated in April 2022. The Standing Orders will normally be reviewed annually unless changes in legislation, guidance or a resolution suitably made by the Council requires otherwise.

### **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**

Standing orders that are in bold type contain legal and statutory requirements. The standing orders not in bold do not contain statutory requirements

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.

## **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 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:
  - 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 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 right of reply.

- t Excluding motions moved under standing order 1c, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 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 accordance with standing order 3(e) shall not exceed 15 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 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 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 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 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 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 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 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** 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 7 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the 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;
  - 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.** Nominations proposed and seconded by sitting councillors and endorsed by the nominee shall be deposited with the Town Clerk at least nine days before the annual statutory meetings. In the absence of any nomination the Town Clerk shall receive the proposals from the members present at such meeting
- f The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g The Vice-Chair of the Council, if there is one, unless they resign or become 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, 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, they shall preside at the annual meeting until a new Chair of the Council has been elected. 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 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;

- 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 2 members of the committee [or the sub-committee], any 2 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 or changed within six months, except either by a special motion—which requires written notice by at least 10 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 sub-committee. However, a resolution may be reconsidered within this period if significant additional or new information comes to light that, in the opinion of the council, materially affects the basis on which the original decision was made.

- 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 Voting on appointments will usually be by show of hands as set out in para 3s above unless the Council resolves through a motion properly proposed and seconded to use a secret ballot.
- b 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 3 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 3 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 view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### **13. CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have 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 they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c Unless they have 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 they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which 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 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 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 Principle 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 6 days before the meeting confirming his 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 office;**

- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation 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 absence the Vice-Chair (if there is one) of the Council OR Chair or in his absence Vice-Chair (if there is one) of the Planning 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
- 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 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
  - iv. 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 Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£50,000** 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. 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;

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- 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.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, 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 The Council or one of its committees or sub committees 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, if they are not available, the vice-chair (if there is one) of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c. The chair of the Policy and Resources Committee committee, or in their absence the Deputy Mayor, shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution of the Council
- 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 Council on an informal or formal grievance matter, and this matter shall be reported back and progressed by

resolution of Policy and Resources Committee.

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chair or vice-chair of the Council this shall be communicated to another member of Policy and Resources Committee which shall be reported back and progressed by resolution of the 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 **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

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

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

- 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 10 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.