



**Standing Orders**  
**Godshill Parish Council**  
**May 2024**

## **For Information:**

Some of the Standing Orders **are compulsory** as they are laid down in Acts of Parliament. These are printed in **bold type**. **These Standing Orders cannot be altered.**

The words “Local Councils” are used, it means Parish and Town Councils in England

It is, of course, recognised that local councillors can be male or female. Therefore, wherever the masculine gender is used in this publication, this should be interpreted as also meaning the feminine gender, where appropriate

## Index

Meetings	4	Expenditure	13
The Statutory Annual Meeting	4	Committees and Sub Committees	13
Chairman of the Meeting	4	Special Meeting	14
Proper Officer	4	Sub-Committees	14
Quorum of the Council	5	Advisory Committees	14
Voting	5	Voting in Committees	15
Order of Business	5	Presence of Non-Members of Committees at Committee Meetings	15
Urgent Business	6	Accounts and Financial Statement	15
Resolutions Moved on Notice	7	Estimates/Precepts	16
Resolutions Moved without Notice	8	Interests	16
Questions	8	Canvassing of and Recommendations by members	17
Right to make Representation	9	Inspection of Documents	17
Rules of Debate	10	Unauthorised Activities	17
Closure	11	Admission of the Public and Press to Meetings	18
Disorderly Conduct	12	Confidential Business	18
Right to Reply	12	Liaison with IW Councillors	18
Alterations of Resolution	12	Planning Applications	18
Rescission of Previous Resolution	12	Financial Matters	18
Voting on Appointments	13	Code of Conduct on complaints	19
Discussions and Resolutions Affecting employees of the Council	13	Variation Revocation etc	19
Resolutions on Expenditure	13	Standing order to Members	19

## **GODSHILL PARISH COUNCIL STANDING ORDERS**

### **1. Meetings**

Ordinary meetings of the Council shall be held on the first Monday of each month or the second Monday when the first is a bank holiday. There will be no scheduled meeting for the month of August.

### **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. 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.**

The first business to be transacted at the Annual Meeting will be the election of the Chairman who may serve for a maximum of one year.

### **5. Proper Officer**

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

To receive declarations of acceptance of office.

To receive and record notices disclosing interests at meetings.

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, whichever 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 other day as the Chairman may fix.
8. For a quorum relating to a committee or sub-committee, please refer to Standing Order 53.

## **9. Voting**

Members shall vote by show of 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 on to 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 for Chairman.**

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

## **12. Order of Business**

**At each Annual Parish Council 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) **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**
- d) **To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.**
- e) **To elect a Vice-Chairman of the Council.**

- f) To appoint representatives to outside bodies.
- g) To appoint committees and sub-committees.
- h) To consider the payment of any subscriptions falling to be paid annually.
- i) To inspect any deeds and trust investments in the custody of the Council as required;
- j) To receive reports from any Members who have attended any meetings on behalf of, or at direction of, the Council
- k) To receive such announcement from the Chairman as he deems fit.

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

13. **At every meeting other than the Annual Parish Council 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 undertaking 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 43 must be read in conjunction with this requirement. The Chairman and one other agreed member of the Parish Council will conduct an annual appraisal of the Parish Clerk, notes to the appraisal to be agreed with the Clerk and circulated to the Parish Council for inclusion in the above review.
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 dispose of business, if any, remaining from the last meeting.
  - e) To receive such communications as the person presiding may wish to lay before the Council.
  - f) To answer questions from Councillors in accordance with Standing Order 24.
  - g) To receive and consider reports and minutes of committees.

- h) To receive and consider resolutions or recommendations in the order in which they have been notified.
- i) To authorise the sealing of documents.
- j) If necessary, to authorise the signing of orders for payment.
- k) To receive reports from Members who have attended any meetings on behalf of, or at the direction of, the council.
- i. To receive such announcements from the Chairman as he deems fit

16. Varying the Order of 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 clear days before the next meeting of the Council.

- 18. The Clerk shall date every notice of resolution or recommendation when received by him, shall number each notice in the order in which it was received and file for inspection by 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.
- 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 of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at 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) To 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.
- h) To appoint a committee 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 Standing Order 78)
- o) To silence or eject from the meeting a member named for misconduct. (see Standing Order 32 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 Standing Order 87 below)
- r) To adjourn the meeting.

24. Members Questions

A member may ask the Chairman of the Council or the Clerk any question concerning the business of the Council, or on a matter affecting the parish but which is not included on the agenda for the meeting or is not otherwise before the Council.



25. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
26. Where the Chairman or Clerk is unable to provide an answer at the meeting he shall provide a written answer for the Member as soon as possible.
27. A person to whom a question has been put may decline to answer until the next meeting of the council.
28. Public Questions

There will be an opportunity for the public to ask questions concerning the business of the Council or on a matter affecting the parish but which is not included on the agenda for the meeting or is not otherwise before the Council before the start of any meeting of the Council (excluding working parties)

29. Any question that cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Member, to whom it was to be put, will be dealt with by a written answer as soon as possible.
30. Every question shall be put and answered without debate or resolution.
31. A person to whom a question has been put may decline to answer.
32. The Chairman may disregard any question that:
  - ii. . is or relates to matters of a quasi-judicial nature; or
  - iii. . is defamatory, frivolous or offensive; or
  - iv. refers to legal proceedings being taken or being anticipated by or against the Council; or
  - v. requires the disclosure of confidential or exempt information; or where the questioner has a commercial or financial interest in the issue

33. Right to make Representation

1. Any member of the public wishing to make representation to the council, on an item which is considered to be the business of this council, may speak at a council meeting (*at the start of the agenda item*) for a period not exceeding three minutes, prior to Councillors formulating their comments. Members of the council will then be allowed, at the discretion of the Chair, to ask questions to the member of the public.
2. Where a <sup>1</sup>group of members of the public wishes to make representation on an item which is considered to be the business of this council, and is listed on the agenda, they will be required to nominate a representative, from among themselves, to speak for a maximum of three minutes to express the views of the group.

3. The total time allowed for questions/representations by members of the public will not exceed ten minutes for any given item. The Chairman reserves the right to limit the number of speakers on any given item of business and his/her decision will be final.
4. If, after speaking for the allotted time, any member of the public or group persistently interrupts and does not usefully contribute to the debate; the Chair, after due warning to that person/s, may order that they be removed from the meeting and may adjourn the meeting for such a period as is necessary to restore order.
5. Any member of the council, with a prejudicial interest in any item before the council, will be entitled to attend the meeting to make representation, give evidence or answer questions in the same way as any member of the public and under the same constraints laid down by the council in these standing orders, before leaving the council chamber.

<sup>1</sup> A group shall be defined as any a number of persons bound together by a common interest

34. Rules of Debate

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

35. 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 of a resolution shall exceed three minutes and no other speech shall exceed three minutes except by consent of the Council.
- e) An amendment shall be to leave out words or insert other 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 member may speak on a point of order or a personal explanation.
  - j) A motion or amendment may be withdrawn by the proposer with the consent of the Council.
  - k) 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.
    - viii. To exclude the public and press.
    - ix. To adjourn the meeting.
36. a) the ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- b) Any member may speak when invited by the Chairman and shall so indicate by raising his hand but shall not begin his speech until called by the Chairman who shall decide the order in which members are to speak.
- c) Speeches shall be relevant to the matter under debate and the Chairman may stop a Member speaking if he is of the opinion that the speech is not relevant or substantially repeats the speech of another Member.
- d) Discussion must take place through the Chair All members are expected to listen with courtesy and the Chairman will refer to the rules of debate if necessary. Members are expected to familiarise themselves with the rules of debate.
37. Closure  
 After any matter that requires a vote has been discussed to the satisfaction of the Chairman it shall be put into a suitable form of words for a vote. In the event of there being insufficient information for a vote the matter may be adjourned at the discretion of the Chairman. The motion to be voted on must suggest a positive course of action e.g. It is resolved to spend £50 on a play area; those for, against or abstaining.

(Note: Where a meeting is adjourned, the subsequent proceedings are part of the original meeting and no new notices or agendas need to be issued, except a notification to those members not present at the date of the continuation of the meeting)

38. Disorderly Conduct

- a) **All members must observe the Code of Conduct.**
- 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 without discussion
- 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 reasonably be necessary to enforce them.

39. Right of Reply

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

40. Alteration of Resolution

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

41. Rescission of Previous Resolution

- a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least three members of the Council.
- b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months *unless*
  - (i) decision was made in reliance on information that has subsequently found to be incorrect; or
  - (ii) where there has been a change in the law in relation to that decision

- c) A decision relating to payments made to external organisations shall be exempt from rescission but shall be subject to a cooling off period of 5 working days

42. Voting On Appointments

Where more than two persons 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.

43. Discussions and Resolutions Affecting Employees of the Council

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered 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. 78)

44. The Chair shall rule out of order any comments relating to the conduct or capability of any officer unless that officer's conduct or capability is the subject matter before the Council

45. Resolutions on Expenditure

Any matter which will substantially exceed the amount budgeted for will be suspended until a full discussion has taken place. Similarly, any unforeseen surplus will not be spent until after full discussion.

46. Expenditure

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

47. Committees and Sub Committees

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

- a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- b) May appoint persons other than members of the Council to any Committee as advisory members.
- c) May subject to the provisions of Standing Order 35 above at any time dissolve or alter the membership of committee.

48. The Chairman and Vice-Chairman, ex-officio, shall be voting members of every committee.

49. Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the council, and shall settle its programme of meetings for the year.

50. Special Meeting

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

51. Sub-Committees

Every committee may appoint sub-committees for purposes to be specified by the committee.

52. The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.

53. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be *one-third* of its members.

54. In the absence of a quorum the meeting shall be adjourned.

55. The business not transacted shall be deferred to the next ordinary meeting of the committee,

56. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

57. Advisory Committees

1) The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.

2) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.

3) An advisory committee may make recommendations and give notice thereof to the Council

- 4) An advisory committee may consist wholly of persons who are not members of the Council.

58. Voting in Committees

Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.

59. Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

60. After the voting, a member may require the minutes of the meeting to record whether he voted for or against a motion, or abstained from voting

61. Presence of Non-Members of Committees at Committee Meetings

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

62. All Members shall be informed of the dates of the meetings of all committees.

63. Each Member who is not appointed to a committee shall have the right to attend and observe its meetings from the area, if any, set aside for such members or from the public seating area only.

64. Each Member may, with the chairman's consent, speak at the Committee or temporarily sit and speak at the committee table on a particular item but shall then return to the seating area described in Standing Order

65. 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) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the proper officer for payment with the approval of the Chairman or Vice-Chairman of the Council.
- 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.

66. The Responsible Financial Officer shall supply to each member as soon as practicable after 31 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 31 March 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 Council for formal approval before the end of the following month of September.

67. Estimates / Precepts

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

68. Interests (ENGLAND)

If a member has a personal interest as defined by the Code of Conduct, then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

69. 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.

70. Any member of the council, with a prejudicial interest in any item before the council will be entitled to attend a meeting of the Council or its committees to make representation, give evidence or answer questions in the same way as any member of the public and under the same constraints laid down by the council in these standing orders, before leaving the meeting before a vote is taken.

71. *Contracts and Interests*

If any Member of the Council or any committee has any personal and prejudicial interest, within the meaning of the Code of Conduct in any contract, proposed contract or other matter, that Member shall, while the contract, proposed contract or other matter is being considered by the Council or any committee declare that interest and withdraw from the meeting

72. If a candidate for any appointment under the Council is to his knowledge related to any member of or the 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 any such disclosure. Where a relationship to a member is disclosed, Standing Orders 68 shall apply as appropriate. The Clerk shall make known the purpose of Standing Order 72 to every candidate.

73. Canvassing of and Recommendations by Members



- 1) Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this subparagraph of this Standing Order to every candidate.
  - 2) A member of the Council or of any committee 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.
74. Standing Order Nos. 72 & 73 shall apply to tenders as if the person making the tender were a candidate for an appointment.
75. 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, and if copies are available shall, on request, be supplied for the like purpose with a copy.
76. All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.
77. Unauthorised Activities
- No member of the Council or of any committee or sub-committee 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 or sub-committee.
78. 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 resolutions: -*
- "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"*
79. 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. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may -
- a) film, photograph or make an audio recording of a meeting;
  - b) use any other means for enabling persons not present to see or hear

- proceedings at a meeting as it takes place or later;
- c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

80. 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.

81. Confidential Business

- 1) No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee 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 or sub-committee of the Council by the Council.

82. Liaison with County Councillors

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

83. Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County Council shall be transmitted to the County Councillor for the division.

84. Planning Applications

1) The Clerk shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council: -

- a) the date on which it was received
- b) the name of the applicant
- c) the place to which it relates;

2) All received planning applications to be reported to the next meeting of the Parish Council. Where the closing date for comment precedes the date of the next Council meeting the Clerk will advise Councillors and request comment in order that sufficient feedback may be obtained for the Clerk to submit comments or for the Chairman to take a decision regarding the calling of an additional meeting.

3) All comments agreed by the Parish Council to be entered on the IWC website by the closing date for comments, unless there are reasons that render this not to be possible. Such reasons to be reported to and agreed with the Chairman and circulated to all Councillors.

85. Financial Matters

The Council shall consider and approve Financial Regulations, including contracts procedures, drawn up by the Responsible Financial Officer, and which are attached to these Standing Orders.

86. 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 directed to the Standards Board (England).

87. 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.

88. A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

89. 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 member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.

90. Record of attendance at Council Meetings

Each Member attending the Council meeting shall sign his name in the Attendance Book.

91. Agendas and Minutes

The content of the agendas for all committee meetings shall be finalised by the Parish Clerk in consultation with the Chairman of the committee.

The Parish Clerk shall be responsible for the content of the printed version of the minutes of all Committee meetings subject to consultation with the relevant committee Chairman

Agendas will be published and summonses issued 3 clear working days before a committee meeting

92. Proceedings to be confidential

All agendas, reports and other documents and all proceedings of committees, shall be treated as confidential unless and until they become public in the ordinary course of the Council's business, subject to the requirements of the Freedom of Information Act 2000.

93. Members – roles and responsibilities

Members shall recognise the distinction between their role of determining policy and the responsibility of council staff to manage the Council's day-to-day activities, and will conduct themselves accordingly.

94. Appointments to committees other than at the Annual meeting

Any member wishing to resign from a committee or working party should advise the town clerk of his intention in writing

The filling of a vacancy on a committee or working party will, after discussion with the Chairman of the committee or working party, be taken to the next available Council meeting for decision.

95. Mobile phones

Mobile phones must be switched off or on silent mode while meetings of the Council are in progress.