



MAWNAN PARISH COUNCIL STANDING ORDERS

1) MEETINGS.

Meetings of the council shall be held at Mawnan Memorial Hall on the third Thursday of each month at 19.30 hours, unless the Council otherwise decides at a previous meeting.

Smoking is not permitted at any meeting of the Council.

2) THE STATUTORY ANNUAL MEETING

a) In an election year shall be held on or within 14 days following the day on which the councillors elected take office and

b) In a year which is not an election year shall be held on the third Thursday in May prior to the statutory council meeting.

3) In addition to the Statutory Annual Parish Council Meeting, at least three other statutory meetings shall be held in each year. These statutory meetings shall be held on the third Thursday of each month. There shall be no meeting in August

4) Additional meetings shall be held as otherwise directed by the Council.

5) CHAIRMAN OF MEETINGS.

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

6) PROPER OFFICER.

Where a statute, regulation or order confers functions or duties on the Proper Officer of the Council in the following cases, it shall be the Clerk to the Council:-

a) to receive Declarations of Acceptance of Office.

b) to receive and record notices declaring pecuniary interests.

c) to receive and retain plans and documents.

d) to sign notices or other documents on behalf of the Council.

e) to receive copies of bylaws made by the Borough Council.

f) to certify copies of bylaws made by the Council

g) to sign summonses to attend meetings of the Council.

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

7) QUORUM

Three members or one third of the total membership, which ever is the greater, shall constitute a quorum at meetings of the Council.

8) If a quorum is not present when the Council meets, or if, during a meeting the number of Councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

9) VOTING

Members shall vote by show of hands or, if at least two Members so request, by signed ballot.

10) If a Member so requires, the Clerk to the Council shall record the names of the Members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.

11) 1) Subject to (2) and (3) below, the Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give the casting vote even though no original vote was given.

2) If the person presiding at the Annual Meeting would have ceased to be a Member of the Council but for the statutory provisions which preserve the Membership of the Chairman and Vice-Chairman until the end of their term of office they may not give an original vote in an election for Chairman.

3) the person presiding must give a casting vote, whenever there is an equality of votes in an election for Chairman.

12) ORDER OF BUSINESS

(In an election year Councillors should execute Declarations of Acceptance of Office in the presence of a proper officer previously authorised by the Council to take such declaration, before the annual meeting commences.)

At each Annual Meeting the first business shall be :-

a) To elect a Chairman of the Council. Although a Chairman of the Council must be elected at the Annual Meeting each year, it is anticipated that he/she should serve in this position for no more than 2 consecutive years. After this period, he/she should normally step down, and not stand for re-election as either Chairman or Vice Chairman for a further period of 2 years after the end of their term of office. In the exceptional circumstances of there being no other councillor willing to stand as Chairman, then a Chairman of the Council may continue in office for more than 2 consecutive years.

b) To receive the Chairman's Declaration of Acceptance of Office or, if not then received, to decide when it shall be received.

c) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.

d) To decide when any Declarations of Acceptance of Office which have not been received as provided by law shall be received.

e) To elect a Vice-Chairman of the Council. Although a Vice-Chairman of the Council must be elected at the Annual Meeting each year, it is anticipated that he/she should serve in this position for no more than 2 consecutive years. After this period, he/she should normally step down, and not stand for re-election as Vice Chairman for a further period of 2 years after the end of their term of office. In the exceptional circumstances of there being no other councillor willing to stand as Vice-Chairman, then a Vice-Chairman of the Council may continue in office for more than 2 consecutive years.

f) To appoint School Governors as and when required.

g) To appoint Statutory or Standing Committees.

h) To appoint representatives to outside bodies.

- i) To consider the payment of any subscriptions falling to be paid annually.
 - j) To inspect any deeds and trust instruments in the custody of the council.
 - k) And shall thereafter follow the order set out in Standing Order 15.
- 13) **At every meeting, other than the Annual Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent, and to receive such Declaration of Acceptance of Office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made, or if not then received, to decide when they shall be received.**
- 14) In every year not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees (Standing Order 38 must be read in conjunction with this requirement).
- 15) After the first business has been completed, the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:-
- a) to read and consider the minutes, provided that if a copy has been circulated to each Member not later than the day of issue of the summons to attend the meeting, the minutes may be taken as read.
 - b) after consideration to approve the signature of the minutes by the presiding Chairman as a correct record.**
 - c) to deal with business expressly required by statute to be done.**
 - d) to dispose of business, if any, remaining from the last meeting.
 - e) to receive such communications as the presiding Chairman may wish to lay before the Council.
 - f) to answer questions from Councillors.
 - g) to receive and consider reports and minutes of Committees.
 - h) to receive and consider reports from Officers of the Council.
 - i) To authorise the signing of orders for payment.
 - j) to receive and consider reports from representatives to outside bodies.
 - k) to authorise the sealing of documents.
 - l) to answer questions from the public.
 - m) any other business specified in the summons.

16) URGENT BUSINESS

A motion to vary the order of business on the grounds of urgency:-

- a) may be proposed by the Chairman or by any Member and, if proposed by the Chairman, may be put to the vote without being seconded, and
- b) shall be put to the vote without discussion.

17) RESOLUTIONS MOVED ON NOTICE

Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the agenda by the Clerk to the Council or the mover has given notice in writing of its terms and has delivered the notice to the Clerk to the Council at least 7 clear days before the next meeting of the Council.

- 18) The Clerk to the Council shall date every notice of motion or recommendation when received, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to inspection of every Member of the Council.

- 19) The Clerk to the Council shall insert in the summonses for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the Member giving a notice of motion has stated in writing that they intend to move at some later meeting or that they withdraw it.
- 20) If a resolution or recommendation specified in the summons is not moved, either by the Member who gave notice of it or any other Member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- 21) If the subject matter of a resolution comes within the province of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committees or to such other Committee as the Chairman may determine for report; provided that, if the Chairman considers it to be a matter of urgency, it may be dealt with at the meeting which it was moved.
- 22) Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.
- 23) RESOLUTIONS MOVED WITHOUT NOTICE.
- 24) Resolutions dealing with the following matters may be moved without notice :-
- a) to appoint a Chairman of the meeting.
 - b) to correct the minutes.
 - c) to approve the minutes.
 - d) to alter the order of business.
 - e) to proceed to next business.
 - f) to close or adjourn the debate.
 - g) to refer a matter to a Committee.
 - h) to appoint a Committee or Members thereof.
 - i) to adopt a report.
 - j) to authorise the sealing of documents.
 - k) to amend a motion.
 - l) to give leave to withdraw a motion or an amendment.
 - m) to extend the time limit for speeches.
 - n) to exclude the press and public. (see order 64 below).
 - o) to silence or eject from the meeting a Member named for misconduct (see order 33 below).
 - p) to invite a Member having an interest in the subject matter under debate to remain (see order 57 below).
 - q) to give the consent of the Council where such consent is required by these Standing Orders.
 - r) to suspend any Standing Order. (see order 72 below).
 - s) to adjourn the meeting.
- 25) QUESTIONS
- A Member may ask the Chairman or the Clerk to the Council any question concerning the business of the Council, provided 7 clear days notice of the question has been given to the person to whom it is addressed.
- 26) No question not connected with business under discussion shall be asked except during the part of the meeting set aside for the questions.

27) Every question shall be put and answered without discussion.

28) A person to whom a question has been put may decline to answer.

29) RULES OF DEBATE

No discussion shall take place upon the minutes except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chairman.

- a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and unless proper notification has already been given, it shall, if required by the chairman, be reduced to writing and handed to the chairman before it is further discussed or put to the meeting.
- b) A Member when seconding a resolution or amendment may, if they then declare their intention to do so, reserve their speech until a later period of debate.
- c) A Member shall direct their speech to the question under discussion or to a personal explanation or to a question or order.
- d) No speech by a mover of a resolution shall exceed 10 minutes, and no other speech shall exceed 5 minutes except by the consent of Council.
- e) An amendment shall be either :-
 - to leave out words.
 - to leave out words and insert or add others.
 - to insert or add words.
- f) An amendment shall not have the effect of negating the resolution before the Council.
- g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- i) The mover of a resolution or of an amendment shall have the right of reply not exceeding 5 minutes.
- j) A Member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution, except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move closure.
- k) A Member may speak on a point of order or a personal explanation. A Member rising for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech which may have been misunderstood.
- l) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no Member may speak upon it after permission had been asked for its withdrawal unless such permission has been refused.
- m) when a resolution is under debate no other resolution shall be moved except the following:-
 - i) to amend the resolution.
 - ii) to proceed to the next business.
 - iii) to adjourn the debate.
 - iv) that the question now be put.
 - v) that a Member named be not further heard.
 - vi) that a Member named do leave the meeting.
 - vii) that the resolution be referred to Committee.

viii) to exclude the public and press.

ix) to adjourn the meeting.

30) A Member shall remain seated when speaking unless requested to stand by the Chairman.

31) (a) the ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.

b) Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide who to call upon.

c) Members shall signify that they wish to speak by raising their hand.

d) if two or more Members signify that they wish to speak, the Chairman shall call upon one of them to speak, and the others shall remain seated.

32) CLOSURE

At the end of any speech a Member may, without comment, move "that the question now be put", "that the debate be now adjourned" or "that the Council do now adjourn". If such a motion is seconded the Chairman shall put the motion but, in the case of a motion "to put the question", only if the Chairman is of the opinion that the question before Council has been sufficiently debated. If the motion "that the question be now put" is carried, the Chairman shall call upon the mover to exercise or waive their right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of a reply at the resumption.

33) DISORDERLY CONDUCT

a) **All members must observe the Code of Conduct which was adopted by the council on April 18th, 2002, a copy of which is annexed to these Standing Orders.**

b) No Member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly **or in such a manner as to bring the Council into disrepute.**

c) If, in the opinion of the Chairman, a Member has acted in a manner contrary to that required, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. **If a member reasonably believes that another member is acting in breach of the Code of Conduct, then that member ought to consider whether to report the breach to the Standards & Ethics Committee of the District Council.**

d) If the motion mentioned in paragraph (c) is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

34) RIGHT OF REPLY

The mover of a resolution shall have the right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A Member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

35) ALTERATION OF RESOLUTION.

A Member may, with the consent of his/her seconder, move amendments to his/her own resolution.

36) RECISSION OF A PREVIOUS RESOLUTION.

- a) a decision (whether affirmative or negative) of the Council shall not be reversed within six months except by a special resolution carried by two thirds of those present and voting or by resolution moved in pursuance of the report or recommendation of a committee.
- b) when a special resolution or any other resolution moved under the provisions of paragraph (a) of this order has been disposed of, no similar resolution may be moved within a further six months.

37) VOTING ON APPOINTMENTS

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

38) DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL.

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or condition of service, of any person employed by the Council, it shall not be considered until the Council or Committee (as the case may be) has decided whether or not the public shall be excluded. (see order 68 below)

39) RESOLUTIONS ON EXPENDITURE

Any resolution which is moved otherwise than in pursuance of a recommendation of the Finance committee or of another committee after recommendation by the Finance Committee and which, if carried, would, in the opinion of the Chairman substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon and the Finance Committee shall report on the financial aspect of the matters.

40) EXPENDITURE

Orders for the payment of money shall be authorised by resolution of the Council and signed by two members who shall also be required to initial the cheque book stubs.

41) SEALING OF DOCUMENTS

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

42) COMMITTEES AND SUB-COMMITTEES.

The Council will at the annual meeting appoint standing Committees and may at any other time appoint such other Committees as are necessary, but subject to any statutory provision on that behalf:-

- a) Shall not appoint any Member of a Committee so as to hold office later than the next annual meeting, and
- b) May appoint persons other than Members of the Council to any Committee, and
- c) May subject to the provisions of order 36 above at any time dissolve or alter the Membership of a Committee.

43) The Chairman and Vice-Chairman shall be ex-officio Members of every Committee, and Sub-Committee.

44) Every Committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice Chairman who shall hold office until the next annual meeting of the Council, and shall settle its programme of meetings for the year.

45) The quorum for a committee or sub-committee shall be one third of the membership of the committee or 4 members which ever is the lower.

46) The Planning Committee shall have its own set of standing orders (attached hereto) and shall have delegated powers to decide on responses to planning applications received from the Planning Authority.

47) SPECIAL MEETING

The Chairman of a Committee or the Chairman of the Council may summon an additional meeting of that Committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the Members of the Committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

48) SUB COMMITTEES

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

49) The Chairman and Vice-Chairman of the Committee shall be Members of every Sub-Committee appointed by it unless they signify that they do not wish to serve.

50) Except where ordered by the Council in the case of a Committee or by the Council or by the appropriate Committee in the case of a Sub-Committee, the quorum of a Committee or Sub-Committee shall be 4 (four) members or one third its membership which ever is the lower.

51) The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of Members in contracts and other matters shall apply to Committee and Sub-Committee meetings.

52) ADVISORY COMMITTEES

1) The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.

2) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.

3) An advisory committee may make recommendations and give notice thereof to the Council.

4) An advisory committee may consist wholly of persons who are not members of the Council.

5) The quorum of advisory committees shall be one third or 4 members which ever is the lower.

VOTING IN COMMITTEES

53) Members of Committees and Sub-Committees entitled to vote shall vote by show of hands, or if at least two Members so request, by signed ballot.

54) Chairmen of Committees and Sub-Committees shall in the case of an equality of votes have a second or casting vote.

55) PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

A Member who has proposed a resolution, which has been referred to any Committee of which they are not a Member, may explain the motion to the Committee but shall not vote.

56) ACCOUNTS AND FINANCIAL STATEMENT

1) Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.

- 2) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the Responsible Financial Officer or the Clerk if different. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer for payment with the approval of the Chairman or vice Chairman of the Council.
 - 3) All payments ratified under sub paragraph (b) of this Standing Order shall be separately included in the next schedule of payments before the Council.
- 57) The Responsible Financial Officer shall supply to each member as soon as practicable after March 31 in each year, a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis for a year to March 31 shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of June.

58) ESTIMATES / PRECEPTS

- 4) The Council shall approve written estimates for the coming financial year at its meeting before the end of the month of December.
- 5) Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than the end of the month of October.

59) INTERESTS

If any member has a personal interest as defined by the Code of Conduct adopted by the Council on April 18th, 2002, then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

- 60) **If a member who has declared a personal interest also considers the interest to be prejudicial, he or she must withdraw from the room or chamber during consideration of the item to which the interest relates, save that if the member properly wishes to make representations under paragraph 12(2) of the Code of Conduct, then he or she may do so before departing the room or chamber.**
- 61) **The Clerk may be required to compile and hold a Register of Member's Interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.**
- 62) If a candidate for any appointment under the Council is to their knowledge related to any Member of or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Clerk to the Council. A candidate who fails to do so shall be disqualified for such appointment, and if appointed, may be dismissed without notice. The Clerk to the Council shall report to the Council or to the appropriate Committee any such disclosure. Where relationship to a Member is disclosed this Standing Order shall apply.

63) The Clerk shall make known the purpose of this Standing Order to every candidate.

64) CANVASSING OF AND RECOMMENDATIONS BY MEMBERS.

1. Canvassing of Members of the Council or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk to the Council shall make known the purport of the Sub-paragraph of this Standing Order to every candidate.
2. A Member of the Council or of any Committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but nevertheless, any such Member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

65) Standing Orders nos. 60 and 62 shall apply to tenders as if the person making the tender were a candidate for an appointment.

66) INSPECTION OF DOCUMENTS

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

67) All minutes kept by the Council and by any Committee shall be open for the inspection of any Member of the Council.

68) UNAUTHORISED ACTIVITIES

No Member of the Council or of any Committee shall, in the name of or on behalf of the Council:

- (a) Inspect any lands or premises which the Council has the right or duty to inspect;
- (b) Issue any orders, instructions or directions.

Unless authorised to do so by the Council or the relevant Committee or Sub-Committee.

69) ADMISSION OF PUBLIC TO MEETINGS

The public shall be admitted to all meetings of the Council and its Committees and Sub-Committees (see note 3) which may, however, temporarily exclude the public by means of the following resolution:-

"that in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw."

70) The Council committee or sub committee shall state the special reason for exclusion.

71) At all meetings of the Council the Chairman may, at his or her discretion, suspend Standing Orders to allow any members of the public present to address the meeting in relation to the specific item of business being transacted at that point, after which Standing Orders must be reinstated.

72) The Clerk to the Council shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.

73) If a Member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that they be removed from the Council chamber.

74) CONFIDENTIAL BUSINESS

- 1) No Member of the Council or of any Committee or Sub-Committee shall disclose to any person not a Member of the Council any business declared to be confidential by the Council, the Committee or the Sub-Committee as the case may be.
- 2) Any Member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any Committee or Sub-Committee of the Council by the Council.

75) LIAISON WITH COUNTY AND DISTRICT COUNCILLORS.

A notice of meeting shall be sent together with an invitation to attend to both the County and District Councillors for the Parish.

76) Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County or District Council shall be transmitted to the county councillor for the division or to the district councillor for the ward as the case may require.

77) PLANNING APPLICATIONS

- 1) The Clerk to the Council shall, as soon as it is received, enter in a register kept for that purpose the following particulars of every planning application notified to the Council:-

- the date on which it was received.
- the name of the applicant.
- the place to which it relates.
- a summary of the nature of the application.

78) FINANCIAL MATTERS

The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer.

- 1) Such Regulations shall include detailed arrangements for the following :
 - a) The accounting records and systems of internal control
 - b) The assessment and management of risks faced by the Council
 - c) The work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually
 - d) The financial reporting requirements of members and local electors and
 - e) Procurement policies (subject to (2) below) including the setting of values for different procedures where the contract has an estimated value of less than £50,000.
- 2) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £1000 shall be procured on the basis of a formal tender as summarised in (3) below.
- 3) Any formal tender process shall comprise the following steps :
 - A public notice of intention to place a contract to be place in a local newspaper.
 - A specification of the goods, materials, services and the execution of the works shall be drawn up.
 - Tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time.
 - Tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of the Council.
 - Tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- 4) The Council or a committee is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 59 and 61 regarding improper activity.
- 5) The Financial Regulations of the Council shall be subject to regular review, at least once every four years.

79) DELEGATED POWERS

In the case of an Emergency where action is necessary in advance of the next full meeting of the Council, Executive Powers will be delegated to the Clerk to the Council, in consultation with the Chairman or Vice-Chairman. These Delegated Powers include that of committing the Council to expenditure of up to £300. Any decision reached must be unanimous, and will form an agenda item for the next full Council Meeting.

80) CODE OF CONDUCT ON COMPLAINTS

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or Member in the manner recommended in circular 2/86 issued by the national association of local Councils (see page 12).

81)VARIATION, REVOCATION & SUSPENSION OF STANDING ORDERS.

Any or every part of the Standing Orders, except those which appear in bold may be suspended by resolution in relation to any specific item of business.

82)A resolution permanently to add vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

83)STANDING ORDERS TO BE GIVEN TO MEMBERS.

A copy of these Standing Orders shall be given to each Member by the Clerk to the Council upon delivery of the Member's declaration of acceptance of office.

Adopted By Resolution of The Council On June 19th 2008