

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

BROADMAYNE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address
www.broadmayne.org

BROADMAYNE PARISH COUNCIL
EXPLANATORY NOTES FOR 2019-2020 ACCOUNTS

I have only made a comment where there is some significant variation between actual receipts/payments and the budget which requires explanation.

(1) MAIN ACCOUNTS FOR THE RUNNING OF THE PARISH COUNCIL

RECEIPTS:

Actual income = £31,766.86

Budget figure = £28,113.00

Difference = £ 3,653.86 (income more than the budget figure)

The most significant unbudgeted income arose from the insurance payment in respect of the SID which had been damaged beyond repair and which therefore necessitated an insurance claim. In addition, the Parish Council received, on taking on responsibility for the defibrillator, the £873.30 which had been raised by the Broadmayne Defibrillator Group. The allotment rents/deposits, VAT recovery and interest sums also came in above budget. Allotment income appears above budget because of two £50 deposits and a late rent payment. VAT recovery had been under-estimated in the budget process.

PAYMENTS:

Actual expenditure = £ 24,369.01

Budget figure = £ 27,272.00

Difference = £ 2,902.99 (under-spend)

The significant area of under-spend was, as usual, in respect of grants/expenditure under the section 137 heading. £5,000 had been allocated under this heading but the only expenditure was on the poppy wreath and signage for Remembrance Sunday. There was also significant underspend on the printing and stationery, remedial works at playing fields and replenishment of salt bins budget heads and no money was spent on elections. Under-spend on elections is now being shown as a specific reserve. The large over-spend on capital items/asset purchase represents the purchase of the new SID (but that was met by the insurance payment). The new seats were paid for (£2,734.80) from CIL money but this had not been specifically budgeted for.

(2) BRS ACCOUNT FOR THE HALL AND PLAYING FIELD PROJECT

We did not prepare a budget for the remaining money in this account.

RECEIPTS:

Income= £558.03

This income represents interest and VAT recovery.

PAYMENTS:

Expenditure = £3,226.32

This expenditure represents payment of the retainer fee on the hall extension works.

Balances

(1) Main deposit + current account

Brought forward from 2018/2019	£ 40,212.19
Less Reserves	<u>£ 5,675.00</u>
Uncommitted balance	£ 34,535.19

Carried forward to 2020/2021	£ 47,610.04
Less Reserves	<u>£ 6420.00</u>
Uncommitted balance	£41,190.04

Increase in uncommitted balance held over previous financial year = £6,654.85

This increase has arisen because of both unpredicted additions to income and the under-spend on the main account.

(2) BRS account for hall and playing field project

Brought forward from 2018/2019	£ 29,829.05
Carried forward to 2019/2020	£ 24,910.05
Decrease in balance over previous financial year	= £4,919.00

The decrease has arisen because of the payment of the retainer fee.

Comments

One of the forms provided by the external auditor requires an explanation if the total balances carried forward amount to more than twice the precept. That will again be the case for Broadmayne this year (total carried forward = £72,520.09; precept = £27,000 this year). The £24,910.05 in the BRS account is an allocated reserve set aside for a phase two of the hall/playing field improvements. If this is deducted from the overall total then only £47,610.04 remains and this is less than twice the precept. As reported previously, during the course of the hall/playing field works, the parish council has held considerably more than twice the precept over several audits but as long as there is a proper explanation of the purpose of the funds there hasn't been a problem.

Janet Davis

Clerk and Responsible Financial Officer

May 2020

BROADMAYNE PARISH COUNCIL: ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020												
				RECEIPTS	BUDGET						PAYMENTS	BUDGET
Income for running of Parish Council and its services						Expenditure for running of the Parish Council and its services						
Precept				£ 26,500.00	£ 26,500.00	Administrative Expenses						
Rent						Advertisements						£ 77.00
Allotments inc.deposits held in reserve				£ 873.00	£ 756.00	Audit Fees				£ 525.00	£ 525.00	
Village Hall rent				£ 1.00	£ 1.00	Books & Periodicals				£ 12.00	£ 30.00	
Playing field rent				£ 1.00	£ 1.00	Chair's Allowance					£ 50.00	
Other income						Clerk's Gross Salary				£ 5,834.88	£ 5,833.00	
Donations, grants and prizes				£ 873.30		Clerk's expenses				£ 60.00	£ 60.00	
VAT Recovery				£ 1,090.29	£ 650.00	Insurance				£ 386.00	£ 450.00	
Interest				£ 293.27	£ 200.00	Meeting/Hall Room Hire				£ 129.50	£ 150.00	
Photocopying				£ 40.00	£ 5.00	Postage				£ 94.58	£ 65.00	
Insurance payment (for SID)				£ 2,095.00		Printing & stationary				£ 180.82	£ 300.00	
						Telephone/e-mail					£ 25.00	
						Training Courses & Conferences				£ 220.00	£ 300.00	
Total receipts excluding project account			Sub-total A	£ 31,766.86	£ 28,113.00	Travel & Subsistence						£ 50.00
						Grounds Maintenance & Allotments						
						Allotment expenses				£ 291.79	£ 1,342.00	
						Allotment deposit/rent refund				£ 70.50		
						Grass & Hedge Cutting				£ 3,869.28	£ 3,608.00	
						Environmental works				£ 468.00	£ 500.00	
						Playing field: remedial works					£ 200.00	
						Subscriptions & Grants						
						SLCC				£ 106.00	£ 102.00	
						DAPTC subscription				£ 442.66	£ 439.00	
						Section 137				£ 116.80	£ 5,000.00	
						Grants under other powers				£ 4,373.60	£ 5,000.00	
						Grants using CIL payments				£ 2,734.80		
						DCA subscription				£ 25.00		
						Asset Maintenance & Capital Items						
						Capital items/asset purchase				£ 2,814.00	£ 200.00	
						Bus shelter maintenance				£ 316.80	£ 317.00	
						Other repairs & maintenance				£ 1,112.00	£ 1,000.00	
						Replenishment salt bins					£ 461.00	
						Other						
						Information Commissioner Reg.fee				£ 35.00	£ 40.00	
						Election and referendum fees				£ -	£ 1,000.00	
						Website				£ 150.00	£ 148.00	
						Payments excluding hall project			Sub-total A	£ 24,369.01	£ 27,272.00	
Income to BRS Account for hall project						Payments on hall project						
Interest				£ 90.31		Retainer fee on hall works				£ 5,477.03		
VAT recovery				£ 467.72								
Total receipts project account only			Sub-total B	£ 558.03		Total payments project account only			Sub-total B	£ 5,477.03		
Total receipts			A+B	£ 32,324.89		Total payments			A+B	£29,846.04		

Balances brough forward 1 April 2019 represented by:				Balances carried forward as at 31 March 2020			
Santander Main Deposit Account			£ 39,647.32	Santander Main (deposit account)		£ 46,412.18	
Santander cheque account		£ 620.87		Santander current account	£ 1,245.86		
Less one unrepresented cheque)		£ 56.00	£ 564.87	Less one unrepresented cheque	£ 48.00	£ 1,197.86	
Santander BRS account			£ 29,829.05	Santander BRS account		£ 24,910.05	
		Sub-total C	£ 70,041.24		Sub-total C	£ 72,520.09	
Total (A+B+C)			£ 102,366.13	Total (A+B+C)		£ 102,366.13	
Chairman:				Included in balances held are:-			
				Reserve for Asset Maintenance		£ 3,000.00	
				Reserve for temporary staffing cover		£ 1,000.00	
Clerk & Responsible Financial Officer:				BKV Prize Money	(£75 spent on seats)	£ -	
				Allotment deposits		£ 600.00	
				Election fees		£ 1,000.00	
Date:				Environmental works		£ 820.00	
				CIL payments	(£1778.18 spent on seats)	£ -	
						£ 6,420.00	

Annual Internal Audit Report 2019/20

BROADMAYNE PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

14 08 19 14 01 20 13 05 20

Name of person who carried out the internal audit

Jim Dickson

Signature of person who carried out the internal audit



Date 13 05 20

*If the response is 'no' you must include a note of the weaknesses identified and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**JIM DICKSON, 33 OAKWOOD, BROADMAYNE, DORCHESTER,
DORSET, DT2 8UL**

2019-2020 INTERNAL AUDIT FOR BROADMAYNE PARISH COUNCIL

An internal audit has been carried out on three occasions during the financial year 2019-2020. I have received all of the information necessary to allow me to conduct the audit.

* I have no points to bring to the Council's attention. ✓


* ~~I would draw the Council's attention to the following points:~~

* Delete as applicable

Signed: 

Mr J Dickson, Honorary Auditor

Date: 13 MAY 2020

Signed: 

Dr J Davis

Clerk & Responsible Financial Officer

Date: 14 May 2020

Section 2 – Accounting Statements 2019/20 for

BROADMAYNE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	39,480	70,041	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	26,000	26,500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	27,879	5,825	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	5,756	5,895	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	17,562	23,951	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	70,041	72,520	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	70,041	72,520	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	30,168	33,371	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date T SD 2020

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

BROADMAYNE PARISH COUNCIL: Audit 2019-2020			
WORKINGS TO COMPLETE SECTION 2 OF ANNUAL RETURN			
	£	£	£
The basis was the Annual Accounts		Actual	Rounded
Line 1 Balances brought forward		70,041.24	70,041
Line 2 Annual Precept		26,500.00	26,500
<i>Other receipts</i>			
Allotment rents & deposits	873.30		
Photocopying	40.00		
Interest (main account)	293.27		
Interest (BRS account)	90.31		
Vat Recovery	1,558.01		
Village Hall rent	1.00		
Playing Field rent	1.00		
Grants (for biodiversity and allotment work)	873.30		
Insurance payment	2,095.00		
Line3 Total other receipts		5,825.19	5,825
Line 4 Staff Costs		5,894.88	5,895
Line 5 Loan interests, etc		0.00	0
<i>Other Payments</i>			
Audit fees	525.00		
Books & periodicals	12.00		
Insurance	386.00		
Hall Hire Expenses	129.50		
Postage	94.58		
Printing and Stationery	180.82		
Training & Conferences	220.00		
Allotments	291.79		
Allotment deposit/rent refund	70.50		
Grass and Hedge Cutting	3,869.28		
Environmental works	468.00		
Information Commissioner fee	35.00		
DAPTC	442.66		
SLCC subs.	106.00		
Grants under s.137	116.80		
Grants under other powers	4,373.60		
Grants using CIL payments	2,734.80		
Bus shelter maintenance	316.80		
Other maintenance (fitness trail + PC)	1,112.00		
Website fees	150.00		
DCA subscription	25.00		
Asset purchase	2,814.00		
<i>Village Hall/playing field project</i>			
Retainer fee on hall works	5,477.03		
Line 6 All other payments	23,951.16	23,951.16	23,951
Line 7 Balances carried forward (1+2+3) - (4+5+6)			
<i>Money held in bank accounts</i>			
Current account	564.87		
Main deposit account	39,647.32		
BRS deposit account	29,829.05		
Line 8 Total cash	70,041.24	70,041.24	70,041
<i>Fixed Assets</i>			
Street furniture comprising:			
2 timber open access notice boards	530.00		
12 public seats	3,643.04		
1 old bus shelter	1,000.00		
1 new bus shelter	3,552.00		
Millennium column & plinth	2,386.00		
Oak Notice board	900.00		
Man-made timber notice board	800.00		

	Salt/grit bins x 2	392.92		
	1 bin (for sandbags in Village Hall car park)	50.00		
	2 kissing gates	960.00		
	Framed/mounted map	414.00		
	1 salt/grit bin (Osmington Drove)	193.43		
	2 maps in street	428.22		
	2 advance warning road closure signs	82.80		
	2 road closed signs	67.20		
	Community Speed Watch kit	300.00		
	SID and accessories	2,814.00		
	Community Assets			
	Fitness trail (10 items + tiles)	11,321.00		
	Playing Field	1.00		
	Allotments	1.00		
	Village Hall Site	1.00		
	War Memorial	1.00		
	Defibrillator	2,160.00		
	Office equipment			
	Filing cabinet	1.00		
	Printer	59.99		
	Projector	279.99		
	Photocopier	543.47		
	Laminator	34.10		
	Laptop	389.00		
	External back-up drive	65.00		
Line 9	Total Assets	33,371.16	33,371.16	33,371

BROADMAYNE PARISH COUNCIL STANDING ORDERS

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 number in brackets after the title of a Standing Order is the number of the equivalent Standing Order in the NALC Model Standing Orders 2018 (England)].

THIS VERSION ADOPTED BY BROADMAYNE PARISH COUNCIL:

SECTION 1: CONDUCT OF MEETINGS

- | | |
|----|-------------------------------------------------------------------------------------|
| 1 | Meetings generally |
| 2 | The Statutory Annual Meeting |
| 3 | Chairman of the Meeting |
| 4 | Proper Officer |
| 5 | Quorum of the Council |
| 6 | Voting |
| 7 | Order of Business |
| 8 | Urgent Business |
| 9 | Motions for a meeting that require written notice to be given to the Proper Officer |
| 10 | Motions for a meeting that do not require written notice |
| 11 | Rules of debate at meetings |
| 12 | Code of Conduct and dispensations |
| 13 | Code of Conduct Complaints |
| 14 | Disorderly Conduct at meetings |
| 15 | Rescission of previous resolutions |
| 16 | Voting on appointments |
| 17 | Handling staff matters |
| 18 | Committees |
| 19 | Subcommittees |
| 20 | Voting in Committees |
| 21 | Presence of non-members of committees at committee meetings |

SECTION 2: FINANCIAL MATTERS

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|----|-------------------------------------|
| 22 | Responsible Financial officer |
| 23 | Accounts and Accounting Statements |
| 24 | Expenditure |
| 25 | Estimates/Precepts |
| 26 | Financial contracts and procurement |

SECTION 3: COUNCILLOR CONDUCT

- | | |
|----|-------------------------------------------|
| 27 | Interests |
| 28 | Canvassing and recommendations by members |

29	Inspection of documents
30	Draft minutes and Minutes
31	Restrictions on councillor activities

SECTION 4: OTHER MATTERS

32	Confidential business
33	Communicating with unitary authority councillor
34	Planning applications
35	Standing Orders generally
36	Execution of legal deeds
37	Extraordinary Meetings of the council
38	Complaints
39	Remote attendance at meetings

SECTION 5: INFORMATION AND DATA PROTECTION

40	Management of Information
41	Responsibilities to provide information
42	Responsibilities under data protection legislation

Note that where gender specific terms (e.g. he or him) are used in these Standing Orders they should be read as non-gender specific.

SECTION 1: CONDUCT OF MEETINGS

1 Meetings generally [3]

- a) Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct.
- b) Smoking is not permitted at any meeting of the Council.
- c) **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.**
- d) **The minimum three clear days for notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or a bank holiday or a day appointed for public thanksgiving or mourning.**
- e) **The code of conduct adopted by the Council (see Standing Order 12) shall apply to councillors in respect of the entire meeting.**
- f) **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.**

- g) **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.**
- h) At all meetings of the Council the Chairman may at his discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.
- i) With the permission and at the discretion of the Chairman any member of the public may comment on an issue being debated by the Council in order to provide information or clarification of items relevant to the matter being debated. This facility will normally be limited to a maximum of only three minutes per person on the subject being debated.
- j) **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.**
- k) **Subject to standing order 1(l), 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 provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to person not present.**
- l) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- m) 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.

2 The Statutory Annual Meeting [5]

- 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.**
- 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 decides.**
- c) **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 decides.**
- d) **If no other time is fixed, the annual meeting of the council shall take place at 6pm.**

- e) **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f) **The Chairman of the Council, unless he has 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-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h) **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i) **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j) **Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:**
 - i) **In an election year, delivery by the Chairman 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 Chairman 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) Appointment of members to existing committees.
 - iv) Appointment of representatives to outside bodies.
 - v) Other appointments within the Parish Council's gift.
 - vi) Review of assets.
 - vii) and shall thereafter follow the order set out in the Standing Order 7(b).

3 Chairman of the Meeting [3]

- a) **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**

- b) The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.
- c) Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman (if there is one).

4 **Proper Officer** [15]

- a) The Council's Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the role of the Proper Officer when the Proper Officer is absent.
- b) The Council's Proper Officer shall do the following:
 - i) To receive declarations of acceptance of office.
 - ii) To receive and record notices disclosing interests at meetings.
 - iii) To receive and retain plans and documents.
 - iv) To sign notices or other documents on behalf of the Council.
 - v) To receive copies of byelaws made by another local authority.**
 - vi) To certify copies of byelaws made by the Council.
 - vii) At least three clear days before a meeting of the council or a subcommittee, serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a summons confirming the time, date and the agenda (provided that councillor has consented to service by email), and provide, in a conspicuous place, a public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - viii) To keep proper records for all Council meetings.
 - ix) Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with Standing Order 4(b)(vii) above.**
 - x) Facilitate inspection of the minute book by local government electors.**
 - xi) To receive and retain copies of byelaws made by other local authorities.**
 - xii) Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
 - xiii) Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
 - xiv) Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.

- xv) Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- xvi) Arrange for legal deeds to be signed by 2 councillors
- xvii) Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- xviii) Record every planning application notified to the Council and the Council's response to the local planning authority in accordance with the Council's planning application protocol.
- ixx) Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.

5 Quorum of the Council [3]

- a) **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.**
- b) **If a meeting is, or becomes, inquorate, no business shall be transacted and the meeting shall be closed. The meeting shall be adjourned to another meeting.**
- c) For a quorum relating to a committee or sub-committee, please refer to Standing Order 19(c).

6 Voting [3]

- a) **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.**
- b) **The chairman 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 gave an original vote.**

See standing orders 2(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- c) **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.**

7 Order of Business

- a) **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.**
- b) 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:
 - i) 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.
 - ii) **After consideration to approve the signature of the Minutes by the person presiding as a correct record.**
 - iii) **To deal with business expressly required by statute to be done.**
 - iv) To dispose of business, if any, remaining from the last meeting.
 - v) To receive such communications as the person presiding may wish to lay before the Council.
 - vi) To answer questions from Councillors.
 - vii) To receive and consider reports and minutes of committees.
 - viii) To receive and consider resolutions or recommendations in the order in which they have been notified.
 - ix) If necessary, to authorise the signing of orders for payment.
 - x) Any other business specified in the summons.

8 Urgent Business

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

- i) 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
- ii) Shall be put to the vote without discussion.

9 Motions for a meeting that require written notice to be given to the proper officer [9]

- a) Except as provided by these Standing Orders, no motion may be moved unless the business to which it relates has been put on the Agenda by the Proper Officer or the mover has given notice in writing of its terms and has delivered the notice to the Proper Officer at least seven clear days before the next meeting of the Council.
- b) The Proper Officer shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have

been received unless the member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.

- c) If a motion 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.
- d) If the subject matter of a motion 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.
- e) Every motion or recommendation shall be relevant to some subject over which the Council has power or duties, which affects its area.

10 Motions at a meeting that do not require written notice [10]

- a) The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i) To appoint a Chairman of the meeting.
 - ii) To correct the Minutes.
 - iii) To approve the Minutes.
 - iv) To alter the order of business.
 - v) To proceed to the next business.
 - vi) To close or adjourn the debate.
 - vii) To refer a matter to a committee.
 - viii) To appoint a committee or any members thereof.
 - ix) To adopt a report.
 - x) To amend a motion.
 - xi) To give leave to withdraw a resolution or amendment.
 - xii) To exclude the press and public. (see Standing Order 1(g).)
 - xiii) To silence or eject from the meeting a member named for misconduct. (See Standing Order 14).
 - xiv) To give the consent of the Council where such consent is required by these Standing Orders.
 - xv) To suspend any Standing Order except those which are mandatory by law.
 - xvi) To invite a member having an interest in the subject matter under debate to remain.
 - xvii) To adjourn the meeting.

11 Rules of debate at meetings [1]

- a) 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.
- b) A motion 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 expressed in writing and handed to him before it is further discussed or put to the meeting.
- c) A member when seconding a motion or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
- d) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
- e) An amendment shall be either:-
 - i) To leave out words.
 - ii) To leave out words and insert others
 - iii) To insert or add words.
- f) An amendment shall not have the effect of negating the motion resolution before the Council.
- g) If an amendment be carried, the motion, as amended, shall take the place of the original motion and shall become the motion 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, other than the mover of a motion, shall not, without leave of the Council, speak more than once on any motion except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- j) A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.
- k) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- l) When a motion is under debate no other motion shall be moved except the following:
 - i) To amend the motion.
 - 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 leave the meeting

- vii) That the resolution be referred to a committee.
 - viii) To exclude the public and press.
 - ix) To adjourn the meeting.
 - x) To suspend particular standing orders except those that relate to mandatory statutory requirements.
-
- m) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
 - n) Whenever the Chairman speaks during a debate all other members shall be silent.
 - o) Motions on the agenda shall be considered in the order they appear unless the order is changed at the discretion of the Chairman of the meeting.
 - p) Closure At the end of any speech a member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council do now adjourn”. If such motion is seconded, the Chairman shall put the motion but, in the case of a motion “that the question be now put”, only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion “that the question be now put” is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.
 - q) Right of Reply [1] The mover of a resolution shall have a right to reply 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.
 - r) Alteration of Motions A member may, with the consent of his seconder, move amendments to his own motion.

12. Code of Conduct and dispensations

See also standing order 1(f) above.

- a) All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b) Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c) Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council’s code of conduct.

He may return to the meeting after it has considered the matter in which he 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 12 (d) and (f) above, dispensations requests shall be considered at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required.
- h) **A dispensation may be granted in accordance with standing order 12 (e) above if having regard to all relevant circumstances the following applies:**
 - 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 or**
 - 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.**

13 Code of Conduct complaints [14]

- a) Upon notification by the 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 38 below, report this to the council.
- b) Where the notification in standing order 13(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman 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 13(d) below].
(* This may necessitate the employment of temporary cover for the post of Proper Officer.)

- c) The council may:
 - i) provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - 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 Unitary authority 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.**

14. Disorderly conduct at meetings [2]

- a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b) If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c) If a resolution made under standing order 14(b) above is ignored, the chairman 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.

15. Rescission of Previous Resolutions

- a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least three councillors to be given to the Proper Officer in accordance with Standing Order 9, or by a motion moved in pursuance of the recommendation of a committee or a subcommittee.
- b) When a motion moved pursuant to standing order 15(a) has been disposed of, no similar motion may be moved within a further six months.

16. Voting On Appointments [8]

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. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

17 Handling of staff matters

- a) 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 1(g).)
- b) 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 measures.
- c) The Council shall ensure that a formal appraisal of any person employed by the Council is carried out on an annual basis; this to include a review of the job description, pay and conditions of each employee. A report of such an appraisal shall be reported to the Council before the end of the financial year.

18 Committees [4]

- a) 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:
 - i) shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
 - ii) **may appoint persons other than members of the Council to any Committee unless it is a committee which regulates and controls the finances of the council.**
 - iii) may, subject to the provisions of Standing Order 15 above, at any time dissolve or alter the membership of committee.
- b) The Chairman and Vice-Chairman, ex-officio, shall be voting members of every committee.
- c) 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.
- d) **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- e) **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- f) 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.

19 Sub-Committees [4]

- a) **Every committee may appoint sub-committees for purposes to be specified by the committee.**
- b) 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.
- c) 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-half of its members.
- d) The Standing Orders on rules of debate and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

20 Voting in Committees

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

21 Presence of Non-Members of Committees at Committee Meetings [4]

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.

SECTION 2: FINANCIAL MATTERS

22 Responsible Financial Officer

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

23 Accounts and Accounting Statements [17]

- a) Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- b) Where it is necessary to make a payment before it has been ratified 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 committee, if any, having charge of the business to which it relates, or by the proper officer for payment with the approval of the Chairman or Vice-Chairman of the Council or other authorised member.
- c) All payments ratified under paragraph (b) of this Standing Order shall be separately included in the next schedule of payments before the Council.
- d) 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 June. 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.

24 Expenditure

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

25 Estimates / Precepts

- a) The Council shall approve written estimates for the coming financial year at its meeting before the end of the month of November.
- b) Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than October.

26 Financial controls and procurement [18]

- a) The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer. Such Regulations shall include detailed arrangements for the following:
 - i) the accounting records and systems of internal control;
 - ii) the assessment and management of risks faced by the Council;

- iii) the work of the Internal Auditor 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;
 - v) procurement policies (subject to (b) below) including the setting of values for different procedures where the contract has an estimated value less than **£25,000**.
- b) **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 29(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- c) Any formal tender process shall comprise the following steps:
 - i) a public notice of intention to place a contract to be placed in an appropriate local publication.
 - ii) a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii) tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;
 - iv) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of Council;
 - v) tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- d) The Council, nor any Committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to Standing Orders 27 and 28 regarding interests and canvassing.
- e) The Financial Regulations of the Council shall be subject to regular review, at least once every two years.
- f) **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g) **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or**

the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

SECTION 3: COUNCILLOR CONDUCT

27 Interests relating to appointments

- a) 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 Order 13(c) shall apply as appropriate.
- b) The Clerk shall make known the purpose of Standing Order 27(a) to every candidate.

28 Canvassing of and recommendations by members

- a) 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 paragraph of this Standing Order to every candidate.
- b) 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.
- c) Standing Order Nos. 27(a) and 27(b) shall apply to tenders as if the person making the tender were a candidate for an appointment.

29 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.

30 Draft minutes and minutes [3]

- 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, or at any time earlier, 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)(ii).
- c) The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d) If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman 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) The draft minutes shall be published 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 30(e) and standing order 40(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.
- g) All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.
- h) 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;
 - vii) the resolutions made.
- i) All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 (also see Standing Order 43).

31 Restrictions on councillor activities [25]

No member of the Council shall in the name of or on behalf of the Council:

- i) Inspect any lands or premises which the Council has a right or duty to inspect; or
 - ii) Issue orders, instructions or directions.
- Unless authorised to do so by the Council.

SECTION 4: OTHER MATTERS

32 Confidential Business

- a) 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.
- b) Any member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.
- c) The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.

33 Communicating with unitary authority councillor [24]

- a) An invitation to attend, and Agenda for each meeting, shall be sent to the Dorset Council Councillor for the appropriate ward.

- b) Unless the Council determines otherwise, a copy of each letter sent to Dorset Council shall be sent to the Dorset Councillor for the ward.

34 Planning Applications (see also the Broadmayne Parish Council planning protocol)

- a) The Clerk shall, as soon as it is received, enter in a book, or data base, kept for the purpose the following particulars of every planning application notified to the Council:
 - i) the date on which it was received
 - ii) the name of the applicant
 - iii) the place to which it relates;
- b) The Clerk shall notify every planning application received to the members.

35 Standing Orders generally [26]

- a) Any or every part of the Standing Orders except those printed in **bold type** (which incorporate mandatory statutory or legal requirements) may be suspended by resolution in relation to any specific item of business.
- b) A motion permanently to add, vary or revoke a Standing Order except one that incorporates mandatory statutory or legal requirements, shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.
- c) 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.
- d) The decision of the chairman of the meeting as to the application of standing orders shall be final.

36 Execution of legal deeds [23]

- a) A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b) **In accordance with a resolution made under Standing Order 39(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

37 Extraordinary meetings [6]

- a) **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**

- b) **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**

38 Complaints

The Council shall deal with complaints about administration of the council or about its procedures in such manner as is set out in the Complaints Procedure, adopted by the Council on 8 January 2018.

39 Remote attendance at meetings

- a) When Regulations permit, the a “place” where a meeting is held, or to be held, may include reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.
- b) For the purposes of any such meetings, a Councillor (a “member in remote attendance”) attends the meeting at any time if all of the conditions in (c) are satisfied.
- c) Those conditions are that the member in remote attendance is able at that time:
- i) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
 - ii) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
 - iii) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.
- d) Any reference to a member, or a member of the public, attending a meeting includes that person attending by remote access.
- e) An amended version of the usual meeting notice will accompany the meeting Agenda and will be displayed on the community website. The meeting notice will publicise any necessary remote meeting access details for use by the press and public.
- f) All non-confidential meeting papers will be accessible via the community website.

- g) All attendees at the meeting, other than the Chairman, are asked to keep their microphone turned off unless they are speaking, when it should be turned on.
- h) A person requesting to speak may raise a hand either physically via video link, or via any specific functionality provided by the conference software in use. The Chairman will outline the procedure at the beginning of any such meetings.
- i) For the purposes of voting, “a show of hands” may include the methods defined by (h). If a show of hands is not be clear enough, at the request of any Councillor or the Clerk, the Chairman will call the name of each attending councillor in turn and request them to state whether they support a proposal, oppose a proposal or abstain.
- j) If a member in remote attendance is required to leave the meeting, owing to 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, if the specific functionality provided by the conference software in use allows it, that member shall be placed, by the Chairman, in the software’s “waiting room” until such time as the discussions have finished, at which time the Chairman will bring them back into the meeting. If that functionality is not available that member must log out from the remote meeting for a period agreed with the Chairman, to allow discussion to continue without them. Once the agreed time has elapsed, or if notified by the Chairman via email or other remote messaging, the member should reconnect to the same meeting.
- k) If the Council resolves to exclude the public from part or all of a meeting, the Chairman will make a statement to explain the reasons for the public’s exclusion. On conclusion of the public business, the Chairman will thank the public for their attendance and then, if the specific functionality provided by the conference software in use allows it, exclude them from the meeting. If that functionality is not available, the Chairman will thank the public for their attendance, notify Councillors that a new meeting invitation will be immediately issued by email to Councillors only, and close the remote meeting.

SECTION 5: INFORMATION AND DATA PROTECTION

40 Management of Information [11]

- 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 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.**

41 **Responsibilities to provide information** [20]

(See also standing order 42.)

- 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 Smaller Authorities (Transparency Requirements) (England) Regulations 2015.

42 **Responsibilities under data protection legislation** [21]

(Below is not an exclusive list). See also standing order 40.

- 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.**