STANDING ORDERS
for the
Governance of the Statutory Duties
of
Grendon Underwood Parish Council

CHANGE LOG	
v.1 27th May 2014	Adopted at full Council minute 41/14
v.2 March 2018	To adapt LTN update issued Nov2017, Common template, to GUPC requirements whilst retaining all statutory requirements.
v.3 26 June 2018	Adopted by resolution of full Council at a properly constituted general meeting held 26th June 2018 - minute: 1806.05-1
v.4 July 2018	Amended to reflect NALC Bulletin L09-18 | 2018 model standing orders, July 2018.
v.5 25th June 2019	Reviewed & Adopted by resolution of full Council at a properly constituted general meeting held 25th June 2019 - minute: 1906.05-1
v.6 1 July 2021	Para 18: Incorporate new supplier selection process – authorising meet 27th July 2021
v.7 25th May 2022	To incorporate: NALC Model Standing Orders 2018 – updated April 2022. To incorporate NALC LTN 87, Procurement, March 2022 To incorporate HMG Procurement Policy Note PPN 10/21, Updated Procurement Thresholds, December 2021.
v.8 27th May 2025	To incorporate: NALC Model Standing Orders 2025 update (England). Annual review
v.9 27th May 2026	To incorporate Social Media addendum. Annual review

With grateful acknowledgment to:

National Association of Local Councils (NALC)
109 Great Russell Street
London
WC1B 3LD

020 7637 1865 | nalc@nalc.gov.uk | www.nalc.gov.uk

© NALC 2018. All rights are reserved. No part of this publication may be reproduced or used for commercial purposes without the written permission of NALC save that councils in membership of NALC have permission to edit and use the model standing orders in this publication for their governance purposes.

Social Media Addendum March 2026

1. Status of This Addendum

This addendum forms part of the Council's Member Code of Conduct. It clarifies how the principles of public life, expected standards of behaviour, and statutory obligations apply when councillors use social media on their personal accounts. The Council does not maintain an official account.

2. When the Code Applies

The Code applies to social media use when a councillor:

- Identifies themselves as a councillor or can reasonably be recognised as one.
- Comments on council business, services, decisions, or officers.
- Engages with residents in a way that relates to their role.
- Uses an account previously or currently associated with council activity.

Personal use unrelated to council duties is outside the Code, but councillors should remain aware that public posts may still reflect on the Council.

3. Expected Standards of Behaviour

Councillors must uphold the Nolan Principles and the Code of Conduct when using social media. This includes:

Respect — Treat residents, officers, and colleagues with courtesy; avoid personal attacks, sarcasm, or inflammatory language.

Integrity — Do not misuse your position to influence debate or promote personal interests.

Objectivity — Avoid commenting in a way that could suggest pre-determination, especially on planning or regulatory matters.

Accountability — Take responsibility for posts made on accounts you control.

Openness — Be clear when expressing personal views; do not imply you speak for the Council unless authorised.

Honesty — Share accurate information; correct mistakes promptly.

Leadership — Set a positive example in online engagement.

4. Prohibited Conduct

Councillors must not:

- Disclose confidential or exempt information.
- Publish personal data without consent.
- Make defamatory, discriminatory, or harassing statements.
- Engage in arguments, hostility, or behaviour likely to bring the Council into disrepute.
- Block residents from official accounts unless there is a clear and documented reason (e.g., abuse, threats, spam).
- Use council platforms for political campaigning, especially during the pre-election period.

5. Political Expression

Councillors may express political opinions on personal accounts, but must:

- Make clear when views are personal and not council policy.
- Avoid using council branding, logos, or imagery.
- Not use council-managed accounts for political messaging.
- Maintain neutrality on official channels at all times.

6. Interactions with Officers

Councillors must:

- Avoid criticising officers publicly.
- Use appropriate internal channels for concerns or complaints.
- Respect the professional role of officers and avoid placing them under public pressure.

7. Handling Complaints and Conflict Online

If a resident raises a complaint or contentious issue:

- Acknowledge politely if appropriate.
- Direct them to the Clerk or the Council's formal complaints process.
- Do not debate or attempt to resolve complaints publicly.
- Report abusive or threatening messages to the Clerk and, where necessary, the police.

8. Enforcement and Consequences

Breaches of this addendum may result in:

- Referral to the Monitoring Officer.
- Investigation under the Code of Conduct.
- Recommendations for training, apology, or other sanctions permitted by law.
- Removal of access to council-managed social media accounts.

9. Review

This addendum will be reviewed within the totality of the main Code of Conduct and the Social Media Policy to ensure consistency with legislation and best practice.

 © Grendon Underwood Parish Council

STANDING ORDERS

INTRODUCTION 4
1. RULES OF DEBATE AT MEETINGS....5
2. DISORDERLY CONDUCT AT MEETINGS....6
3. MEETINGS GENERALLY....6
4. COMMITTEES AND SUB-COMMITTEES....9
5. ANNUAL COUNCIL MEETINGS....10
6. EXTRAORDINARY MEETINGS....11
7. PREVIOUS RESOLUTIONS....12
8. VOTING ON APPOINTMENTS....12
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE....12
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE....13
11. MANAGEMENT OF INFORMATION....13
12. DRAFT MINUTES....14
13. CODE OF CONDUCT AND DISPENSATIONS....14
14. CODE OF CONDUCT COMPLAINTS....15
15. PROPER OFFICER....16
16. RESPONSIBLE FINANCIAL OFFICER....17
17. ACCOUNTS AND ACCOUNTING STATEMENTS....17
18. FINANCIAL CONTROLS AND PROCUREMENT....18
19. HANDLING STAFF MATTERS....19
20. RESPONSIBILITIES TO PROVIDE INFORMATION....19
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION....20
22. RELATIONS WITH THE PRESS/MEDIA....20
23. EXECUTION AND SEALING OF LEGAL DEEDS....20
24. COMMUNICATING WITH UNITARY COUNCILLORS....20
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES....20
26. STANDING ORDERS GENERALLY....20

 © Grendon Underwood Parish Council

INTRODUCTION

These Standing Orders reflect the current iteration of the National Association of Local Council (NALC) model standing orders issued on 5th April 2025 and additionally now include a Social Media addendum.

These Standing Orders are the written rules of how Grendon Underwood Parish Council will call, conduct and manage the public and internal meetings of Council, its sub-comittees and to refer to its various internal organisational and administrative arrangements. Standing orders are essential to regulate the proceedings of meetings and for the efficient and timely compliance with statutory obligations pertaining to its duties in regard to the expectations of the residents of the Parish.
SCOPE – All Councillors and council employees are expected to abide them when carrying out council business.

Local councils operate within a wide statutory framework. and these standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for standing orders to document all obligations under data protection legislation.
Council has made every effort to ensure all relevant statutory requirements to which a council is subject are encompassed in these Standing Orders but confirm that, in any event, those requirements apply whether or not they are incorporated herein.

These Standing Orders should be read in conjunction with the Council's Code of Conduct and, where reference is made to other council policies, they are consistent with their ogjectives.

These Standing Orders do not include standing orders for the regulatation and control of Council financial affairs and accounting procedures. These are held separately in the Council's Financial Regulations.

NOTES:
For information; text in bold type describe legal and statutory requirements. Council has adopted them without changing them or their meaning.

Where gender specific wording is used, meaning is intended to be gender neutral.

Where the word "councillor" is used, unless the context suggests otherwise, the meaning is intended to include elected Members, co-opted Members, any others with voting rights appointed by Council from time to time, and council employees.

 © Grendon Underwood Parish Council

1. RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they appear unless the order is changed or a request by an attending resident is included at the discretion of the chairman of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

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 An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.

h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.

k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

ii. to move or speak on another amendment if the motion has been amended since he last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

 © Grendon Underwood Parish Council

q A point of order shall be decided by the chairman of the meeting and their decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s 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 and that the mover of the motion under debate has exercised or waived his right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 (five) minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

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 that person(s) disregard(s) 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 temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

Grendon Underwood Parish Council has resolved to hold 9 General (Ordinary) Meetings per year, not including August & December, plus an Annual Parish Council Meeting in May, plus an Annual Parish Meeting in May to hear annual reports.

The Proper Officer [see SO 15] will serve on Councillors a summons, complying with statute, at least 3 clear days before each meeting to include an Agenda of matters to be dicussed and issue draft minutes of a meeting within 7 days following that meeting.

In addition, minutes ratified at a subsequent meeting will be published to the public domain within three

clear days of the meeting at which they were ratified.

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 **The minimum three clear days public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice by the agreement of at least two Councillors.**

d **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.**

e 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.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen(15) minutes unless directed by the chairman of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than 5 (five) minutes.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct whether a reponse is required and that it may be a written or oral and that it be given subsequent to the meeting but no later than the next meeting.

i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct his comments to the Chairman of the meeting.

k 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.

l **Subject to standing order 3(m), 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.

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

n **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.**

o **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).**

p **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.**

q **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.**

r **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 (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

s **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 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.

t **MINUTES** - The prime objective of generating minutes of a meeting is to communicate with residents the actions and decisions of the Council. To this end, the language used shall be in common to that used by residents and minutes shall be as short or as long as necessary to achieve the prime objective. Minutes shall not be subject to any omissions and shall include a true and accurate record of the following:

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

 © Grendon Underwood Parish Council

when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

u **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, Section V, 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.**

v **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.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

w **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.

x A meeting shall not exceed a period of 3(three) hours.

4. COMMITTEES AND SUB-COMMITTEES

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

b **The members of a committee 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 standing committees, advisory committees or other committees as it, at the sole discretion of full Council, may see fit, 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, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer ( ) days before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;

 © Grendon Underwood Parish Council

vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;

viii. 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;

ix. shall determine if the public may participate at a meeting of a committee;

x. 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;

xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee or a sub-committee without notice and take over any unfinished business of the committee as may be outstanding .

5. **ANNUAL 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. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4;

ix. Review and adoption of appropriate standing orders and financial regulations;

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

xi. 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 (*see also standing orders 11, 20 and 21*);

xviii. Review of the Council's policy for dealing with the press/media;

xix. Review of the Council's employment policies and procedures;

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

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

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chairman 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.**

c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time and must convene one within 3 clear days of being requested to do so by the Council or a member of the committee.

d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 3 clear days of having been requested to do so by Council or a member of the committee [or the sub-committee], the Council or any member of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

a A resolution made in a properly constutituted meeting of Council shall not be reversed within six months except either by a special motion, which requires written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9 or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE

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 Proper Officer at least 3 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer must always notify the Chairman a motion has been raised but 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 Chairman considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood by the Chairman, in writing, to the Proper Officer at least 3 clear days before the meeting.

e If the Chairman considers the wording or subject of a proposed motion is improper, he shall consult with 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 or not 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.

 © Grendon Underwood Parish Council

10. 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 Proper Officer:

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 interestor subject to GDPR;

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.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

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, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

a The draft minutes of a preceding meeting shall be issued to Councillors and published to the Council web site within 7 working days of any meeting and having been so served on councillors before or with the summons/agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy, to include ommissions. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c 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.

d 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 Grendon Underwood Parish Council, held on [date] in respect of minute ( ) 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."

● ● ● e **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** within 7 clear days following a meeting and, in any event, **not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which approves and 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.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

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.

 © Grendon Underwood Parish Council

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 Proper Officer,** who shall notify the Chairman immediately on recept, as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is requested.

e 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.

f 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.

g A dispensation may be granted in accordance with standing order 13(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.

14. 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 or a Proper Officer or a Responsible Financial Officer has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer or about the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member 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 in accordance with standing order 14(d).

c The Council may:

i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

d **Upon notification by the District or Unitary Council that a councillor or non-councillor with**

voting rights or Proper Officer or Responsible Financial Officer 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.

15. **PROPER OFFICER**

a **The Council will appoint a Proper Officer, who shall be a direct employee of the Council,** to act a their Clerk, RFO & Data Controller and nominate an elected Council member to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days (see3b) before any sort of meeting of the Council, a committee (see3c)** or a sub-committee**,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as complies with statute, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **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).**

ii. subject to standing order 9, the Proper Officer will include on the agenda all motions, without omission or redaction, in the order received unless the raising councillor has given written notice at least 3 days before the meeting confirming its withdrawal or the Chairman sets a schedule for the order of business at the meeting;

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 on request by a local government elector;**

v. **receive and retain copies of byelaws made by other local authorities and any NALC guidance, bulletins and updates for submission to Council for authority to incorporate into Council Policies as appropriate;**

vi. shall issue and witness the completion of an Acceptance of Office record for all Councillors within 14 days from election/ co-option and submit them, on completion, to County 'Democracy' and hold them on record;

vii. shall issue a Declaration of Interests to every Councillor within 14 days of election/ co-option and submit them, on completion, to County 'Democracy' and hold them in a Register of Interests – ref: Code of Conduct item IV.;

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. act as or liaise, as appropriate, with the Council's Data Protection Officer;

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 23);*

xiii. arrange with the Chairman and at least one other Councillor the prompt authorisation, approval, and payment of any payments to be made by the Council in accordance with its Financial Regulations;

xiv. **PLANNING** - refer all invitations to consult on a planning application received by the Council from the Planning Authority to the Chairman or, in his absence, the Vice-Chairman of the Council, within two working days of receipt and to respond to them on the LPA Planning Portal in accordance with Council resolution, under its Planning Response Policy, unless it is deemed not in the public interest to do so. In addition, to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;

xv. manage access to and keep current information about the Council via the web site; and

xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(s*ee also standing order 23).*

16. **RESPONSIBLE FINANCIAL OFFICER**

a **The Council will appoint a Responsible Financial Officer, who shall be a direct employee of the Council and who may also be** their Clerk, and nominate an elected Council member to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

b **The RFO shall comply with and assist the Council to comply with the requirements laid out in Statute, the Council's Financial Regulations and Standing Orders 17 & 18.**

17. **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 councillor as soon as practicable after 30 June, 30 September and 31 December in each year, but no later than two weeks after each date, 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:

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 1 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, use Council approved software, be prepared and held available on Council owned equipment 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.

18. 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.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. **PROCUREMENT - Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. Reference NALC's procurement guidance in LTN 87, March 2022.**

d. **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 18(e) 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.**

e. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU. Reference HMG Procurement Policy Note PPN10/21, December 2021.**

f. Subject to additional requirements in the financial regulations of the Council, the tender/ supplier selection/ quote 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 (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) 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 a local newspaper and in any other manner that is appropriate;

iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

g. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

19. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.

b Subject to any relevant employment law and the Council's policy regarding unsatisfactory performance or absences from work, the Chairman of Council shall notify all Members of unsatisfactory performance or absence occasioned by illness or for any other reason and shall report such to full Council at its next meeting.

c Where a Personnel Committee is constituted, its chairman or, in his absence, the vice-chairman or in the absence of such a committee, the Council shall upon a resolution conduct a review of the performance in question and any annual appraisal(s) of the work of the Proper Officer. The review and any appraisal(s) and any non-subjective evidence shall be reported in writing and will be subject to approval by resolution of the full Council.

d Subject to the Council's policy regarding the handling of grievance matters, the Council Chairman or, in the event of a grievance relating to the Chairman, another Councillor, shall consider, in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of full Council.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the chairman or vice-chairman of Council, this shall be communicated to other Members of Council and progressed by resolution of full Council.

f The full Council is responsible for the management of staff and it shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

 © Grendon Underwood Parish Council

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its Publication Policy CP20 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.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**
(Below is not an exclusive list). *See also standing order 11.*

a **The Council shall designate their Proper Officer as its 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.**

22. **RELATIONS WITH THE PRESS/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 handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

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

Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

24. **COMMUNICATING WITH UNITARY COUNCILLORS**

a An invitation to attend a meeting of the Council shall be sent by email, together with the agenda, to the ward councillor(s) of the Unitary Authority representing Grendon Underwood Parish.

RESTRICTIONS ON COUNCILLOR & EMPLOYEE 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. Purport to represent or act with the authority of Council unless by prior resolution of full Council.

25. **STANDING ORDERS GENERALLY**

a Where relevant, Standing Orders should be implemented in conjunction with the Council Code of

Conduct.

b 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.

c 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, written notice of which, signed by at least 2 councillors, to be given to the Proper Officer in accordance with standing order 9.

d The Proper Officer shall hold available an electronic copy of the Council's Standing Orders to a Councillor or a resident at all times.

e The decision of the Chairman of a meeting as to the application of standing orders at the meeting shall be final.

 © Grendon Underwood Parish Council