



**BICKNOLLER PARISH COUNCIL**

**STANDING ORDERS**

**APPROVED 10 JANUARY 2018**

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## **1. MEETINGS**

- 1.1. 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.**
- 1.2. When calculating the 3 clear days for notice of a meeting to councillors and the public, 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 of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**
- 1.3. 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.**
- 1.4. Subject to standing order 1.3. above, the Parish Council will set aside a maximum of 15 minutes for public participation during the "Parish Forum" which takes place before the start of the parish council meeting. [BPC]
- 1.5. During the Parish Forum, each member of the public is entitled to speak once only for a maximum of 5 minutes on any matter concerning the parish. However, issues already discussed and agreed upon at previous parish council meetings (and duly recorded in the minutes of the relevant meeting) cannot be debated again. [BPC]
- 1.6. The Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor or the Clerk for an oral or written response.
- 1.7. Parishioners are also entitled to be present during the Parish Council meeting but are not allowed to take part at any time. They may only speak to answer questions that may be put to them through the Chair. [BPC]
- 1.8. A brief summary record of a public participation session at a meeting shall be included in the minutes of that meeting.
- 1.9. A person shall raise his/her hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman may at any time permit an individual to be seated when speaking.
- 1.10. Any person speaking at a meeting shall address his/her comments to the Chairman.
- 1.11. Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- 1.12. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:**
  - a) film, photograph or make an audio recording of a meeting;**
  - b) use any other means for enabling persons not present to see or**

**hear proceedings at a meeting as it takes place or later;**

**c) report or comment on the proceedings in writing during or after a meeting orally report or comment after the meeting.**

- 1.13. A policy on audio/visual recording and photography at council meetings was adopted by the Bicknoller Parish Council on 19 March 2015 and is available on request from the Parish Clerk (BPC).**
- 1.14. In accordance with standing order 1.3. above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- 1.15. 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 any).**
- 1.16. 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.**
- 1.17. Subject to standing order 1.24 below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- 1.18. The Chairman 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.**
- 1.19. Unless standing orders provide otherwise, voting on any 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 the vote is taken and before moving on to the next item of business on the agenda.**
- 1.20. The minutes of a meeting shall record the names of councillors present.**
- 1.21. Apologies for absence should be sent to the Clerk by no later than 5 working days before the meeting (except where there is a genuine emergency). [BPC]**
- 1.22. The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**
- 1.23. An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting, shall be recorded in the minutes, unless that interest was of a sensitive nature.**
- 1.24. 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 3.**

**1.25. If a meeting is or becomes inquorate, no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be automatically delegated to the Clerk in consultation with such members as may be available, unless specifically prohibited.

**1.26. Meetings shall not exceed a period of 3 hours.**

## **2. ORDINARY COUNCIL MEETINGS**

**2.1. In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**

**2.2. In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**

**2.3. The Council meetings shall take place at 7 p.m. unless otherwise decided at a previous meeting.**

**2.4. In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**

**2.5. The election of the Chairman and Vice-Chairman of the Council shall be the first business completed at the annual meeting of the Council.**

**2.6. The maximum length of time any one person can serve as Chairman is 8 consecutive years. [BPC]**

**2.7. The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the Council.**

**2.8. The Vice-Chairman of the Council, unless he/she 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.**

**2.9. In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he/she shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council 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.**

**2.10. In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he/she shall preside at the meeting until a new Chairman of the Council has been elected. He/she 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.**

**2.11. Following the election of the Chairman and Vice-Chairman of the Council at the annual meeting of the Council, the order of business shall be as follows:**

**i. In an election year, delivery by councillors of their declarations of**

acceptance of office, and any resolution to extend the statutory time limit for delivery.

- ii. In a non-election year, delivery by the Chairman of his/her Declaration of Acceptance of Office.
  - iii. Confirmation of the accuracy of the minutes of the last meeting of the Council.
  - iv. Make arrangements for the review and confirmation of arrangements for insurance cover in respect of all insured risks.
  - v. To consider any other business specified in the agenda.
- 2.12. A motion to vary the order of business on the grounds of urgency may be proposed by the Chairman or by any Councillor and, if proposed by the Chairman, may be put to the vote without being seconded. [BPC]
- 2.13. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions - i.e. "Items of Report and Matters for the next meeting".
- 2.14. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Councillors of the District and County Council representing its electoral ward.

### **3. EXTRAORDINARY MEETINGS**

- 3.1. **The Chairman of the Council may convene an Extraordinary Meeting of the Council at any time.**
- 3.2. **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.**
- 3.3. The Chairman of a committee may convene an Extraordinary Meeting of the committee at any time.
- 3.4. If the Chairman of a committee does not or refuses to call an Extraordinary Meeting within 7 days of having been requested to do so by 2 councillors, those 2 councillors may convene an Extraordinary Meeting of a committee. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the 2 councillors.

### **4. MINUTES**

- 4.1. No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.
- 4.2. Draft minutes will be circulated to Councillors shortly after the meeting, having first

been agreed with the Chairman. Any amendments to the draft minutes must be submitted in writing or by email to the Clerk, preferably as soon as possible but certainly no later than one week before the next meeting. If the amendment is agreed at the next meeting, a manuscript alteration will be made. The Chairman will then sign the minutes as a true record and will initial the alteration. [BPC]

## **5. FAILURE TO ATTEND MEETINGS**

- 5.1. A Councillor vacates office if he/she fails to attend any meetings of the Council, or its committees, for six consecutive months after his/her last attendance unless, before the expiry of that period, the Council approves a reason for his/her absence.

## **6. MATTERS AFFECTING COUNCIL EMPLOYEES**

- 6.1. If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council has decided whether or not the press and public shall be excluded pursuant to standing order 1.3 above. It shall also consider whether other councillors shall be excluded to ensure proper process in any appeal.

## **7. PROPER OFFICER**

- 7.1. The Council's Proper Officer shall be the Clerk.

- 7.2. The Council's Proper Officer shall do the following:

- i. **Sign and serve on councillors by delivery or post or email at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council at least 3 clear days before the meeting.**
- ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council (or a meeting of a sub-committee) provided that the public notice with agenda of an Extraordinary Meeting of the Council convened by councillors is signed by them.**
- iii. Place on the agenda, when requested by a Councillor, any matter of relevance to the powers and function of the Council, provided that the Councillor has advised the Proper Officer in writing or by email at least 8 days before the meeting of the item he/she wishes to place on the agenda.
- iv. Place on the agenda, when requested by a parishioner, any matter of relevance to the powers and function of the Council, provided that the parishioner has advised the Proper Officer of the item concerned in writing or by email at least 8 days before the meeting. [BPC]
- v. **Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his/her office, in accordance with standing order 7.2 (ii) above.**
- vi. Make available for inspection the minutes of meetings.

- vii. Receive and retain copies of byelaws made by other local authorities.**
- viii. Receive and retain declarations of acceptance of office from councillors.**
- ix.** Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- x.** Keep proper records required before and after meetings.
- xi.** 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.
- xii.** Receive and send general correspondence and notices on behalf of the Council, except where there is a resolution to the contrary.
- xiii.** Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- xiv.** Arrange for legal deeds to be signed by 2 councillors and witnessed.
- xv.** 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.
- xvi.** Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.
- xvii.** Declare any casual vacancy arising in the office of councillor following resignation, ceasing to be qualified, disqualification or loss of office due to failure to attend; and then to carry out the necessary steps to proceed towards the filling of the vacancy as appropriate.

## **8. PLANNING APPLICATIONS**

- 8.1.** The Clerk will keep a record of the following particulars of every planning application received: the date on which it was registered; the name of the applicant; the place to which it relates and a summary of the nature of the application. [BPC]
- 8.2.** The Clerk will pass on the relevant paperwork to the Councillor responsible for Planning, who will then contact the home owners immediately affected by the application to ascertain their views. [BPC]
- 8.3.** The Councillor responsible for Planning will then organise a Site Meeting, to be attended by as many Councillors as possible, but a minimum number of 3 must be present and, in the case of a contentious application, no less than 5 Councillors should attend. Any Councillor with an interest to declare should not attend a site meeting. [BPC]
- 8.4.** After the Site Meeting, if there is a unanimous or majority decision, the Clerk should

be informed of this by the Councillor responsible for Planning. The Clerk will then advise WSC Planning of the PC's comments/objections/observations. If a majority decision cannot be reached, then a special meeting of the Council must be held.  
[BPC]

- 8.5. If the Councillor responsible for Planning is absent, the procedure outlined in points 8.2. and 8.3. will be carried out by another available Councillor, delegated by the Clerk. [BPC]
- 8.6. The Clerk may exercise delegated authority to accept on behalf of the Council minor amendments notified to plans on which the Council has already expressed a view. [BPC]

## **9. MOTIONS REQUIRING WRITTEN NOTICE**

- 9.1. No motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 8 clear days before the next meeting.
- 9.2. The Proper Officer may, before including a motion in the agenda received in accordance with standing order 9.1 above, correct obvious grammatical or typographical errors in the wording of the motion.
- 9.3. If the Proper Officer considers the wording of a motion received in accordance with standing order 9.1. above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 8 clear days before the meeting.
- 9.4. If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- 9.5. Having consulted the Chairman or councillors pursuant to standing order 9.4 above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- 9.6. Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

## **10. MOTIONS NOT REQUIRING WRITTEN NOTICE**

- 10.1. To appoint a person to preside at a meeting.
- 10.2. To approve the absences of councillors.
- 10.3. To approve the accuracy of the minutes of the previous meeting.
- 10.4. To correct an inaccuracy in the minutes of the previous meeting.
- 10.5. To alter the order of business on the agenda for reasons of urgency or expedience.
- 10.6. To proceed to the next business on the agenda.
- 10.7. To close or adjourn debate.
- 10.8. To refer by formal delegation a matter to a committee.
- 10.9. To appoint a committee or any councillors (including substitutes) thereto.

- 10.10. To receive nominations to a committee.
- 10.11. To dissolve a committee.
- 10.12. To consider a report and/or recommendations made by a committee.
- 10.13. To consider a report and/or recommendations made by a professional advisor, expert or consultant.
- 10.14. To authorise legal deeds signed by two councillors and witnessed.
- 10.15. To extend the time limit for speeches.
- 10.16. To exclude the press and public for all or part of a meeting.
- 10.17. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- 10.18. To give the consent of the Council if such consent is required by standing orders.
- 10.19. **To suspend any standing order except those which are mandatory by law.**
- 10.20. To adjourn the meeting.
- 10.21. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- 10.22. To answer questions from councillors.

## 11. RULES OF DEBATE

- 11.1. Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- 11.2. Any amendment to a motion shall be either to leave out words; to add words; to leave out words and add other words.
- 11.3. During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- 11.4. A point of order shall be decided by the Chairman and his decision shall be final.
- 11.5. Subject to standing order 11.3. above, when a councillor's motion is under debate no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be silent or for him/her to leave the meeting;
  - vi. to refer a motion to a committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting;
  - ix. to suspend any standing order, except those which are mandatory.
- 11.6. In respect of standing order 11.5 (iv) above, the Chairman shall first be satisfied that

the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

## **12. CODE OF CONDUCT**

- 12.1. All councillors shall observe the code of conduct adopted by the Council.**
- 12.2. Councillors with a disclosable pecuniary interest must leave the room or chamber during the relevant item of business, unless permitted to remain following the grant of a dispensation.**
- 12.3. Councillors with an interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber, unless permitted to remain following the grant of a dispensation.**
- 12.4. Following a written request to the Proper Officer of the Council (the Clerk), the Council may grant a member a dispensation to participate in a discussion and/or vote on a matter at the meeting even if s/he has any form of interest (disclosable pecuniary, other) if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the council's area to allow the member to take part; or it is otherwise appropriate to grant a dispensation. The grant of a dispensation is automatically delegated to the Clerk and any dispensation may permit the councillor to speak, or to speak and vote.**

## **13. DISORDERLY CONDUCT**

- 13.1. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.**
- 13.2. If, in the opinion of the Chairman, there has been a breach of standing order 13.1. above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.**
- 13.3. If a resolution made in accordance with standing order 13.2. above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he/she may adjourn the meeting.**

## **14. EXECUTION AND SEALING OF LEGAL DEEDS**

- 14.1. A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.**
- 14.2. In accordance with a resolution made under standing order 14.1. 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.**

## **15. COMMITTEES**

- 15.1.** The Council may at any time appoint such committees as may be necessary, and:
- i.** shall determine their Terms of Reference.
  - ii.** may permit committees to determine the dates of their meetings.
  - iii.** shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting.
  - iv.** may, in accordance with standing orders, dissolve a committee at any time.
  - v.** the Chairman and Vice Chairman of the Council may elect to be a voting member of any committee.

## **16. ADVISORY COMMITTEES**

- 16.1.** The Council may appoint advisory committees comprised of a number of councillors and non-councillors.
- 16.2.** Advisory committees may consist wholly of persons who are non-councillors.

## **17. FINANCIAL REGULATIONS**

- 17.1.** The Council's Financial Regulations shall be reviewed once a year.
- 17.2.** The Council's Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

## **18. CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS**

- 18.1.** Canvassing councillors or the members of a committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- 18.2.** A councillor or a member of a committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- 18.3.** This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

## **19. INSPECTION OF DOCUMENTS**

**19.1.** Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his/her official duties (but not otherwise), inspect any document in the possession of the Council or a committee, and request a copy for the same purpose. The minutes of meetings of the Council, and its committees shall be available for inspection by councillors.

## **20. UNAUTHORISED ACTIVITIES**

**20.1.** Unless authorised by a resolution, no individual councillor shall in the name of or on behalf of the Council or a committee:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

**20.2.** In addition, a Councillor may, as part of his/her job responsibility, be authorised by the Council to issue orders or instructions on behalf of the Council. The Councillor should ensure that the Chairman and Clerk are kept informed of any action taken.  
[BPC]

## **21. CONFIDENTIAL BUSINESS**

**21.1.** Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.

**21.2.** A councillor in breach of the provisions of standing order 21.1. above may be removed from a committee by a resolution of the Council.

## **22. POWER OF GENERAL COMPETENCE**

**22.1.** Before exercising the power of general competence, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.

**22.2.** The Council's period of eligibility begins on the date that the resolution under standing order 22.1. above was made and has to be renewed by Council Resolution at the annual meeting of the Council that takes place in a year of ordinary elections.

**22.3.** After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote general competence which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 22.2. above.

## **23. FREEDOM OF INFORMATION ACT 2000**

**23.1.** 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.

**23.2.** Correspondence from, and notices served by, the Information Commissioner shall be

referred by the Proper Officer to the Councillors. The Councillors shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under Standing Order 7.2 (xi) above.

- 23.3.** A copy of the Parish Council's Publication Scheme which was adopted the Parish Council on 19 March 2015 is available on request from the Parish Clerk (BPC).

## **24. RELATIONS WITH THE PRESS/MEDIA**

- 24.1.** All requests from the press or other media for an oral or written statement or comment from the Council shall be processed by the Clerk in consultation with the Chairman. [BPC]

- 24.2.** Councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

## **25. ALLEGATIONS OF BREACHES OF THE CODE OF CONDUCT**

- 25.1.** On receipt of a notification that there has been an alleged breach of the code of conduct, the Proper Officer shall notify the chairman of the Council.
- 25.2.** Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- 25.3.** The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman of the Council) shall take all steps considered necessary to maintain confidentiality.
- 25.4.** References in standing order 28 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

## **26. COMPLAINTS PROCEDURE FOR USE IN COMPLAINTS AGAINST THE COUNCIL**

- 26.1.** A complaints procedure for dealing with complaints about the Council's administration or its procedures was adopted by the Bicknoller Parish Council on 19 March 2015 and is available on request from the Parish Clerk (BPC).
- 26.2.** Complaints about a policy decision made by the Council will be referred back to the Council, or relevant Committee, as appropriate, for consideration (BPC).
- 26.3.** This procedure does not cover complaints about the conduct of a Member of the Parish Council. Such complaints should be made through the district council (BPC).

## **27. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS**

- 27.1.** Any or every part of the standing orders, except those printed in bold type which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- 27.2.** A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

## **28. STANDING ORDERS TO BE GIVEN TO COUNCILLORS**

- 28.1.** The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his/her declaration of acceptance of office.
- 28.2.** The Chairman's decision as to the application of standing orders at meetings shall be final.
- 28.3.** A councillor's failure to observe standing orders more than 3 times in one meeting may result in him/her being excluded from the meeting.

*NB: paragraphs in bold are mandatory and cannot be deleted.*

*[BPC] at the end of a paragraph indicates a particular Standing Order agreed by Bicknoller Parish Council.*