

HUNTINGDON TOWN COUNCIL



STANDING ORDERS

1 MEETINGS OF THE COUNCIL

(a) Annual Meeting

The Annual Meeting of the Council shall be held in May on a day to be fixed by the Council except in the year of ordinary elections when it shall be held on or within fourteen days after the day on which the councillors elected at that election take office.

(b) Statutory Meetings

The three other statutory meetings shall be held on the first Thursday in the months of July, November and March.

(c) Additional Meetings

Two additional meetings shall be held on the first Thursday in the months of September and January. A further two additional meetings of the Council shall be held in January, on a day to be fixed by the Council, for the purposes of setting the precept and on the last Thursday in the month of April.

(d) Extraordinary Meetings

An extraordinary meeting of the Council may be called at any time by the Chairman of the Council or after a requisition, signed by two members of the Council, has been presented to the Chairman.

(e) Public Address to Council

Members of the public may only speak during Council/Committee meetings at the point in the agenda allocated to public address. At this point the meeting will be adjourned by the Chairman for a period not exceeding fifteen minutes. The Chairman will invite each member of the public to speak for no longer than three minutes following which the meeting shall be reconvened to consider the remaining items of business as set out on the agenda.

(f) Venue

Meetings of the Council shall be held at the Town Hall, Market Hill, Huntingdon or at the Commemoration Hall, High Street, Huntingdon at 7pm unless the Council otherwise decides at a previous meeting.

(g) Robes

Robes will be worn at the Annual Meeting of the Council and at all other Meetings of the Council, apart from the precept setting meeting in January, and at all formal civic functions and other occasions as may be determined by the Mayor in consultation with the Mayor's Advisory Panel comprising the serving Mayor and all former Mayors of Huntingdon who are serving Members of the Council.

2 MAYOR OR CHAIRMAN OF THE MEETING

At a meeting of the Council, the Mayor, if present, shall preside. If the Mayor is not present the Deputy Mayor, if present, will preside. If neither are present then the Council shall appoint a Member to preside at the meeting.

In the event of the Mayor or Deputy Mayor, as the case may be, arriving after the commencement of the meeting, the Deputy Mayor or other Chairman appointed pro temp shall vacate the chair and the Mayor or Deputy Mayor, as the case may be, shall thereupon preside.

In these Standing Orders the expression “Mayor” means the Chairman of the Council but any power or duty assigned to the Mayor in relation to the conduct of a Council meeting may be exercised to the member presiding at the Meeting.

3 QUORUM OF THE COUNCIL

- (a) **No business of the Council shall be transacted unless at least six members of the Council are present.**
- (b) If, at the expiration of fifteen minutes after the time at which the meeting of the Council is appointed to be held, the Town Clerk after counting the number of Members present, announces that a quorum is not present then no meeting shall take place.
- (c) If, during the meeting of the Council the attention of the Mayor shall be called to the fact that there are not six Members present, the Town Clerk shall call over the names of the Members of the Council and, if there be not six Members present, the Mayor shall adjourn the meeting of the Council and the names of those who are present and those who are absent shall be recorded by the Town Clerk in the Minutes of the Council. Consideration of any business not transacted shall be given at the next meeting of the Council.

4 ORDER OF BUSINESS

(a) Annual (Mayor Making) Meeting

At each Annual Meeting the first business shall be:-

- 1) to elect a Mayor, who shall be Chairman of the Council;**
- 2) to receive the Mayor’s Declaration of Office or, if not then received, to decide when it shall be received;**
- 3) to elect a Deputy Mayor, who shall be Vice Chairman of the Council;**
- 4) to receive the Deputy Mayor’s Declaration of Office or, if not then received, to decide when it shall be received;

- 5) to appoint such standing committees and the membership thereof as shall be considered necessary for the efficient and expedient dispatch of the Council's business;
- 6) to appoint representatives to serve on Outside Organisations.

(b) Other Statutory and Additional Meetings

Except where the Council on the grounds of urgency vary the order of business in accordance with part (c) of this standing order, the order of business at every meeting of the Council shall be:

- 1) **At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Mayor and Deputy Mayor are absent.**
- 2) **To receive such declarations of acceptance of office (if any) as are required by law to be made or if not then received, to decide when they shall be received.**
- 3) **To deal with any business required by statute to be done before any other business.**
- 4) To receive apologies for absence tendered to the Clerk.
- 5) To receive Member's declarations of personal interests.
- 6) **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.**
- 7) After consideration, to approve the signature of the minutes by the presiding Chairman as a correct record.
- 8) To dispose of business (if any) remaining from the last meeting.
- 9) To receive, consider and adopt minutes, reports and recommendations of committees.
- 10) To answer questions asked pursuant to Standing Order 9.
- 11) To receive and consider any reports and to put questions to the District and County Councillor representatives for Huntingdon.
- 12) To authorise the sealing of documents, so far as the Council's authority is required by statute or these Standing Orders.
- 13) To consider notices of motion in the order in which they have been received
- 14) To receive such communications as the Mayor may desire to lay before the Council.

- 15) Any other business specified in the summons
 - 16) Any matter that the Chairman considers urgent and which has arisen too late to be specified in the summons to the Council may be brought before the Council by the Chairman with the consent of the members of the Council present at the meeting.
- (c) The Council may at any meeting vary the order of business so as to give precedence to any business which, in the opinion of the Mayor, is of special urgency, but such variation shall not displace business falling under items (i) and (ii) in part (a) of this Standing Order.

5 MINUTES

As soon as the Minutes have been read, or if they are under Standing Order 4(b) (6), taken as read, the Mayor shall put the question that the Minutes of the meeting of the Council held on the day of be signed as a true record.

No motion or discussion shall take place upon the Minutes, except upon their accuracy, and any question of their accuracy shall be raised by motion. If no such question is raised, or if it is raised then as soon as it has been disposed of the Mayor shall sign the Minutes.

6 NOTICES OF MOTION

- (a) Except as provided by Standing Order 8, every notice of motion shall be in writing, signed by the Member or Members of the Council giving the notice, and delivered, as least seven clear days before the next meeting of the Council, at the office of the Town Clerk, by whom it shall be dated and numbered in the order in which it is received and entered in a book which shall be open to the inspection of every Member of the Council.
- (b) The Town Clerk shall set out in the summons for every meeting of the Council all notices of motion duly given in the order in which they have been received, unless the Member giving such a notice has, when giving it, intimated in writing that he/she proposes to move it at some later meeting or has since withdrawn it in writing.
- (c) If a motion, notice of which is thus specified in the summons, be not moved, either by the Member who gave notice thereof or by some other Member on his/her behalf, it shall, unless postponed by consent of the Council, be treated as withdrawn and shall not be moved without fresh notice.
- (d) Motions for which notice has been duly given, the subject matter of which comes within the province of any Committee or Committees shall, upon being moved and seconded, stand referred without discussion to such Committee or Committees, or to such other Committee or Committees as the Council may determine, for consideration and report. Provided that the Mayor may, if he/she

considers it convenient and conducive to the despatch of business, allow such motion to be dealt with at the meeting at which it is submitted.

- (e) Every notice of motion shall be relevant to some question over which the Council has powers or duties, or which affects its area.
- (f) If notice be given of any motion which in the opinion of the Town Clerk is out of order, illegal, irregular or improper, he/she shall forthwith submit such notice to the Mayor and shall not place it on the agenda without the approval of the Mayor. If the motion is not accepted the Town Clerk shall forthwith inform the Member or Members giving notice of it.

7 ALTERATION TO MOTION

A Member may, with the consent of his/her seconder and of the Council (such consent to be signified without discussion), alter a motion which he/she has proposed or of which notice has been given if the alteration is one which could have been moved as an amendment thereto.

8 MOTION AND AMENDMENT WHICH MAY BE MOVED WITHOUT NOTICE

The following motions and amendments may be moved without notice:-

- (a) Appointment of a Chairman of the meeting at which the motion is made.
- (b) Motions relating to the accuracy of the Minutes, closure, adjournment, order of business, or next business.
- (c) Remission to a Committee.
- (d) That the Council do resolve itself into Committee.
- (e) That the Council under Standing Order 35 do resolve to consider otherwise than in private a question affecting a person employed by them.
- (f) Appointment of Committee or Members thereof, occasioned by an item mentioned in the summons to the meeting.
- (g) Adoption of reports and recommendations of Committees and any consequent resolutions.
- (h) That leave be given to withdraw a motion.
- (i) Amendments to motions.
- (j) Authorising the sealing of documents.
- (k) Extending the time limit for speeches.

- (l) That an item of business specified in the summons has precedence.
- (m) Suspending Standing Orders except for those Standing Orders shown in emboldened type.
- (n) Excluding the press and public.
- (o) That a Member named under Standing Order 13 be not further heard or do leave the meeting.
- (p) That the Council proceed to the next business.
- (q) That the question be now put.

9 QUESTIONS

- (a) A Member of the Council 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 concluded.
- (b) A Member of the Council may, if seven clear days' notice in writing has been given to the Town Clerk, ask the Mayor or the Chairman of any Committee any question relating to business of the Council.
- (c) Every question shall be put and answered without discussion, but the Chairman to whom a question has been put may decline to answer.
- (d) A Member asking the question may ask one supplementary question at the Mayor's discretion.
- (e) Where the reply to any question cannot conveniently be given orally, it shall be deemed a sufficient reply if the answer is circulated to Members of the Council.
- (f) If a Member who has given notice of a question is not present at the meeting at the appropriate time, the matter shall lapse and shall not be revived unless a fresh notice is given in accordance with paragraph (b) or this Standing Order.

10 RULES OF DEBATE

- (a) A motion or amendment shall not be discussed unless it has been proposed and seconded and, unless notice has already been given in accordance with Standing Order 6, it shall, if required by the Mayor, be reduced to writing and handed to the Mayor before it is further discussed or put to the meeting.
- (b) A Member when seconding a motion or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.

- (c) A Member shall indicate his/her wish to speak by raising his/her hand, shall stand when speaking and shall address the Mayor. The Mayor shall indicate who shall speak.
- (d) A Member shall direct his/her speech to the question under discussion or to an explanation or to a question of order. No speech shall exceed five minutes, except by consent of the Council.
- (e) An amendment shall be either:-
 - (i) to leave out words;
 - (ii) to leave out words and insert or add others;
 - (iii) to insert or add words, or
 - (iv) to refer a subject of debate to a Committee for consideration or reconsideration.

but such omission or insertion of words shall not have the effect of introducing a new proposal into, or negating, the motion before the Council.

- (f) If an amendment is rejected, other amendments may be moved on the original motion. If an amendment is 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.
- (g) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- (h)
 - (i) A member may move without comment at the conclusion of a speech of another Member "That the Council proceed to the next business" or "That the question be now put" or "That the debate be now adjourned" or "That the Council do now adjourn". On the seconding of such a motion the Mayor, if in his/her opinion the question before the meeting has been sufficiently discussed, shall put the motion to the vote without further discussion subject, in the case of a motion "That the question be now put", to the right of reply as provided by Standing Order 11 and provided that none of the above motions may be proposed by the proposer or seconder of the motion under discussion or by any Member who has already spoken during the debate.
 - (ii) "That the Council proceed to the next business" means the next business on the agenda of the meeting or the next item in the report of a Standing Committee which is then before the meeting.
- (i) A Member shall not speak more than once on any motion except to move a further amendment or on any amendment except in the

exercise of the right of reply given by Standing Order 11 or on a point of order or by way of personal explanation.

- (j) A Member may rise to a point of order or in personal explanation, but a personal explanation shall be confined to some material part of a former speech by him/her at the same meeting which may have been misunderstood. A Member so rising shall be entitled to be heard forthwith.
- (k) The ruling of the Mayor on a point of order or on the admissibility of a personal explanation shall not be open to discussion.
- (l) Whenever the Mayor rises during a debate a Member then speaking or standing shall resume his/her seat and the Council shall be silent.
- (m) A motion or amendment may be withdrawn by the proposer with the concurrence of the seconder and the consent of the Council, which shall be signified without discussion, and it shall not be competent for any Member to speak upon it after the proposer has asked permission for its withdrawal, unless such permission shall have been refused.
- (n) When a motion is under debate no other motion shall be moved except the following:-
 - (i) to amend the motion;
 - (ii) to postpone consideration of the motion;
 - (iii) To adjourn the meeting;
 - (iv) to adjourn the debate;
 - (v) to proceed to the next business;
 - (vi) that the question be now put;
 - (vii) that a Member be not further heard;
 - (viii) that a Member do leave the meeting;
 - (ix) that the subject of debate be referred back to a Committee;
 - (x) to extend the time limit for speeches (see Standing Order 10(d));
 - (xi) to suspend Standing Orders, or
 - (xii) to exclude the public and press.

11 RIGHT OF REPLY

The proposer of an original motion shall have a right to reply at the close of the debate upon such motion immediately before it is put to the vote. If an amendment is proposed the mover of the original motion shall be entitled to reply at the close of the debate upon the amendment but shall not speak during the debate on the amendment. The mover of an amendment shall have a right of reply to the debate on the amendment immediately before

the proposer of the original motion. A Member exercising a right of reply shall not introduce new matter. After every reply to which this Standing Order refers a decision shall be taken without further discussion.

In the case of the motion "That the question be now put" being moved and seconded pursuant to Standing Order 10(h)(i) and duly passed, the mover of the original motion and the mover of the amendment which was under discussion shall have the right of reply before the motion or amendment is put.

12 CONSIDERATION OF REPORTS OF COMMITTEES

In submitting to the Council the report of a Committee, the Member who presided as Chairman of the Committee or failing him/her some other Member who was present shall move that the report be approved and adopted. The report shall be considered as a whole provided that Members may make a proposal within the terms of Standing Order 11, or ask a question, or may make a comment, on any paragraph whereupon any other Member may participate in the discussion of such a proposal.

13 DISORDERLY CONDUCT

If at a meeting any Member of the Council, in the opinion of the Mayor notified to the Council, misconducts himself/herself by persistently disregarding the ruling of the Chairman, or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the Council, it shall be competent for a Member to move "That the Member named do leave the meeting" and the motion, if seconded, shall be put and determined without discussion.

14 SUSPENSION OF SITTING

If after a motion under Standing Order 13 has been carried and misconduct or obstruction is continued, and in the opinion of the Mayor renders the due and orderly dispatch of business impossible, the Mayor, in addition to any other power vested in him/her may, without question put, adjourn or suspend the sitting of the Council for such period as he/she in his/her discretion shall consider expedient.

15 RESCISSION OF PRECEDING RESOLUTION

No motion to rescind any resolution passed within the preceding six months, and no motion or amendment to the same effect as one which has been rejected within the preceding six months, shall be proposed unless the notice thereof given in pursuance of Standing Order 6 bear the names of at least six Members of the Council. When any such motion has been disposed of by the Council, it shall not be open to any member to propose a similar motion within a further period of six months. Provided that this Standing Order shall not apply to motions moved in pursuance of the report or recommendation of a Committee, nor to a motion to rescind any resolution merely postponing consideration of a matter.

16 VOTING AT COUNCIL MEETINGS

- (a) Every question shall be determined by a show of hands and **on the requisition of any Member of the Council made either before or after the Members have voted, the voting on any question shall be recorded to show whether each Member present either voted for or against the question or abstained from voting.** The recorded vote shall be obtained by the Town Clerk calling out each Member's name and each Member shall indicate verbally whether he/she was for or against or abstained from voting.
- (b) **In the case of an equality of votes at any meeting of the Council the Mayor, whether or not he/she voted in the first instance may give a casting vote.**

STANDING COMMITTEES AND STANDING SUB-COMMITTEES

17 MEETINGS OF STANDING COMMITTEES AND SUB-COMMITTEES

- (a) Meetings of all Standing Committees and Standing Sub-Committees shall be held as directed by the Council.
- (b) At least three clear days' notice shall be given by the Town Clerk to Members of a Standing Committee or Standing Sub-Committee meeting and such notice shall set out clearly the business to be transacted at the meeting.
- (c) In matters not admitting of delay the Town Clerk may circulate at a meeting a supplementary agenda detailing the urgent business. Should the business involve policy or a financial decision then the meeting would only make a recommendation to the next meeting of the Council. Only with the approval of the Chairman may other matters of urgent business be brought up at the meeting.
- (d) No other business than that set out in the notice of meeting or as detailed in (c) above shall be discussed.
- (e) The Chairman of a Standing Committee or Standing Sub-Committee may summon a special meeting of such Committee or Sub-Committee at any time. A special meeting shall also be summoned by the Chairman of the Standing Committee or Standing Sub-Committee on the requisition in writing of a quarter of the Members of such Committee or Sub-Committee. The summons shall set out the business to be considered at the special meeting, and no other business than that set out shall be considered at that meeting.
- (f) A period not exceeding 15 minutes shall be allowed for members of the public to put questions to a Committee prior to the start of each Committee meeting subject to such questions being pertinent to the Terms of Reference of that Committee and provided also that if there

are insufficient questions to fill the 15 minutes the Committee will commence business forthwith.

18 APPOINTMENT OF STANDING COMMITTEES

The Council shall at the Annual Meeting appoint Standing Committees and the membership thereof and may at any time appoint such other Committees as are necessary, but subject to any statutory provision in that behalf -

- (a) shall not appoint any Member of a Committee so as to hold office later than the next Annual Meeting of the Council, and
- (b) may at any time dissolve or alter the membership of a Committee.

19 ATTENDANCE AT STANDING COMMITTEE AND STANDING SUB-COMMITTEE MEETINGS

- (a) Any Member of the Council may attend any meeting of a Committee or Sub-Committee at which the public may be present and of which he/she is not a member, but shall not speak thereat except by consent of the Chairman, but a Member of the Council who has proposed a motion which has been referred to any Committee or Sub-Committee shall have notice of the meeting of the Committee or Sub-Committee at which it is proposed to consider the motion, and if he/she attends shall have an opportunity of explaining it; provided that a non-member of a Committee or Sub-Committee shall not vote thereat.
- (b) With the consent of the Chairman of a Committee or Sub-Committee, and on conditions to be prescribed by him/her, any Member of the Council may attend any meeting of a Committee or Sub-Committee at which the public may not be present and of which he/she is not a member but shall not speak thereat except by consent of the Chairman, and provided that a non-member of a Committee or Sub-Committee attending a meeting pursuant to this Standing Order shall not vote thereat.

20 LIST OF STANDING COMMITTEES

- (a) The Standing Committees of the Council shall be as follows:-

Finance Committee – All members of the Council

Leisure & Community Services Committee – All members of the Council

Planning Committee – All members of the Council.

- (b) All the Council's powers and duties shall be delegated to the Standing Committees in accordance with the Terms of Reference, subject to the following exceptions:-
 - (i) The power of raising loans and setting a precept;

- (ii) The power of incurring capital expenditure not specifically included in the Council's approved estimates of expenditure for the time being;
- (iii) The appointment to or co-option on a Committee or Sub-Committee of a person who is not a Member of the Council or of a Committee;
- (iv) Standing Orders and the functions and constitution of Committees and Sub-Committees;
- (v) Dates of Meetings of the Council;
- (vi) Appointment or nomination by the Council of persons to fill vacancies on outside bodies arising during the Council year;
- (vii) Filling of vacancies occurring on any Committee of the Council during the Council year;
- (viii) The appointment or dismissal of the Town Clerk.

Provided that the exercise of delegated powers shall be subject to the respective Committees

- (1) giving effect to any resolution of the Council upon matters of principle or policy;
- (2) in case of doubt or difficulty or when a matter appears to involve a new departure in policy or when less than half of the Members of the Committee are present directing that their decisions shall be submitted to the Council as a recommendation.

21 STANDING SUB-COMMITTEES

Every Committee appointed by the Council may appoint Sub-Committees (which include Advisory Sub-Committees) for the purposes to be specified by the Committee. Except where powers or duties are delegated to a Sub-Committee whose acts in pursuance of any statutory enactment need not be submitted to the Committee for approval, no act of a Sub-Committee shall have effect until approved by the Committee.

The Town Mayor, Deputy Town Mayor and Chairman of the Committee shall be ex-officio a Member of every Sub-Committee appointed by the Committee, unless he/she signifies in writing to the Town Clerk that he/she does not wish to serve.

22 APPOINTMENT OF WORKING PARTIES

Every Standing Committee appointed by the Council may appoint special Working Parties for purposes to be specified by the Committee. No act of a special Working Party shall have effect, however, until approved by the parent Committee. The Chairman and Vice-Chairman of the Committee shall be ex-officio Members of every Working Party approved by that

Committee. When the Terms of Reference have been complied with the Working Party shall be automatically discharged.

23 ELECTION OF CHAIRMAN OF STANDING COMMITTEES, STANDING SUB-COMMITTEES AND WORKING PARTIES

Every Committee, Sub-Committee and Working Party, shall, at its first Meeting, before proceeding to any other business, elect a Chairman and if it so desires may elect a Vice Chairman for the year, in whose absence from a meeting a Chairman for the meeting may be appointed.

24 QUORUM OF STANDING COMMITTEES, STANDING SUB-COMMITTEES AND WORKING PARTIES

(a) Except where authorised by statute or ordered by the Council, business shall not be transacted at a meeting of any Standing Committee, Standing Sub-Committee or Working Party, unless at least one-quarter of the whole number of the Standing Committee, Standing Sub-Committee or Working Party is present. Provided that in no case shall the quorum of a Standing Committee be less than six Members of that Committee or two Members in the case of a Standing Sub-Committee or Working Party.

(b) If at the expiration of fifteen minutes after the hour at which any meeting of a Standing Committee, Standing Sub-Committee or Working Party is appointed to be held, the Town Clerk after counting the number of Members present announces that a quorum is not present, no meeting shall take place.

(c) If during any meeting of a Standing Committee, Standing Sub-Committee or Working Party the attention of the Chairman of such Committee, Sub-Committee or Working Party shall be called to the fact that there is not a quorum of the Members present, the Town Clerk shall call over the names of the Members of such Committee, Sub-Committee or Working Party and if it shall appear that there is not a quorum of the Members present, the Chairman of such Committee, Sub-Committee or Working Party shall adjourn the meeting and the names of those who are present and those who are absent shall be recorded by the Town Clerk in the report of such Committee or Sub-Committee.

25 OVERLAPPING OF FUNCTIONS OF STANDING COMMITTEES, STANDING SUB-COMMITTEES OR WORKING PARTIES

No Standing Committee, Standing Sub-Committee or Working Party shall act in any matter within the terms of reference of another Standing Committee, Standing Sub-Committee or Working Party without taking the instructions of the Council, but this Standing Order shall not prevent or preclude a Standing Committee, Standing Sub-Committee or Working Party from rendering advice or assistance at the request of another Standing Committee, Standing Sub-Committee or Working Party.

26 VOTING IN STANDING COMMITTEES, STANDING SUB-COMMITTEES AND WORKING PARTY MEETINGS

- (a) All questions in Standing Committees, Standing Sub-Committees and Working Parties shall be determined by show of hands by a majority of the Members present and **at the request of a Member the Town Clerk shall record in the report of such Committees, Sub-Committees or Working Parties whether or not he/she voted for or against or abstained from voting on any particular motion.**
- (b) **In the case of an equality of votes at any meeting of a Standing Committee, Standing Sub-Committee and Working Party the presiding Chairman whether or not he/she voted in the first instance may give a casting vote.**
- (c) Non-Councillors are not empowered to vote when appointed to Standing Committees and Standing Sub-Committees unless such Standing Committees and Standing Sub-Committees have been formally resolved as being Advisory within the terms of the Local Government and Housing Act 1989.

27 ATTENDANCE OF MEMBERS NOT ON STANDING COMMITTEES, STANDING SUB-COMMITTEES OR WORKING PARTIES

Any Member of the Council desirous of attending any meeting of a Standing Committee, Standing Sub-Committee or Working Party, other than those to which he/she is appointed and of speaking on any particular business set out on the agenda for such meeting may do so provided that the consent of the Chairman of the Committee, Sub-Committee or Working Party was obtained before the meeting commenced but he/she may not vote.

28 EXECUTIVE POWERS OF STANDING COMMITTEES AND STANDING SUB-COMMITTEES

If at any meeting of a Standing Committee or Standing Sub-Committee five of its Members then present shall request with respect of any particular matter then before the meeting that any executive powers delegated to that Committee or Sub-Committee shall not be exercised with respect to that matter, then the Standing Committee or Sub-Committee shall not do so but shall make a recommendation thereon.

29 STANDING ORDERS TO APPLY TO STANDING COMMITTEES, STANDING SUB-COMMITTEES AND WORKING PARTIES

The Standing Orders of the Council as to rules of debate at Council meetings and the Standing Order as to interest of Members in contracts and other matters, shall mutatis mutandis apply to Committee and Sub-Committee meetings and Working Parties, except those parts of Standing Order 10 which relate to standing and to speaking more than once.

GENERAL

30 CONFIDENTIAL BUSINESS

No Member of the Council or of any Committee, Sub-Committee or Working Party shall disclose to any person not a Member of the Council any business declared to be confidential by the Council, Committee or Sub-Committee as the case may be.

31 VOTING ON APPOINTMENTS

Where there are more than two persons nominated for any position to be filled by the Council, and of the votes given there is not a 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 shall be taken, and so on until a majority of votes is given in favour of one person.

32 RECORD OF ATTENDANCES

Every Member of the Council attending a meeting of the Council or of any of its Committees, Sub-Committees or Working Parties of which he/she is a Member, shall sign his/her name in the attendance book or sheet provided for that purpose.

33 SMOKING

There shall be no smoking at meetings of the Council, its Committees and Sub-Committees and at meetings of Working Parties and at any other time in the Council Chamber.

34 POWER TO RESOLVE INTO COMMITTEE

The Council may resolve itself into a Committee of the whole Council.

35 MOTIONS AFFECTING PERSONS EMPLOYED BY THE COUNCIL

If any question arises at a meeting of the Council or of any Committee as to the appointment, promotion, dismissal, salary, or conditions of service, or as to conduct, of any person employed by the Council it shall only be considered when the public and press have been excluded from such meeting, unless the Council or the Committee otherwise resolve.

36 ADMISSION OF THE PRESS AND PUBLIC TO MEETINGS

- (a) **The public and press shall be admitted to all meetings of the Council so far as there is accommodation, but:-**
 - (i) **at any meeting the Council may by resolution agreed to by a majority of the Members present, exclude the public and press from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted;**

- (ii) if a member of the public interrupts the proceedings at any meeting the Mayor may, after warning, order his/her removal from the Council Chamber or that part of the Chamber open to the public shall be cleared.
- (b) The public and the press shall be admitted to all meetings of the Committees of the Council so far as there is accommodation provided that the same right of exclusion or removal shall apply as in the case of the public at Council meetings under part (a) of this Standing Order and as generally permitted in accordance with the Access to Information Act;
- (c) The Town Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.**

37 CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

- (a) Canvassing of Members of the Council or any Committee of the Council directly or indirectly for any pecuniary appointment under the Council shall disqualify the candidate for such appointment. The purport of this paragraph of this Standing Order shall be included in every advertisement inviting applications for appointments or in the form of application.
- (b) A Member of the Council shall not solicit for any person any pecuniary appointment under the Council, or recommend any person for such appointment or for promotion; but this paragraph of this Standing Order shall not preclude a Member from giving a written testimonial of a candidate's ability, experience, or character, for submission to the Council with an application for appointment.

38 SEALING OF DOCUMENTS

- (a) Custody of Seal

The Common Seal of the Council shall be kept in a safe place at the office of the Town Clerk.

- (b) Sealing of Documents

The Common Seal of the Council shall not be affixed to any document unless the sealing has been authorised by a resolution of the Council.

The seal shall be attested by one at least of the following persons present at the sealing, viz:- the Mayor, or Deputy Mayor, or the Town Clerk, and an entry of every sealing of a document shall be made and consecutively numbered in a book to be provided for the purpose and shall be signed by the Town Clerk.

39 INSPECTION OF DOCUMENTS

A Member of the Council may for purposes of his/her duty as such Member but not otherwise inspect any document which has been considered by a Committee or Sub-Committee or by the Council, and if copies are available shall on request be supplied for the like purposes with a copy of such document. Provided that a Member shall not knowingly inspect and shall not call for a copy of any document relating to a matter in which he/she is professionally interested or in which he/she has directly or indirectly any pecuniary interest within the meaning of section 94 or 95 of the Local Government Act 1972, and that this Standing Order shall not preclude the Town Clerk to the Council from declining to allow inspection of any document which is or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client.

40 INSPECTION OF LANDS, PREMISES, ETC

- (a) A Member of the Council, unless authorised to do so by the Council or a Committee, shall not inspect any lands or premises which the Council have the right or duty to inspect, or enter upon or issue any order respecting any works which are being carried out by or on behalf of the Council.
- (b) A Member may inspect without the Town Clerk or his/her representative being in attendance and without paying an admission charge, if applicable, those parts of land and premises owned by the Council which are open to the general public.

41 INSTRUCTIONS TO OFFICERS OF THE COUNCIL

A Member of the Council may from time to time require the compilation of information by Officers of the Council as is reasonably necessary within his/her constituency responsibilities. However, no individual Member of the Council may give instructions to any officer or workman, except insofar as the Mayor or any Committee Chairman is entitled to instruct the Town Clerk to include any item on a Committee agenda pertinent to the work of that Committee.

42 DECLARING INTERESTS IN MEETINGS

- (a) For the purposes of this Standing Order a person is deemed to have a pecuniary interest in a contract, proposed contract or other matter if:-
 - (i) he/she or any nominee of his/hers is a member of a company or other body with which the contract was made or is proposed to be made or which has a direct pecuniary interest in the other matter under consideration; or
 - (ii) he/she is a partner, or is in the employment of a person with whom the contract was made or is proposed to be made or who has a direct pecuniary interest in the other matter under consideration.

- (b) If a Member of the Council has any personal interest within the meaning of the Local Government Act 2000 on any matter under consideration by the Council, any Committee or sub committee of the Council or working party he/she should make the declaration at the beginning of the meeting or as soon as he/she is aware of the issue being discussed, may stay and take part and vote in the meeting.
- (c) If a Member of the Council has any personal interest within the meaning of the Local Government Act 2000 on any matter under consideration by the Council, any Committee or sub committee of the Council or working party and the issue being discussed is considered to be so great that it is likely to prejudice a member's judgement of the public interest, he/she should make the declaration at the beginning of the meeting or as soon as he/she is aware of the issue being discussed, must leave the council chamber and must not seek to influence any decisions made.
- (d) The Town Clerk shall record in a book to be kept for the purpose, particulars of any disclosure made under this Standing Order and the book shall be retained for the inspection of any Member of the Council.**

43 INTEREST OF OFFICERS IN CONTRACTS

- (a) The Town Clerk shall record in a book to be kept for the purpose, particulars of any notice given by an Officer of the Council under section 117 of the Local Government Act 1971, of a pecuniary interest in a contract and the book shall be open during office hours to the inspection of any Member of the Council.**
- (b) The recording of a pecuniary interest shall also apply in respect of the spouse of the Officer.

44 VARIATIONS AND REVOCATION OF STANDING ORDERS

Any motion to add to, vary or revoke these Standing Orders shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

45 SUSPENSION OF STANDING ORDERS

- (a) Subject to paragraph (b) of this Standing Order, and with the exception of Standing Order No. 44 any of these Standing Orders, **except for those printed in bold type**, may be suspended so far as regards any business at the meeting where its suspension is moved.
- (b) A motion to suspend Standing Orders shall not be moved without notice unless there shall be present at least one-half of the whole number of such persons eligible to be at such meeting.

46 STANDING ORDERS TO BE GIVEN TO MEMBERS

A printed copy of these Standing Orders, and of such statutory provisions as regulate the proceedings and business of the Council, shall be given to each Member of the Council by the Town Clerk on the Member being first elected to the Council.

47 INTERPRETATION OF STANDING ORDERS

The ruling of the Mayor as to the construction or application of any of these Standing Orders, or as to any proceedings of the Council, shall not be challenged at any meeting of the Council.

48 DELEGATION

The Town Clerk, in consultation with the Chairmen and Vice Chairmen of appropriate Committees, to take action deemed desirable on any matters which the Committee concerned have delegated powers but which require urgent action.

49 MOTIONS ON EXPENDITURE

Any motion which if carried would materially increase the expenditure upon any service which is under the management of, or reduce the revenue under the management of any Committee, or would involve capital expenditure, shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Council, and any Committee affected by such motion shall consider whether it desires to report thereon.