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SANDBACH TOWN COUNCIL

Standing Orders

MEETINGS

Council Meetings shall commence at 7.30pm and close at 9.30pm, unless the Chairman otherwise decides.

1. The statutory Annual Meeting shall be held
 - (a) In an election year, on the fourth day after the election or within fourteen days thereof.
 - (b) In a year which is not an election year, on any day in May.
2. In addition to the Statutory Annual Town 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.

CHAIRMAN OF MEETING

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

PROPER OFFICER

4. Where a statute, regulation or order confers functions or duties on the Proper Officer of the Council in the following cases, he shall be the Clerk or other nominated person: -
 - (a) To receive declarations of acceptance of office.
 - (b) To receive and record notices disclosing personal and prejudicial interests.
 - (c) To receive and retain plans and documents.
 - (d) To sign notices and documents on behalf of the Council.
 - (e) To receive copies of bylaws made by another local authority.
 - (f) To certify copies of bylaws made by the Council.
 - (g) To sign and issue summons to attend meetings of the Council.
 - (h) To keep proper records for all Council meetings.

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In any other case the Proper Officer shall be the person nominated by the Council and, in default of nomination, the Clerk.

QUORUM OF THE COUNCIL

5. **Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.**
6. 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 in consultation with the proper officer may fix.
7. For a quorum relating to a committee or sub-committee, please refer to Standing Order 45.

VOTING

8. Members shall vote by show of hands or, if at least 2 members so request, by signed ballot.
9. 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.
10.
 - (a) **Subject to (b) and (c) below the Chairman may give an original vote on any matter put to the vote.**
 - (b) **Subject to (c) below the Chairman may not give an original vote in the election of the Chairman on any occasion when he will himself, immediately after such election, retire from the Council.**
 - (c) **In any case of an equality of votes, the Chairman may give a second or casting vote.**

ORDER OF BUSINESS

(In an Election Year all Councillors should execute Declarations of Acceptance of office in the presence of the Proper Officer previously authorised by the Council to take such declarations, before the Annual Meeting commences).

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11. At each Annual Town 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) To elect a Vice-Chairman of the Council.
 - (d) To appoint representatives to other outside bodies.
 - (e) To appoint statutory or standing Committees and their Chairmen & Vice-Chairmen.

12. At every meeting other than the Annual Town 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.

13. 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 No. 36 must be read in conjunction with this requirement.
(See Standing Order 38)

14. 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 a copy had 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 presiding Chairman as a correct record.**
 - (c) **To deal with business expressly required by statute to be done.**
 - (d) To receive such communications as the presiding Chairman may wish to lay before the Council.
 - (e) To answer questions from Councillors relating to the order of business.

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- (f) To dispose of business, if any, remaining from the last meeting.
- (g) To receive and consider reports and minutes of Committees.
- (h) To receive and consider reports from Officers of the Council.
- (i) To authorise the sealing of documents.
- (j) To consider motions or recommendations in the order in which they have been notified.
- (k) Any other business specified in the summons.

NOTE: - "Any Other Business". The summons to a meeting of the Council **MUST** specify the business to be transacted. The Council cannot legally decide anything under the general heading of "Any Other Business" because these words do **NOT** specify anything.

15. A motion to vary the business order on the grounds of urgency
- (a) may be proposed by the Chairman or by any other 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.

RESOLUTIONS MOVED ON NOTICE

16. Except as provided by these Standing Orders, no resolution may be moved unless the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least ten clear days before the next meeting of the Council.
17. The Clerk shall number every notice of motion or recommendation when received by him, shall number each notice in the order in which it was received and shall enter it in a file, which shall be open to inspection by every member of the Council.
18. The Clerk shall insert in the summons for every meeting all notices of motion or recommendations properly given in the order in which they have been received unless the member giving notice of motion has stated in writing that he intends to move it at some later meeting or that he withdraws it.
19. If a resolution of recommendation specified in the summons be not moved, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
20. 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

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referred without discussion to such Committee or such other Committee as the Council may determine for report, provided 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.

21. Every resolution or recommendation shall be relevant to some question over which the Council has power of which affects its area.

RESOLUTIONS MOVED WITHOUT NOTICE

22. 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 authorise the sealing of documents.
- (j) To adopt a report.
- (k) To amend a motion.
- (l) To give leave to withdraw a motion or an amendment.
- (m) To extend the time limit for speeches.
- (n) To consider otherwise than in committee a question affecting an employee of the Council.
- (o) To exclude the public.
- (p) To exclude the press.
(The next resolution is governed by the Standing Order of Disorderly Conduct)
- (q) To silence or eject from the meeting a member named for misconduct.
- (r) To give the consent of the Council where such consent is required by these Standing Orders.
- (s) To suspend any Standing Order. (see Order 69 below)
- (t) To adjourn the meeting.

QUESTIONS

23. A member may ask the Chairman of the Council or the Clerk any question concerning the business of the Council, providing three clear days notice of the questions has been given to the person to whom it is addressed.
24. A member with or without notice may ask the Chairman of a Committee any question upon the proceedings of the Committee then before the Council if the question is put before the Council's consideration of those proceedings is finished. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
25. Every question shall be put and answered without discussion.
26. A person to whom a question has been put may decline to answer.

RULES OF DEBATE

27. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and shall be initialled by the Chairman.
28.
 - (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 in the debate.
 - (c) A member shall direct his speech to the matter under discussion or to a personal explanation or to a question of order.
 - (d) No speech shall exceed five minutes and no other speech shall exceed three minutes except by consent of the Council.
 - (e) An amendment shall be either: -
 - (i) To leave out words.
 - (ii) To leave out words and inset or add others.
 - (iii) To insert or add words.
 - (f) An amendment shall not have the effect of negating the motion before the Council.

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- (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 may not be moved until the Council has disposed of every amendment previously moved.
 - (i) The mover of a resolution or an amendment shall have the right of reply, not exceeding five minutes.
 - (j) A member, other than the mover of a resolution, shall not, without leave of the Chairman, speak more than once on any resolution except to move an amendment, or on a point of order, or in personal explanation or to move the closure. Not sure where the time limit on reply should go – we agreed 5 min
 - (k) A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.
 - (l) A motion or amendment may be withdrawn by the proposer with the unanimous consent of the Council, which shall be signified without discussion, and no member may speak on it after permission has been asked for its withdrawal unless such permission has been refused.
 - (m) When a resolution is under debate no other resolution shall be moved except the following: -
 - (i) To amend the resolution.
 - (ii) To proceed to the next business.
 - (iii) To adjourn the debate.
 - (iv) That the question be now put.
 - (v) That a member named be not further heard.
 - (vi) That a member named do leave the meeting.
 - (vii) That the resolution be referred to a Committee.
 - (viii) To exclude the public or the press or both.
 - (ix) To adjourn the meeting.
29. A member shall stand when speaking unless permitted to sit by the Chairman on account of infirmity or for any other reason.
- (a) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
 - (b) Members shall address the Chairman.
 - (c) If two or more members rise, the Chairman shall call upon one of them to speak and the others shall resume their seats.
 - (d) Whenever the Chairman rises during a debate all other members

shall be seated and silent.

CLOSURE

30. 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.

DISORDERLY CONDUCT

- 31.
- (a) **All members must observe the Code of Conduct which was adopted by the council on 20 September 2007, a copy of which is annexed to these Standing Orders.**
 - (b) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute.**
 - (c) If, in the opinion of the Chairman, a member has so misconducted himself, 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 suspend the meeting or take such further steps as may be reasonably necessary to enforce them.

RIGHT OF REPLY

32. 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

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not introduce new matter. After the right or reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF RESOLUTION

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

REVISION OF PREVIOUS RESOLUTION

- 34.
- (a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special resolution, the written notice whereof bears the names of at least nine members of the Council.
 - (b) When a special resolution has been disposed of, no similar resolution may be moved within a further six months.
 - (c) This Standing Order shall not apply to resolutions moved in pursuance of the report or recommendations of a Committee.

VOTING ON APPOINTMENTS

35. When 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.

DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

36. If at a meeting there arises any question relating to an 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 public shall be excluded. (See Standing Order No. 62).

RESOLUTIONS ON EXPENDITURE

37. Any motion which, in the opinion of the Chairman, substantially increases the expenditure upon any service which is under the management of or reduces the revenue at the disposal of the Council or the Projects Committee, or which would involve capital expenditure, shall, when proposed, seconded, will stand adjourned without discussion to the next

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ordinary meeting of the Council or Projects Committee, and any other Committee affected by it shall consider whether it desires to report thereon. The Finance Committee shall report on the financial aspects of the motion in all cases.

SEALING OF DOCUMENTS

38.

- (a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- (b) Any two members of the Council may seal, on behalf of the Council, any document required by law to be issued under seal.

COMMITTEES AND SUB-COMMITTEES

39. The Council may at the Annual Meeting appoint Standing Committees and may at any other time appoint such other Committee 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, and
- (b) may at any time dissolve or alter the membership of a Committee.
- (c) The Chairman shall be a member of every Committee, the Vice-Chairman may deputise at the request of the Chairman.
- (d) A member who has been elected, or Co Opted, to replace a former member be automatically appointed to serve on the same Committees as the member he has replaced.

40. Every Committee, or Sub-Committee, other than Standing Committees, 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.

41. The Chairman of a Committee or the Chairman of the Council may summon a special, or emergency, meeting of that Committee at any time. A special 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.

42. Every Committee may appoint Sub-Committees for purposes to be specified by the Committee.

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43. 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.
44. 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 a Sub-Committee shall be one third of its members.
45. 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 its members in contracts and other matters shall apply to Committee and Sub-Committee meetings insofar as they are appropriate.

DELEGATED POWERS TO STANDING COMMITTEES

46. Planning Committee

The Planning Committee shall have delegated powers to comment on, and make recommendations with regard to: -

- (i) Planning Applications within Sandbach Town Councils defined ward areas.
- (ii) License Applications
- (iii) Street Naming
- (iv) Street Parking Restrictions

47. Finance Committee

The Finance Committee shall have delegated powers: -

- (i) To make donations under Sec 137 or under the Power of Well-Being up to and including a maximum of £1,500. A recommendation from the Finance Committee for any grant above the stated level, to be put before the Council for approval.
- (ii) To withdraw any offer of S137 donation not drawn down within twenty four months. This does not preclude the applicant from re-applying.
- (iii) To confirm expenditure, at least once a quarter, of the daily business of the Council or Project Committee, as authorised by the Responsible Financial Officer and in accordance with the agreed budget and the Financial Regulations.
- (iv) Grants made to the Community, shall be decided on by submission of a fully completed Council's grant application form, supported by accounts and any other information as requested by the Council.

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Budget setting meeting will be held in November of each year.

- (v) The members of the Finance Committee will be joined by other members of the Council, who will have full voting rights on the issues of setting the budget and confirming the precept for the following year.

The agreed budget and precept will be presented at the following meeting of the Town Council where it will be approved without debate.

The Finance Committee shall not have delegated powers for any capital or project expenditure. Proposals for such expenditure to be dealt with as follows: -

- (vi) Council to Finance.
Where a proposal is received directly by the Council or Project Committee and is approved, the matter shall be referred to the RFO and Chairman of Finance who will indicate by a written report if monies are available within the year's budget. The matter will then be put to the Finance Committee to confirm the availability of funds and when they can be released. The Finance Committee will make a recommendation to a meeting of the Council or the Project Committee, whichever is appropriate.
- (vii) Finance to Council.
Where a proposal is received directly by the Finance Committee, the Finance Committee will make a recommendation to Council or the Projects Committee, whichever is appropriate, prior to debate and resolution.

No debate on any proposal is required within the Finance Committee except to confirm if funds are available.

48. Personnel Committee

The Personnel Committee shall have delegated powers to:

meet when required and as a minimum once per year and report to Council concerning all matters of:-

- (i) To recruit employees of the Council through a fair recruitment and selection process, subject to Council approval.
- (ii) To annually review employees against job description and to recommend pay awards where appropriate.
- (iii) To apply the Complaints procedures and discipline leading to dismissal.
- (iv). To provide contracts and job descriptions for all employees, where necessary.

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- (vi) To review all appropriate legislation on employment.
- (vii) To ensure that the financial requirements for budget to support employment costs are clearly agreed by the Finance Committee and Council.
- (viii) To ensure that the finance requirements for recruitment costs are clearly agreed by the Finance Committee and Council.
- (ix) To provide Councillor lead management to the Clerk of the Council.
- (x) To review capacity against resource demand from other Committees.

All reports to the Council from the Personnel Committee will comply with SO36 and the Council will remove the Press and the Public from the proceedings.

49. Projects Committee

The Projects Committee shall have full delegated powers: -

- (i) Projects Committee to consist of all members of the Council with full voting rights. SO 39 and 40 apply to this section.
- (ii) To decide, organise and deliver projects on behalf of the Council.
- (iii) To determine if the project should be delivered by an organisation outside the Council and if so enter into a Service Level Agreement on behalf of the Council.

Minutes of the Projects Committee meetings shall be approved by, either the Council or Projects Committee, depending which meeting follows the release of the draft minutes.

Projects delivered by the Council

Each project shall require a detailed written Project Plan, incorporating: -

- (i) Expenditure against timescale.
- (ii) Activities against timescale.
- (iii) Contracts.
- (iv) Internal and external resources.

Each project cost will be agreed with the Finance Committee prior to commencement, when FR12 of the Financial Regulations will apply.

Contract or sub contract work will comply with FR11 of the Financial Regulations.

Projects delivered by outside organisation/s.

Each project requires the following:-

- (i) Phased costs to deliver the project.
- (ii) Service Level Agreement.

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- (iii) Appointment of a Lead Councillor to monitor and give progress reports to the Project Committee.
- (iv) Each project will agree the conditions of the Service Level Agreement with the Project and Finance Committees before the commencement of the project. On commencement of a project FR12 of the Financial Regulations applies.
- (v) All projects when started will be subject to Change Control.
- (vi) When any request is made during the project, the delivery authority will give a decision in writing, having considered all aspects of the project. This decision is mandatory on all parties.

The Council reserves the right to “Call in any Project for Review.”
The outcome will be either to reinstate or cancel the project.
At the point of “Call in” all project activities will be suspended.
Contracts and Service Level Agreements will show all costs that will occur on cancellation and will be subject to agreement with the Finance Committee as shown in SO37 of this document.

Other Work required of the Project Committee

The Projects Committee shall have part delegated powers:-

(In this case minutes shall be tabled to Council as required by this document.)

To propose all changes to Council documentation or adopted procedures and to ensure that every Councillor has an up to date copy of all Official documentation as it is released after ratification by Council.

Voting in Committees

50. Members of Committees and Sub-Committees shall vote by show of hands. Chairmen of Committees and Sub-Committees shall have a second or casting vote. SO9 applies.

PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

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

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52. Any Council member shall, unless the Council otherwise orders, be entitled to be present as a spectator at the meetings of any Committee or Sub-Committee of which he is not a member.

INTERESTS

53. Members will be bound by the Code of Conduct.
54. If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 20 September 2007 then he shall declare such interest as soon as it becomes apparent during a meeting, disclosing the existence and nature of that interest as required.
55. If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates.
56. The Clerk shall record in a book to be kept for the purpose, particulars of any notice given by any member or any officer of the Council of a pecuniary interest in a contract, and the book shall be open during reasonable hours of the day for inspection by any member. The Clerk may be required to compile and hold a register of member's interests in accordance with the agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.
57. 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 to do so 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 relationship to a member is disclosed the Standing Order on interests of members in contracts and other matters shall apply. The Clerk shall make known the purport of this Standing Order to every candidate. SO 58 and 59 shall apply as appropriate.

58. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

- (a) Canvassing of members 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 sub-paragraph of the Standing Order to every candidate.
- (b) A member of the Council shall not solicit for any person, any appointment under the Council or recommend any person for such

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appointment; but, nevertheless, a member may give a written testimonial of the candidate's ability, experience or character for submission to the Council with an application for employment.

59. Standing orders 58(a) and 58(b) shall apply to tenders as if the person making the tender were a candidate for an appointment.

INSPECTION OF DOCUMENTS

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

61.

- (a) **All minutes kept by the Council and by any Committee shall be open for inspection by any member of the Council.**
- (b) The Minutes of the Council are open to inspection by any elector.

UNAUTHORISED ACTIVITIES

62. 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.

- (c) In order to avoid bringing the reputation of the Council into disrepute, no Member shall publish material personally criticising another serving Member, except where that Member has submitted in writing the proposed material to both the Chairman and Vice-Chairman of the Council. Only on joint written approval by both the Chairman and Vice-Chairman or if 7 days have elapsed, whichever is the earlier, shall that Member be free to publish the submitted material, within the constraints of the Code of Conduct, including but not limited to items 3(1) and 5.
- (d) To ensure orderly management and control of projects and of the dissemination of project information, all public communications made by a Member that relate to a specific project shall be communicated in writing to the relevant Lead Councillor. The Lead Councillor shall have 7 days to respond with guidance to that

Standing Orders

Member. For the avoidance of doubt, after having received any such written guidance or 7 days have elapsed, whichever is the earlier, shall that Member be free to publish the submitted material, within the constraints of the Code of Conduct, including but not limited to item 5.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

63. The public and the press shall be admitted to all meetings of the Council and its Committees and Sub-Committees, which may, however, temporarily exclude the public and press by means of the following resolutions, viz.,
“That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw”.
64. 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.
65. The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.
66. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the Council Chamber or that the part of the Council Chamber open to the public be cleared.

CONFIDENTIAL BUSINESS

67. No member of the Council or of any Committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the Committee or Sub-Committee as the case may be.
Any member in breach of the provisions of para (1) above, shall be removed from any Committee or Sub-Committee of the Council by the Council.

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LIAISON WITH UNITARY AUTHORITY COUNCILLORS

68. If the Council so orders, a notice of meeting, together with an invitation to attend, shall be sent to the Unitary Councillors.
69. If the Council so orders, a copy of each letter ordered to be sent to the Unitary Authority shall be transmitted to the Unitary Councillor for the Division, as the case may require.

CODE OF CONDUCT ON COMPLAINTS

70. 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) for consideration.

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

71. Any part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.
72. A motion permanently to vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.
73. The Standing Orders shall be reviewed at least every 4 years unless a change control system is adopted for these standing orders.

STANDING ORDERS TO BE GIVEN TO MEMBERS

74. A printed copy of these Standing Orders shall be given, by the Clerk, to each member as soon as practicable after the signature of the member's Declaration of Acceptance of Office.

(Cllr Mrs D E Alcock) Chairman

(Miss A L Banks) Clerk of the Council