

TEFFONT PARISH COUNCIL STANDING ORDERS 2025

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How to use Standing Orders

Standing orders are the written rules of any Parish Council. Standing orders are essential to regulate the proceedings of a meeting. A Parish Council may also use Standing Orders to confirm or refer to various internal organisational and administrative arrangements. The Standing Orders of a Parish Council are not the same as the policies of a Parish Council, but Standing Orders may refer to them.

The sections in **Bold** are those that relate to regulations governing the activity of the Parish Council.

Unless otherwise stated, the term Council means Teffont Parish Council.

Standing Order No 1: Rules of Debate at Meetings

1. Rules of debate at meetings

- a) No Motion may be moved at a meeting unless it has been properly placed on the agenda for that meeting.
- b) Motions on the Agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- c) A Motion moved by the Chairman does not require to be seconded.
- d) Any Motion (including an amendment) unless it has been moved by the Chairman shall not be progressed unless it has been moved and seconded.
- e) An amendment is a proposal to remove or add words to a Motion. It shall not negate the Motion.
- f) If an amendment to the original Motion is carried, the original Motion (as amended) becomes the substantive Motion upon which further amendment(s) may be moved.
- g) Unless permitted by the Chairman of the meeting, a councillor may speak once in the debate on a Motion.
- h) During the debate on a Motion, a councillor may interrupt only on a point of order and the councillor who is interrupted shall stop speaking. A councillor making such an interruption shall address his point of order to the Chairman and shall identify the Standing Order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- i) A point of order shall be decided by the Chairman of the meeting and his decision shall be final.
- j) Before an original or substantive Motion is put to the vote, the Chairman of the meeting shall be satisfied that the Motion has been sufficiently debated.
- k) Contributions or speeches by a councillor shall relate only to the Motion under discussion and shall not exceed 3 minutes without the consent of the Chairman of the meeting.

Standing Order No 2: Disorderly Conduct at Meetings

2. Disorderly conduct at meetings

Adopted May 2025

- a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b) If person(s) disregards the request of the Chairman of the meeting to moderate or improve their conduct, any councillor or the Chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The Motion, if seconded, shall be put to the vote without discussion.
- c) If a resolution made under Standing Order 2.b) is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include suspending or closing the meeting or requesting the disorderly person(s) to leave the building.

Standing Order No 3: Meetings Generally

3. Meetings Generally

- a) **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.**
- b) **The minimum three clear days for notice of a meeting does not include the day on which 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.**
- c) **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.**
- d) Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the Agenda. Such representations made at the start of the meeting shall not include any relating to any Planning matters under consideration at the meeting. See Standing Order 3.w).
- e) The period of time designated for public participation at a meeting in accordance with Standing Order 3.d) shall not exceed 10 minutes unless directed by the Chairman of the meeting.
- f) Subject to Standing Order 3.e), a member of the public shall not speak for more than 3 minutes.
- g) In accordance with Standing Order 3.d), a question shall not require a response at the meeting nor start a debate on the question unless it relates to a matter already properly on the agenda.
- h) A person shall raise his hand when requesting to speak and stand when speaking.
- i) A person who speaks at a meeting shall direct his comments to the Chairman of the meeting.
- j) Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.

- k) **Subject to Standing Order 3.l), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- l) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission of the Chairman.**
- m) **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- n) **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- o) **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) 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.**
- p) **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- q) **The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See Standing Orders 5.h) and 5.i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- r) **Voting on a question shall be by a show of hands unless it is clear there is unanimous support. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- s) **The rules regarding minutes of a meeting are set out Standing Order 10.**
- t) **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council’s code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter. The Chairman may require that the councillor leave the room for the duration of any debate on the matter in which he has declared an interest.**
- u) **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

- v) **If a meeting is or becomes inquorate no business shall be transacted, and the meeting shall be closed.** The business on the agenda for the meeting shall be adjourned to another meeting.
- w) At the start of each relevant Agenda item Members of the public shall be invited to make any representations in relation to any Planning matters under consideration at the meeting. A maximum of two people may speak in favour of any planning matter; and a maximum of two people may speak in objection to any planning matter. Each person's contribution shall be governed by Standing Orders 3.f) to 3.j) inclusive.
- x) After any public input under Standing Order 3.w) and in the event that councillors have any questions of clarification to put to the Applicant or his agent (if present at the meeting) then such questions shall be asked by councillors in turn at the direction of the Chairman. Once the period for questioning has been closed by the Chairman no further questions to, or contributions from the public, shall be permitted.
- y) A meeting shall not exceed a period of 2:30 hours.

Standing Order No 4: Committees

4. Committees

- a) **The Parish Council may appoint a Committee, Sub-Committee or Working Group whose terms of reference and members shall be determined by the Parish Council.**
- b) **The members of a Committee, Sub-Committee or Working Group may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c) **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d) The Council may appoint and dissolve committees or working groups as may be necessary and shall agree the membership and terms of reference for such committees or working groups.

Standing Order No 5: Ordinary Parish Council Meetings

5. Ordinary Parish Council Meetings

- a) **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b) **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c) **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d) **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 decides.**

- e) **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f) **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g) **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h) **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual 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 shall give a casting vote in the case of an equality of votes.**
- i) **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j) **Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:**
 - i) **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date.**
 - ii) **Confirmation of the accuracy of the minutes of the last meeting of the Council.**
 - iii) **Receipt of the minutes of the last meeting of a committee.**
 - iv) **Consideration of the recommendations made by a committee.**
 - v) **Consider such matters as have been properly put on the agenda for the meeting.**
 - vi) **Agree the time and place of the next meeting.**

Standing Order No 6: Extraordinary Meetings of the Parish Council

6. Extraordinary Meetings of the Parish Council

- a) **The Chairman of the Parish Council may convene an extraordinary meeting of the Council at any time.**
- b) **If the Chairman does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any three councillors (which may include the two who originally made the request) may convene an extraordinary meeting of the Council. The public notice giving the time, place and Agenda for such a meeting shall be signed by the three councillors.**

Standing Order No 7: Motions for a Meeting that require Written Notice to be given to the Clerk

7. Motions for a Meeting that require Written Notice to be given to the Clerk

- a) A Motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b) No Motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Clerk at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c) The Clerk may, before including a Motion on the Agenda received in accordance with Standing Order 9.b) correct obvious grammatical or typographical errors in the wording of the Motion.
- d) If the Clerk considers the wording of a Motion received in accordance with Standing Order 9.b) is not clear in meaning, then with the agreement of the Chairman the Motion shall be rejected until the mover of the Motion resubmits it, so that it can be understood, in writing, to the Clerk at least 5 clear days before the meeting.
- e) If the wording or subject of a proposed Motion is considered improper, the Clerk shall consult with the Chairman of the forthcoming meeting or the councillors who have convened the meeting, to consider whether the Motion shall be included in the Agenda or rejected.
- f) The decision of the Chairman as to whether to include the Motion on the Agenda shall be final.
- g) Motions received shall be recorded and numbered in the order that they are received.
- h) Motions rejected shall be recorded with an explanation by the Chairman of the reason for rejection.

Standing Order No 8: Motions at a Meeting that do not require Written Notice

8. Motions at a Meeting that do not require Written Notice

- a) The following motions may be moved at a meeting without written notice to the Clerk:
 - i) to correct an inaccuracy in the draft minutes of a meeting.
 - ii) to move to a vote.
 - iii) to defer consideration of a Motion.
 - iv) to refer a Motion to a particular committee or sub-committee.
 - v) to appoint a person to preside at a meeting.
 - vi) to change the order of business on the agenda.
 - vii) to proceed to the next business on the agenda.
 - viii) to require a written report.

- ix) to appoint a committee or sub-committee and their members.
- x) to extend the time limits for speaking.
- xi) to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest.
- xii) to not hear further from a councillor or a member of the public.
- xiii) to exclude a councillor or member of the public for disorderly conduct.
- xiv) to temporarily suspend the meeting.
- xv) to suspend a particular Standing Order (unless it reflects mandatory statutory or legal requirements);
- xvi) to adjourn the meeting; or
- xvii) to close the meeting.

Standing Order No 9: Management of Information

9. Management of Information

See also Standing Order 18.

- a) **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b) **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c) **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d) **Councillors, the Clerk and the Councils contractors and agents shall not disclose confidential information or personal data unless required by Law to do so.**

Standing Order No 10: Draft Minutes

10. Draft Minutes

- a) Minutes shall be drafted by the Clerk and submitted for initial approval to the Chairman of the meeting to which they relate. They shall then be submitted to councillors prior to the following meeting for approval by councillors at the meeting.
- b) **Minutes shall record:**
 - i) **the time and place of the meeting.**

- ii) the names of councillors who are present and the names of councillors who are absent.
 - iii) interests that have been declared by councillors and non-councillors with voting rights.
 - iv) the grant of dispensations (if any) to councillors and non-councillors with voting rights.
 - v) whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered.
 - vi) if there was a public participation session; and
 - vii) the resolutions made.
- c) If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
 - d) There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. Any Motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 8.a)i).
 - e) The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
 - f) If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect: *"The Chairman of this meeting does not believe that the minutes of the meeting of the Parish Council held on [date] in respect of [item] were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."*
 - g) **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
 - h) Subject to the publication of draft minutes in accordance with Standing Order 10.f) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

Standing Order No 11: Code of Conduct and Dispensations

11. Code of Conduct and Dispensations

See also Standing Order 3.t)

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

- c) Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d) **Dispensation requests shall be in writing and submitted to the Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**
- e) A decision as to whether to grant a dispensation shall be made by the Chairman and that decision is final.
- f) A dispensation request shall confirm:
 - g) the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates.
 - h) whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote.
 - i) the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - j) an explanation as to why the dispensation is sought.
- k) Subject to Standing Orders 11.d) and 11.f) a dispensation request shall be considered by the Chairman of the meeting for which the dispensation is required.
- l) **A dispensation may be granted in accordance with Standing Order 11.e) if having regard to all relevant circumstances any of the following apply:**
 - i) without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business.
 - ii) granting the dispensation is in the interests of persons living in the Council's area; or
 - iii) it is otherwise appropriate to grant a dispensation.

Standing Order No 12: Code of Conduct Complaints

12. Code of Conduct Complaints

- a) Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Clerk shall, subject to Standing Order 9, report this to the Council.
- b) Where the notification in Standing Order 12.a) relates to a complaint made by or of the Clerk, the Clerk shall notify the Chairman of the Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Clerk in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 12.c).
- c) **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

Standing Order No 13: Proper Officer (Clerk)

13. Proper Officer

- a) The Proper Officer shall be either (i) the Clerk or (ii) a person nominated by the Council to undertake the work of the Clerk when the Clerk is absent or is deputised under Standing Order 12.b).
- b) The Clerk shall:
 - i) **at least three clear days before a meeting of the Parish Council,**
 - (1) serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Clerk thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - (2) Provide, in a conspicuous place, public notice of the time, place and Agenda (provided that the public notice with Agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See Standing Order 3.b) for the meaning of clear days for a meeting of a full Parish Council;

- ii) subject to Standing Order 7, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it.
- iii) **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office.**
- iv) **facilitate inspection of the minute book by local government electors.**
- v) **receive and retain copies of byelaws made by other local authorities.**
- vi) hold acceptance of office forms from councillors.
- vii) hold a copy of every councillor's register of interests.
- viii) assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures.
- ix) liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x) receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xi) assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii) arrange for legal deeds to be executed; (see also Standing Order 21);
- xiii) arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations.

- xiv) refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council.
- xv) Refer to the Chairman any significant correspondence received and discuss any reply with the Chairman before replying to such correspondence.
- xvi) manage access to information about the Council via the publication scheme.

Standing Order No 14: Responsible Financial Officer

14. Responsible Financial Officer

- a) The Clerk shall be the Responsible Financial Officer.
- b) The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer (RFO) when the Responsible Financial Officer is absent.

Standing Order No 15: Accounts and Accounting Statements

15. Accounts and Accounting Statements

- a) "Proper practices" in Standing Orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c) The Responsible Financial Officer shall supply to each meeting of the Parish Council a statement to summarise:
 - i) the Council's receipts and payments (or income and expenditure) for each quarter.
 - ii) the Council's aggregate receipts and payments (or income and expenditure) for the year to date.
 - iii) the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d) As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e) The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

Standing Order No 15: Financial Controls and Procurement

16. Financial Controls and Procurement

- a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i) the keeping of accounting records and systems of internal controls.
 - ii) the assessment and management of financial risks faced by the Council.
 - iii) the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually.
 - iv) the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v) whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
 - vi) Financial regulations shall be reviewed annually for fitness of purpose.
 - vii) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in Standing Order 16.a)vii) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- b) Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

Standing Order No 17: Handling Staff Matters

17. Handling Staff Matters

- a) A matter personal to a member of staff that is to be considered by a meeting of the Parish Council, or any committee is subject to Standing Order 9.
- b) The Chairman of the Parish Council or in his absence, the vice-Chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- c) In the event that it is necessary to convene a meeting of councillors in order to discuss the conduct or performance of the Clerk the Chairman shall nominate a councillor under Standing Order 12.b) to act as the Clerk for the duration of any such meeting.
- d) Subject to the Council's policy regarding the handling of grievance matters, the Clerk shall report to the Chairman of the Parish Council or in his absence, the vice-Chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Parish Council.

- e) Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chairman or vice-Chairman this shall be communicated to another member of Parish Council which shall be reported back and progressed by resolution of the Parish Council.
- f) Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

Standing Order No 18: Responsibilities to Provide Information

18. Responsibilities to Provide Information

See also Standing Order 19.

- a) **In accordance with Freedom of Information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b) **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

Standing Order No 19: Responsibilities under Data Protection Legislation

Below is not an exclusive list. See also Standing Order 9.

19. Responsibilities under Data Protection Legislation

- a) The Clerk shall be the Data Protection Officer.
- b) **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c) **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d) **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e) **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f) **The Council shall maintain a written record of its processing activities.**

Standing Order No 20: Relations with the Press or Media

20. Relations with the Press or Media

- a) Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be passed through the Clerk to the Chairman or to any other nominated spokesman

Standing Order No 21: Execution of Legal Deeds

21. Execution of Legal Deeds

Adopted May 2025

See also Standing Orders 13.b).

- a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b) **Subject to Standing Order 21.a), any two councillors may sign on behalf of the Council, any deed required by law and the Clerk shall witness their signatures.**

Standing Order No 22: Communicating with District and County or Unitary Councillors

22. Communicating with District and County or Unitary Councillors

- a) An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b) Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

Standing Order No 23: Restrictions on Councillor Activities

23. Restrictions on Councillor Activities

- a) Unless duly authorised no councillor shall:
 - i) inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii) issue orders, instructions or directions.
 - iii) communicate to any person outside the Council any matter discussed in a closed session of a meeting.
 - iv) purport to represent the Council.

Standing Order No 24: Standing Orders Generally

24. Standing Orders Generally

- a) All or part of a Standing Order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b) A Motion to add to or vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special Motion, the written notice by at least 3 councillors to be given to the Clerk in accordance with Standing Order 7.
- c) The Clerk shall provide a copy of the Council's Standing Orders to a councillor as soon as possible.
- d) The decision of the Chairman of a meeting as to the application of Standing Orders at the meeting shall be final.

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