

ELMSWELL PARISH COUNCIL

THE STANDING ORDERS OF THE ELMSWELL PARISH COUNCIL
ADOPTED ON 21.11.05
Latest revision 20.07.09

In these Standing Orders, References to, 'he', 'him', 'his' and, 'himself', should be taken to include, 'she', 'her', 'hers' and, 'herself'.

1 MEETINGS

Meetings of the Council shall be held in each year on such dates and times and at such places as the Council may direct.

- 1.2 Smoking is not permitted at any meeting of the Council, its Committees, Advisory Committees or Working Parties.

2 THE STATUTORY ANNUAL MEETING & STATUTORY MEETINGS

- 2.1 **In an election year, the Annual Parish Council Meeting shall be held on or within 14 days following the day on which councillors take office.**
- 2.2 **In a year which is not an election year the Annual Parish Council Meeting shall be held on such a day in May as the Council may direct.**
- 2.3 **In addition to the Statutory Annual Parish council Meeting, at least 3 other statutory meetings shall be held in each year on such dates and times and in such places as the Council may direct.**

3 CHAIRMAN OF THE MEETING

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

4 PROPER OFFICER

- 4.1 Where a statute, regulation or order confers functions or duties on the Proper Officer of the Council, in the following cases, that officer shall be the Clerk or other nominated officer.
- a) to receive declarations of acceptance of office;
 - b) to receive and record notices disclosing personal and prejudicial interests at meetings;
 - 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 another local authority;
 - f) to certify copies of bylaws made by the Council;
 - g) to sign and issue the summons to attend meetings of the Council.
 - h) to keep proper records for all Council meetings

5 QUORUM OF THE COUNCIL, ITS COMMITTEES AND SUB COMMITTEES

- 5.1 **Three members or one third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.**
- 5.2 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 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.
- 5.3 Except where ordered by the Council in the case of a Committee, or by the Council or the appropriate Committee in the case of an Advisory Committee or Working Party, the quorum of a Committee, Advisory Committee or Working Party shall be three members or one third of the membership, whichever is the greater.

6 VOTING

- 6.1 Members shall vote by show of hands, or, if at least two members so request, by signed ballot.
- 6.2 **If a member so requires, the Clerk 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.**
- 6.3 If a member so requires, the Clerk shall record the names of the members who abstained from voting on any question.
- 6.4 **Subject to 6.5 & 6.6 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 a casting vote whether or not he gave an original vote.**
- 6.5 **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, he may not give an original vote in an election for Chairman.**
- 6.6 **The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.**
- 6.7 All decisions and matters the subject of voting shall be determined by a majority of those entitled to vote.

7 ORDER OF BUSINESS

(In an election year Councillors should execute Declarations of Acceptance of Office in the presence of the Proper Officer before the Annual Parish Council Meeting commences).

- 7.1 **At each Annual Parish Council Meeting, the first business shall be:**
- a) to elect a Chairman of the Council;
 - 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
 - f) to receive and consider reports of Committees, Advisory Committees and Working Parties
 - g) to receive and consider reports from officers of the Council
 - h) to appoint officers as appropriate
 - i) to appoint representatives to outside bodies
 - j) to appoint Committees Advisory Committees and Working Parties
 - k) to consider the payment of any subscriptions falling to be paid annually
 - l) to satisfy the Council as to the safe keeping of any deed and trust instruments in the custody of the Council and shall thereafter follow the order set out in Standing Order 7.3.
- 7.2 **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 Declarations of Acceptance of Office (if any) and undertakings 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.**
- 7.3 After the first business has been completed, the order of business unless the Council otherwise decides on the ground of urgency, shall be as follows :-
- a) to read and consider 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 person providing 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 person presiding may wish to lay before Council;
- f) to consider resolutions or recommendations in the order in which they are presented as referenced to each Committee and Advisory Committee on the Agenda;
- g) any other business specified in the summons;
- h) to authorise the signing of orders for payment;
- i) to authorise the sealing of documents
- j) to receive comments from members of the public.

8 URGENT BUSINESS

- 8.1 A motion to vary the order of business on the ground 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.

9 RESOLUTIONS MOVED ON NOTICE

- 9.1 Except as provided by these Standing Orders, no resolution may be moved unless, in the opinion of the Chairman, sufficient information concerning the business to which it relates has been put on the Agenda by the Clerk.
- 9.2 If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as having fallen.
- 9.3 If a resolution or an amendment to a resolution is moved and not seconded it shall be treated as having fallen.
- 9.4 Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties or which affects its area.

10 RESOLUTIONS MOVED WITHOUT NOTICE

- 10.1 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 the next business;
 - f) to close or adjourn the debate;
 - g) to refer a matter to a Committee, Advisory Committee or Working Party;
 - h) to appoint a Committee, Advisory Committee or Working Party or any members thereof;
 - i) to adopt a Report;
 - j) to authorise the sealing of documents;
 - k) to amend a Resolution;
 - l) to give leave to withdraw a Resolution or an Amendment;
 - m) to exclude the Press and the public (See Order 26.1 below);
 - n) to silence or eject from the Meeting a member named for misconduct (see Order 12.3 below)
 - o) to give the consent of the Council where such consent is required by these Standing Orders;
- p) to suspend any Standing Order (See Order 40.1 below);
 - q) to adjourn the Meeting

11 RULES OF DEBATE

- 11.1 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.
- 11.2
- a) A resolution or amendment shall not be discussed unless it is proposed and seconded and unless it relates to a matter of which adequate notice has been given in the Agenda for the meeting.
 - b) A Member shall direct his speech to the question under discussion or to a personal explanation or to a question of order;
 - c) An amendment shall be either
 - i) to leave out words;

- ii) ii) to leave out words and insert others;
- iii) to insert or to add words;
- d) No amendment shall have the effect of negating the resolution before the Council;
- e) 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;
- f) A further amendment shall not be moved until the Council has disposed of every amendment previously moved;
- g) 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 has been asked for its withdrawal unless such permission has been refused.
- h) 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 be now 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 a Committee or Sub Committee;
 - viii) to exclude the public and press;
- iii) ix) to adjourn the meeting.

- 11.3 a) The ruling of the Chairman on a point of order shall not be discussed;
- b) Members shall address the Chairman;
- c) If 2 or more Members wish to speak, the Chairman shall decide who to call upon;
- d) Whenever the Chairman speaks during a debate, all other members shall be silent.

12 DISORDERLY CONDUCT

12.1 **All Members must observe the Code of Conduct which was adopted by the Council on 02.04.02, a copy of which is annexed to these standing Orders.**

12.2 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.**

12.3 If, in the opinion of the Chairman, a Member has broken the provisions of Standing Order 12.2, the Chairman shall express that opinion to the Council and thereafter any Member may move that the offending Member be named, be no longer heard or do leave the Meeting, and the resolution, if seconded, shall be put forthwith and without discussion.

12.4 **If a member reasonably believes that another member is in breach of the Code of Conduct, that Member is under a duty to report the breach to the Standards Board for England.**

12.5 If either motion as mentioned in Standing Order 12.3 is disobeyed, the chairman may adjourn the meeting and / or take such further steps as may reasonably be necessary to enforce them.

13 ALTERATION OF RESOLUTION

13.1 A Member may move amendments to his own resolution with the consent of the Seconder.

14 RECISION OF PREVIOUS RESOLUTION

- 14.1 a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of a Quorum of the Council.
- b) When a special resolution or any other Resolution moved under the provisions of Standing Order 14.1 (a) has been disposed of, no similar resolution may be moved within a further six months.

15 VOTING ON APPOINTMENTS

15.1 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.

16 DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

16.1 If at a Meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions 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 No. 26.1 below).

17 SEALING OF DOCUMENTS

17.1 A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

17.2 The Council's common seal shall alone be used for sealing documents. It shall be applied by the Proper Officer in the presence of two members who shall sign the document as witnesses.

18 COMMITTEES, ADVISORY COMMITTEES & WORKING PARTIES

18.1 The Council may appoint Committees, Advisory Committees and Working Parties subject to any statutory provision in that behalf, and;

- a) shall not appoint any member of a Committee, Advisory Committee or Working Party so as to hold office later than the next Annual Meeting, and
- b) may, subject to the provisions of the Order above, at any time dissolve or alter the membership of a Committee, Advisory Committee or Working Party, and
- c) may appoint persons other than members of the Council to Advisory Committees and Working Parties.

18.2 Every Committee and every Working Party shall, at its first meeting before proceeding with any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the first meeting of that Committee following the next Annual Meeting of the Council.

18.3 The Chairman of a Committee or Advisory Committee or the Chairman of the Council may summon a meeting of that Committee or Advisory Committee at any time. A meeting may also be summoned on the requisition in writing of not less than one third of the Members of the Committee or Advisory Committee. The summons shall set out the business to be considered at the meeting and, in the case of a Committee, no other business shall be transacted at that meeting.

18.4 Except with the authority of Council, no Committee or Advisory Committee may set up a Working Party. Every Committee or Advisory Committee may appoint a Working Party for purposes to be specified by the Committee or Advisory Committee.

18.5 The Chairman and Vice Chairman of a Committee or Advisory Committee shall be members of every Advisory Committee or Working Party appointed by it unless they signify that they do not wish to serve.

18.6 The Standing Orders on rules of debate and the Standing Order on interests of members in contracts and other matters shall apply to Committee and to Advisory Committee meetings.

19 ADVISORY COMMITTEES AND WORKING PARTIES

- 19.1
- a) The Council may create Advisory Committees and Working Parties whose name and number of members and the bodies to be invited to nominate members shall be specified
 - b) The Clerk shall inform members of each Advisory Committee and Working Party of the terms of reference of that Advisory Committee or Working Party.
 - c) An Advisory Committee may make recommendations and give notice thereof to the Council.

19.2 The Chairman of Council and Vice Chairman of Council shall be members of every Committee.

20 VOTING IN COMMITTEES, ADVISORY COMMITTEES & WORKING PARTIES

20.1 Members of Committees, Advisory Committees & Working Parties shall vote by show of hands, or, if at least two members so request, by signed ballot.

20.2 Chairmen of Committees, Advisory Committees & Working Parties shall, in the case of an equality of votes, have a second or casting vote.

21 PRESENCE OF NON-MEMBERS AT MEETINGS OF COMMITTEES, ADVISORY COMMITTEES & WORKING PARTIES

- 21.1 a) Any Councillor who is not a member of a Committee has the same rights to attend meetings of that Committee as those accorded to the public and the same opportunities to speak at such meetings as those accorded to the public by the agenda or by the presiding Chairman with the Meeting's permission.
- b) Any Councillor who is not a member of an Advisory Committee or Working Party may nevertheless attend meetings of that Advisory Committee or Working Party as an observer but will not be permitted to speak in any discussion without the specific consent of a majority of the members present and will not be permitted to vote.

22 INTERESTS

22.1 If a Member has a Personal Interest, as defined in the Code of conduct adopted by the Council on 02.04.02 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

22.2 If a Member who has declared a Personal Interest then considers the interest to be Prejudicial, he must declare the same and withdraw from the room or chamber during consideration of the item to which the interest relates.

22.3 The Clerk may be required to compile and hold a register of Members' interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and / or as required by statute.

22.4 If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for such appointment and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate Committee any such disclosure. Where a relationship to a Member is disclosed, Standing Orders 22.1, 22.1 & 22.3 shall apply as appropriate.

22.5 The Clerk shall make known the purpose of Standing Order 22.4 to every candidate.

22.6 The Clerk shall declare any personal and / or personal / prejudicial interest related to council business as soon as it becomes apparent and disclose the nature of that interest.

23 CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

23.1 Canvassing of members of the Council or of any Committee, Advisory Committee or Working Party, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this Standing Order to every candidate.

23.2 A member of the Council or of any Committee, Advisory Committee or Working Party of the Council 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.

23.3 Standing Orders 22.4 & 23.1 shall apply to tenders as if the person making the tender were a candidate for an appointment.

24 INSPECTION OF DOCUMENTS

24.1 A Member may, for the purpose of his 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.

24.2 All Minutes kept by the Council and by any Committee shall be open for the inspection of any Member of the Council.

25 UNAUTHORISED ACTIVITIES

- 25.1 No Member of the Council or of any Committee, Advisory Committee or Working Party of the Council shall in the name of or on behalf of the Council:
- a) inspect any lands or premises which the Council has a right or duty to inspect; or
 - b) issue orders, instructions or directions unless authorised to do so by the Council or relevant Committee.

26 ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

26.1 The Public and Press shall be admitted to all meetings of the Council and its Committees which may, however temporarily exclude the Public by means of the following resolution; *“That in the 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.*

26.2 The Council shall state the special reason for exclusion.

26.3 The Clerk 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.

26.4 If a member of the Public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the Meeting and may adjourn the Meeting for such period as is necessary to restore order.

27 CONFIDENTIAL BUSINESS

27.1 No Member or Officer of the Council or of any Committee, Advisory Committee or Working Party shall disclose to any person not a member of the Council, any business declared to be confidential by the Council, the Committee, Advisory Committee or Working Party as the case shall be.

27.2 Any Member in breach of the provisions of Standing Order 27.1 may be removed from any Committee, Advisory Committee or Working Party of the Council by the Council.

28 LIAISON WITH COUNTY AND DISTRICT COUNCILLORS

28.1 An Agenda for every meeting of full Council shall be sent, together with an invitation to attend, to the County Councillor for the division and to the District Councillor Ward Member(s).

29 PLANNING APPLICATIONS

29.1 The Clerk shall maintain a record for a period of at least 5 years of the following particulars of every Planning Application notified to the Council;

- a) the date on which it was received;
- a) the name of the applicant;
- c) the place to which it relates;
- b) an appropriate summary of the nature of the Application.

29.2 The Clerk shall refer every Planning Application to the Chairman of the Planning Committee, or in the Chairman's absence, to the Vice-Chairman, within forty eight hours of receiving it.

30 BANK ACCOUNTS

30.1 Bank accounts shall not be opened or closed other than by resolution of Council.

30.2 Every bank account shall be identified with the Council's name as part of its title. In addition to a current account a high interest account shall be maintained for funds not

immediately required. The Responsible Finance Officer is responsible for effecting transfers as required to keep the current account in credit.
Cheques must bear at least 2 authorised signature and shall normally be used in sequential order.

31 INCOME

- 31.1
- a) The Responsible Finance Officer is responsible for collecting all monies due to the Council and for banking the same without delay;
 - b) Bank paying-in slips must show details of the origin of payments received;
 - c) The Council shall annually review all charges made for premises and services;
 - d) The Responsible Finance Officer shall report to the Council all bad debts in excess of three months.

32 ANNUAL BUDGETS & FINANCIAL STATEMENTS

- 32.1 The Finance and General Purposes Advisory Committee will prepare a draft income and expenditure budget covering both revenue and capital requirements to form the basis of a proposal to be brought before Council for the purpose of setting the Precept.
- 32.2 The Responsible Finance Officer shall at each Council meeting provide the Council with updated income and expenditure figures against agreed budgets.
- 32.3
- a) The Responsible Finance Officer shall, before presenting the accounts for payment, satisfy himself that the account is correct, relates to the supply of goods or services that have been received, and, where relevant, that VAT has been shown. If the Responsible Finance Officer is uncertain as to the standard of work, quantity, etc., the invoice shall be referred directly to Council for verification before presentation for payment;
 - b) The Responsible Finance Officer shall prepare a list of verified invoices for approval at the next full Council meeting;
 - c) Cheques in payment of verified invoices shall be raised by the Responsible Finance Officer and presented for signature to those Councillors with mandated authority to sign;
 - d) Copies of all orders for goods and services shall be retained by the Responsible Finance Officer for audit purposes;
 - e) All cheques presented for signature shall be accompanied by the relevant verified invoice. Cash-with-order requirements, deposits, etc., where there is no invoice, shall be covered by a copy letter, suppliers order form etc. At least one of the cheque signatories will initial the invoice to cross-confirm that it agrees with the cheque details;
 - f) The Responsible Finance Officer and the cheque signatories shall initial each cheque stub to indicate that it agrees with the cheque details;
 - g) The Responsible Finance Officer shall add the cheque number to the 'paid' copy invoice for audit trail purposes;
 - h) The Chairman or Vice Chairman, together with two other Councillors, may authorise expenditure on behalf of the Council to a maximum of £750 in value, provided that in their view the interests of the Council require such authority to be given prior to the next monthly Council meeting by reason of desirability or extra-ordinary circumstances and provided that a full report of the expenditure and the reason for it is made to the next Council meeting.
- 32.4 Orders for the payment of money shall be authorised by resolution of Council and signed by 2 Members.**
- 32.5 The Responsible Finance Officer shall supply to each member as soon as practicable after 31st March 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 (receipts & payments or income & expenditure) for a year to 31st March 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 September.

33 SALARIES AND OTHER STAFF PAYMENTS

- 33.1
- a) In every year the Council shall review the pay and conditions of service of existing employees and any change thereto shall be made by resolution;

- b) Records shall be kept by the Responsible Finance Officer to satisfy Inland Revenue enquiries;
- c) The Responsible Finance Officer shall ensure that Tax and NI liabilities, if any, are met.

34 EXPENSES OF STAFF AND COUNCILLORS

- 34.1 a) Staff shall receive authorised travel expenses and out of pocket expenses and Councillors shall receive travel and out of pocket expenses for travel outside the Parish, attending training or on other authorised Council work, at rates prescribed and agreed by Council;
- b) All claims shall be made in writing, identifying the claimant and the nature of the claim and shall be signed by the claimant;
- c) The Responsible Finance Officer shall keep records of all such payments so as to be able to satisfy Inland Revenue enquiries.

35 CONTRACTS AND TENDERS

- 35.1 The Council may appoint preferred contractors/suppliers for works/goods, costing up to £420.00 per order.
- 35.2 When Standing Order 35.1 is invoked, the Responsible Finance Officer may place orders without further authority.
- 35.3 Orders for work or goods up to the value of £420.00 may be placed by the Responsible finance officer with contractors/suppliers other than preferred contractors/suppliers without further authority if, in his judgement circumstances are such as to justify urgent expenditure and always providing that such expenditures are placed before council for noting at the next available opportunity.
- 35.4 Where the supply of goods or services is required and the total expenditure shall exceed £420.00 and not exceed £1,400.00 the Responsible Finance Officer shall obtain at least three quotations which need not be in writing.
- 35.5 Where the supply of goods or services is required and the total expenditure shall exceed £1,400.00 and not exceed £7,000.00, the Responsible Finance Officer shall obtain a minimum of three quotations in writing.
- 35.6 Where the supply of goods or services is required and the total expenditure is likely to exceed £7,000.00, the Responsible Finance Officer shall obtain a minimum of three tenders.
- 35.7 Any formal tender process shall comprise the following steps as determined by Council;
 - a) a public notice of intention to place a contract to be placed in one or more local newspapers;
 - b) a specification of the goods, materials, services and the execution of works shall be drawn up;
 - c) tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;
 - d) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of Council;
 - e) tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- 35.8 The Council, nor any Committee, is not bound to accept the lowest tender, estimate or quote.
- 35.9 Exceptions to these rules may be made for;
 - a) the continued supply of services such as electricity, telephone, water and sewage;
 - b) the extension of an existing contract in order to allow for the completion of supply;
 - c) the provision of specialist services such as those provided by solicitors, accountants, surveyors, valuers and similar consultants;subject to the Responsible Finance Officer being satisfied that best value has been obtained.

36 INSURANCE

- 36.1 The Responsible Finance Officer is responsible for ensuring that the Council has adequate insurance to include cover for property, third party liability, fidelity guarantee, employers' liability and other insured risks as directed by Council.
- 36.2 The Responsible Finance Officer is responsible for notifying Council of new risks arising.
- 36.3 The Responsible Finance Officer is responsible for reporting the level of cover annually to full Council for approval.
- 36.4 The Responsible Finance Officer is responsible for processing all claims.

37 ASSETS REGISTER

- 37.1 The Responsible Finance Officer shall maintain a Register of Council Assets, reviewed annually by Council.

38 MOTIONS SIGNIFICANTLY AFFECTING COUNCIL FINANCES

- 38.1 If the Chairman thinks that any proposal or motion for discussion is likely to significantly affect the finances of the Council, he may adjourn the vote until the next meeting to give time for full consideration.

39 CODE OF CONDUCT ON COMPLAINTS

- 39.1 The Council shall deal with complaints of maladministration allegedly committed by the Council or by any Officer or Member in the manner recommended in Legal Topic Note 56 issued by the National Association of Local Councils or any subsequent guidance issued by the National Association of Local Councils in substitution for Legal Topic Note 56, except for those complaints which should be properly directed to the Standards Board for England for consideration.
- 39.2 The Council shall deal with complaints within the Procedure for Handling Complaints adopted by the Council on 21.11.05 unless this Procedure subsequently amended by resolution of Council.

40 VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- 40.1 Any or every part of these Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.
- 40.2 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.
- 40.3 A copy of these Standing Orders shall be given to each Member by the Clerk upon delivery to him of the member's Declaration of Acceptance of Office and written undertaking to observe the Code of Conduct adopted by the Council.

ENDS