

Littlebury Parish Council Standing Orders

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Littlebury Parish Council - Standing Orders

Introduction

These Standing Orders are adopted by Littlebury Parish Council. They are based on those recommended by the National Association of Local Councils (NALC). They include all statutory requirements but have been modified and simplified to reflect the specific requirements and established practices of Littlebury Parish Council. They should be read in conjunction with the appropriate Policies of the Council.

Note that statutory requirements are shown in bold. These may not be deleted or removed.

1.Meetings

1.1 Location and Timing of Meetings.

1.1.1. Meetings of the full Council will be held monthly except in August.

1.1.2. An annual meeting of the Council will be held each year in May.

1.1.3. Meetings will normally be held in Littlebury Village Hall or St. Peters Church and Community Hub, Littlebury Green. If neither of these venues is available the Council may designate another location within the Parish. **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.**

1.1.4. Any Councillor wishing to add an item to the agenda for a meeting should do so at least 7 days in advance of the meeting by emailing the Clerk and enclosing any documents in support of the item.

1.2 Notification of Meetings

1.2.1. The Clerk will agree the draft agenda with the Chair and Vice Chair and distribute a copy along with all supporting documents to all Councillors no later than 72 hours before the meeting.

1.2.2. The Clerk will advertise all meetings at least 3 days in advance by placing a copy of the agenda on the notice boards in Littlebury, Littlebury Green and Catmere End. **Note that 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.**

1.3 Conduct of Meetings

1.3.1. 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.

1.3.2. If a meeting is or becomes inquorate the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

1.3.3. The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting the Vice-Chair of the Council, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

1.3.4. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council.

1.3.5. Meetings shall last no longer than 2.5 hours.

1.4. Public Participation

1.4.1. 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.

1.4.2. 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.

1.4.3. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the chair of the meeting.

1.4.4. Members of the public may not speak at any other point in the meeting unless invited to do so by the chair of the meeting.

1.4.5. A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.

1.4.6. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

1.4.7. A question from a member of the public shall not require a response at the meeting nor

start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

1.4.8. 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.

1.4.9. A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

1.4.10. 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.

1.5. Rules of debate

1.5.1. All councillors are expected to familiarise themselves with items on the agenda ahead of the meeting. This includes reading of all supporting documents and reviewing planning applications on the UDC website.

1.5.2. Items on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.

1.5.3. The chair of the meeting shall ensure that all councillors are given an opportunity to speak to each item on the agenda.

1.5.4. Any councillor who has a pecuniary or other interest in an agenda item shall declare it before any debate. The chair of the meeting may ask the councillor to withdraw during discussion of that item.

1.5.5. Councillors shall respect the rights of others to speak to an issue and shall not interrupt except to request clarification or raise a point of order.

1.5.6. All items on which require a vote (motions) must have a proposer and a seconder.

1.5.7. Any councillor can propose an amendment to a motion before a vote is taken.

1.5.8. 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.

1.5.9. The chair 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/her/their casting vote whether or not he/she/they gave an original vote.

1.5.10. Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

1.6. Minutes of meetings

1.6.1. The clerk will record a detailed and accurate account of all meetings, including:

- (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;
- (iv) whether a councillor left the meeting when matters in which they held interests were being considered;
- (v) if there was a public participation session; and
- (vi) any resolutions made, the votes cast for and against and any abstentions.

1.6.2. The Clerk will circulate the draft minutes of a preceding meeting to all councillors along with the agenda for the following meeting.

1.6.3. 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.

1.6.4. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved as necessary

1.6.5. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

1.6.6. The approved minutes shall be filed safely and uploaded to the Parish website for public perusal within one month of approval as described in 1.6.5.

1.6.7. The Clerk may prepare a summary report of the meeting prior to formal approval of the minutes for publication in Village Views or any other appropriate medium, printed or electronic.

1.6.8. The summary report described in para 1.6.7 above shall not be released for publication until it has the approval of the Chair and Vice Chair.

1.7. Annual Meeting of the Council

1.7.1. In an election year the Annual Meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.

1.7.2. 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.

1.7.3. If no other time is fixed, the annual meeting of the Council shall take place at 6pm

1.7.4. The first business conducted at the Annual Meeting of the Council shall be the election of the Chair and Vice-Chair of the Council.

1.7.5. The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the Annual Meeting until his/her/their successor is elected at the next Annual Meeting of the Council.

1.7.6. The Vice-Chair of the Council, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next Annual Meeting of the Council.

1.7.7. In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the Annual Meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.

1.7.8. In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the Annual Meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

1.7.9. Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting, the business shall include:

(i) In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date.

(ii) In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date.

(iii) Confirmation of the accuracy of the minutes of the last meeting of the Council;

(iv) Receipt of the minutes of the last meeting of a committee;

(v) Consideration of the recommendations made by a committee;

(vi) Review of delegation arrangements to committees, sub-committees and staff;

(vii) Review of the terms of reference for committees;

(viii) Appointment of members to existing committees;

(ix) Appointment of any new committees

(x) Review and adoption of appropriate standing orders and financial regulations;

(xi) Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

(xii) Review of representation on or work with external bodies and arrangements for reporting back;

(xii) In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

(xiii) Review of inventory of land and other assets including buildings and office equipment;

(xiv) Confirmation of arrangements for insurance cover in respect of all insurable risks;

(xv) Review of the Council's and/or staff subscriptions to other bodies;

(xvi) Review of the Council's complaints procedure;

(xvii) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation Review of the Council's policy for dealing with the press/media;

(xviii) Review of the Council's employment policies and procedures;

(xix) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

(xx) Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

1.8. Annual Parish Meeting

1.8.1. The Chair or any two councillors shall convene an Annual Meeting of the Parish between 1st March and 1st June each year.

1.8.2. At the Annual Parish Meeting the following shall be transacted:

(i) Acceptance of the minutes of the previous Annual Meeting;

(ii) Report from Chair on the activities of the Council during the preceding year;

(iii) Financial report for the financial year just ended.

1.9. Extraordinary meetings of the Council

1.9.1. The Chair of the Council may convene an Extraordinary Meeting of the Council at any time.

1.9.2. If the Chair of the Council 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 two councillors 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 two councillors.

1.10. Disorderly conduct at meetings

1.10.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

1.10.2. If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair 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.

1.10.3. If such a resolution is passed and ignored, the chair of the meeting may take further

reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

2. Committees, Sub Committees and Working Groups

2.1 The Council may appoint standing committees or other committees or working groups as may be necessary, and:

- (i) shall determine their terms of reference;
- (ii) shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next Annual Meeting of the Council;
- (iii) shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- (iv) shall appoint and determine the terms of office of members of such a committee;
- (v) shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
- (vi) shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- (vii) shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- (viii) shall determine if the public may participate at a meeting of a committee;
- (ix) shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- (x) shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- (xi) may dissolve a committee or a sub-committee.

2.2 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.

2.3. Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

2.4. Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

3. Co-option of councillors

3.1 From time to time the Council may wish to co-opt new members to fill vacancies following an election or the resignation of a councillor. The procedures are set out in the document “Littlebury Parish Council Co-option Policy. “

4. Proper Officer

4.1. The Council will appoint a Proper Officer.

4.2. The Proper Officer shall normally be the Clerk. In the absence of the Clerk one or more councillors may temporarily take on the responsibilities of the Proper Officer.

4.3. The Proper Officer shall:

(i) at least three clear days before a meeting of the council, a committee or a sub-committee, serve on councillors by email a signed summons confirming the time, place and the agenda;

(ii) 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);

(iii) convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their 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 Data Protection Act 2018);

(xii) arrange for legal deeds to be executed;

(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) record every planning application notified to the Council and the Council's response to the local planning authority;

(xv) ensure that every planning application received by the Council is added to the agenda of the next ordinary meeting of the Council, except in case (xvi) below;

(xvi) refer a planning application received by the Council to the Chair or in his/her/their absence the Vice-Chair 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;

(xvii) manage access to information about the Council via the approved channels;

5. Management of Information

5.1. 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.

5.2. 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.

5.3. 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.

5.4. Councillors, the Clerk, the Council's contractors and agents shall not disclose

confidential information or personal data without legal justification.

5.5. The procedure listed in paragraphs 5.1 to 5.4 above shall at a minimum meet the requirements of the General Data Protection Regulations as implemented in the UK Data Protection Act 2018 and any subsequent amendments.

6. Management of Risk

6.1 The Council shall have a Risk Management Policy

6.2 The Clerk will maintain an up to date register of all risks faced by the Council. This will include the nature of the risk, its potential impact and the steps taken to mitigate the risk and or its impact.

6.3 The Risk Register will be reviewed by the Council every six months.

6.4 Any councillor or the Clerk who becomes aware of a new or increased risk must report it immediately to the Chair, Vice Chair and the Clerk who shall add it as a discussion item at the next meeting of the Council.

7. Councillors Code of Conduct and Dispensations

7.1. All councillors shall observe the Code of Conduct adopted by the Council.

7.2. Unless he/she/they has (have) been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which he/she/they has (have) a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

7.3. Unless he/she/they has (have) been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

7.4. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

7.5. A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

7.6. A dispensation request shall confirm:

- (i) the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
- (ii) whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- (iii) the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- (iv) an explanation as to why the dispensation is sought.

7.7. A dispensation may be granted in accordance with standing order 7.5 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.**

8. Code of Conduct Complaints

8.1. Upon notification by Uttlesford District 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 them. Such action excludes disqualification or suspension from office.

8.2. Where the notification in standing order 8.1 relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of the Council of this fact, and the Chair shall nominate a councillor to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take.

8.3. The Council may:

- (i) provide information or evidence where such disclosure is necessary to investigate the complaint or it is a legal requirement;
- (ii) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

8.4. Breaches of the Council's Code of conduct that require action beyond the remit of the Council shall be referred directly to Uttlesford District Council.

9. Responsible Financial Officer

9.1. The Council will appoint a Responsible Financial Officer. Unless otherwise agreed this will be the Clerk.

10. Accounts and Accounting Statements

10.1 Proper practices refers to those described in the Council's Financial Regulations and Practices

10.2 All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

10.3. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year 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
- (iv) which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

10.4. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- (i) each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
- (ii) 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.

10.5. 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.

10.6. 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.

10.7. 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.

11. Financial Controls and Procurement

11.1 The Council shall have a set of financial regulations 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.

11.2. The Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.

11.3. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- (i) a specification for the goods, materials, services or the execution of works shall be drawn up;
- (ii) an invitation to tender shall be drawn up to confirm the Council's specification, the time, date and address for the submission of tenders, the date of the Council's written response to the tender and the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- (iii) The invitation to tender shall be advertised in any other manner that is appropriate, including direct approach of known local suppliers;
- (iv) Tenders are to be submitted in writing addressed to the RFO/Clerk;

(v) Tenders are to be reported to and considered by the appropriate meeting of the Council;

(vi) At its discretion the Council may require that tenders are submitted in sealed envelopes to the RFO/Clerk;

(vii) In the case of (vi) above tenders shall be opened by the Clerk in the presence of at least one councillor after the deadline for submission of tenders has passed;

(viii) The Council is not bound to accept the lowest value tender.

11.4. Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

12. Responsibility to provide information.

12.1 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.

12.2 The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

13. Responsibilities under data protection legislation

13.1 The Council may appoint a Data Protection Officer. Unless otherwise agreed the Clerk will serve in this role.

13.2 The Council shall have policies and procedures in place to respond to an individual who exercises his/her/their statutory rights concerning his/her/their personal data.

13.3 The Council shall have a written policy in place for responding to and managing a personal data breach.

13.4 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.

13.5 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.

12.6 The Council shall maintain a written record of its data processing activities.

14. Communications

14.1. The Council shall maintain a written policy on communications between councillors and the public and the media.

15. Interaction with Uttlesford District Council and Essex County Council

15.1. An invitation to attend all ordinary and extraordinary meetings of the Council shall be sent, together with the agenda, to the ward councillor(s) of Uttlesford District Council and Essex County Council.

15.2. The ward councillors of Uttlesford District Council and Essex County Council shall be invited to submit a report to each ordinary meeting of the Council. Time shall be allocated at the meeting for the ward councillor(s) to present their report(s) verbally.

15.3. Unless the Council determines otherwise, a copy of each letter or email sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

16. Interacting with Media

16.1 Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or the Clerk shall be handled in accordance with the Council's Communications Policy.

17. Executing legal deeds

17.1. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution of the Council.

17.2. Subject to standing order 17.1, any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

18. Restrictions on councillor activities

18.1 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.

19. Suspension or Amendment of Standing Orders

19.1. Any part of a standing order except one that incorporates mandatory statutory or legal

requirements (in bold) may be suspended by resolution in relation to the consideration of an agenda item for a meeting of the Council

19.2. A motion to suspend all or part of a standing order as described in 19.1 must be submitted by a Councillor, seconded and approved by a majority of those councillors present at a meeting.

19.3. The decision of the Chair as to the applicability of standing orders at a meeting shall be final.

19.4. These standing orders, except those that incorporate mandatory statutory or legal requirements may be amended by resolution of the Council.

