

# KINGSLEY PARISH COUNCIL

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# 1 Meetings

- 1.1 Meetings of the Council shall be held at Kingsley Centre at 19:30 hours. Full council meetings will be held on the fourth Thursday of each month of the year except in August and December, unless the Council otherwise decides at a previous meeting.
- 1.2 Three clear days notice of a meeting shall be given to councillors and the public. The councillors will be notified by email and the public by a notice on the Parish Council notice board. The three clear days notice shall not include the day on which the notice is issued, the day of the meeting, a Sunday, a bank holiday or a day appointed for public thanksgiving or mourning.
- 1.3 Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- 1.4 There shall be an agenda item 'Public Question Time' at the start of each meeting where members of the public can ask any questions of the council. Also, at the discretion of the Chairman members of the public shall be permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- 1.5 The period of time for Public Questions which is at the Chairman's discretion, should not exceed 15 minutes
- 1.6 Each member of the public entitled to speak should not speak for more than 3 minutes.
- 1.7 A question asked by a member of the public during a public participation session at a meeting shall not require an immediate response or debate. The council will endeavour to provide an answer by the time of the next meeting.
- 1.8 The Chairman may direct that a response to a question posed by a member of the public be referred to a councillor for an oral response or to the Clerk for a written or oral response.
- 1.9 A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- 1.10 Any person speaking at a meeting shall address his comments to the Chairman.
- 1.11 Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- 1.12 Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.
- 1.13 Subject to standing order 1.3 above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- 1.14 Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman.

- 1.15 The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, 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.
- 1.16 All motions requiring a decision at a Council meeting shall be decided by a majority vote of the councillors present. The number of councillors voting for or against the motion or abstaining shall be recorded in the minutes.
- 1.17 The Chairman 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.
- 1.18 Voting on any motion shall be by a show of hands. At the request of a Councillor, the voting 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.
- 1.19 The minutes of a meeting shall record the names of councillors present and absent.
- 1.20 The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.
- 1.21 An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (See also standing orders 7 and 8 below.)
- 1.22 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 3.
- 1.23 If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- 1.24 Meetings should not exceed a period of 2 hours.

## **2 The Statutory Annual Meeting**

- 2.1 In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
- 2.2 In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- 2.3 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 directs.
- 2.4 The election of the Chairman and Vice-Chairman of the Council shall be the first business completed at the annual meeting of the Council.

- 2.5 Prior to the election of the Chairman, the current Chairman shall step down and the Vice Chairman shall take over the chairmanship of the meeting for the election of a Chairman. Once elected, the new Chairman of the Council shall then take over the Chairmanship of the meeting to elect the vice chairman. The new Chairman unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until the election of his successor at the next annual meeting of the Council.
- 2.6 The Vice-Chairman of the Council 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.
- 2.7 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 must give a casting vote in the case of an equality of votes.
- 2.8 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 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 must give a casting vote in the case of an equality of votes.
- 2.9 Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the Council, the order of business shall be as follows:
  - 2.9.1 To review the number of Councillors and to consider the co-option of new Councillors.
  - 2.9.2 Agreement of lead councillors for each specific category.
  - 2.9.3 In an election year, delivery by councillors of their declarations of acceptance of office.
  - 2.9.4 Confirmation of the accuracy of the minutes of the last annual meeting of the Council.
  - 2.9.5 Review and adoption of appropriate standing orders and financial regulations.
  - 2.9.6 Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
  - 2.9.7 Review of representation on or work with external bodies and arrangements for reporting back.
  - 2.9.8 In a year of elections, if a Council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
  - 2.9.9 Review of inventory of land and assets including buildings and office equipment.
  - 2.9.10 Review and confirmation of arrangements for insurance cover in respect of all insured risks.
  - 2.9.11 Review of the Council's and/or employees' memberships of other bodies.

- 2.9.12 Establishing or reviewing the Council's complaints procedure.
- 2.9.13 Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- 2.9.14 Establishing or reviewing the Council's policy for dealing with the press/media
- 2.9.15 Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

### **3 Proper Officer**

- 3.1 The Council's Proper Officer shall be the Clerk. The Council may appoint an other employee to fulfil the duties assigned to the Proper Officer in standing orders should the Proper Officer be absent for an extended period.
- 3.2 The Council's Proper Officer shall do the following:
  - 3.2.1 Sign and send to each councillors and district councillor a summons confirming the time, date, venue and the agenda of a meeting of the Council at least 3 clear days before the meeting.
  - 3.2.2 Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council.
  - 3.2.3 Include in the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it.
  - 3.2.4 Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order 3.2.1 and 3.2.2 above.
  - 3.2.5 Make available for inspection the minutes of meetings.
  - 3.2.6 Receive and retain copies of byelaws made by other local authorities.
  - 3.2.7 Receive and retain declarations of acceptance of office from councillors.
  - 3.2.8 Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
  - 3.2.9 Keep proper records required before and after meetings;
  - 3.2.10 Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
  - 3.2.11 Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
  - 3.2.12 Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
  - 3.2.13 Arrange for legal deeds to be signed by 2 councillors and witnessed.
  - 3.2.14 Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
  - 3.2.15 Record every planning application notified to the Council and the Council's

response to the local planning authority in a file for such purpose.

- 3.2.16 Refer a planning application received by the Council to the [Chairman or in his absence the Vice-Chairman of the Council] within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council.
- 3.2.17 Retain custody of the seal of the Council which shall not be used without a resolution to that effect.
- 3.2.18 Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

## **4 Lead Councillors**

- 4.1 To be efficient and spread the workload Kingsley Parish Council operates a system of Lead Councillors. Lead Councillors gather information relating to their areas by attending relevant meetings and reviewing correspondence etc and report matters back to Parish Council meetings, especially when decisions are needed or there are novel or contentious issues.
- 4.2 Lead Councillors may make proposals for consideration at a full Parish Council meeting but cannot unilaterally make any decision on behalf of the Council.
- 4.3 The appointment of Lead Councillors is agreed at the Parish Council AGM and recorded in Appendix F of these Standing Orders. Lead Councillor appointments may be reviewed and updated, as necessary, by resolution at any full Parish Council meeting.

## **5 Motions moved on notice**

- 5.1 No motion may be moved at a meeting unless it is explicitly included in the agenda either as a motion or matter for consideration by the Council.
- 5.2 The Proper Officer may consult the Chairman to consider whether the motion shall be included or rejected in the agenda.
- 5.3 Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

## **6 Motions moved without notice**

- 6.1 Motions in respect of the following matters may be moved without written notice.
  - 6.1.1 To appoint a person to preside at a meeting.
  - 6.1.2 To approve the absences of councillors.
  - 6.1.3 To correct an inaccuracy in the minutes of the previous meeting.
  - 6.1.4 To approve the accuracy of the minutes of the previous meeting.
  - 6.1.5 To dispose of business, if any, remaining from the last meeting.
  - 6.1.6 To alter the order of business on the agenda for reasons of urgency or

- expedience.
- 6.1.7 To proceed to the next business on the agenda.
- 6.1.8 To close or adjourn debate.
- 6.1.9 To refer by formal delegation a matter to a councillor or Proper Officer.
- 6.1.10 To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
- 6.1.11 To authorise legal deeds to be signed by two councillors and witnessed.
- 6.1.12 To authorise the payment of monies up to £200.00.
- 6.1.13 To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
- 6.1.14 To extend the time limit for speeches.
- 6.1.15 To exclude the press and public for all or part of a meeting.
- 6.1.16 To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- 6.1.17 To give the consent of the Council if such consent is required by standing orders.
- 6.1.18 To suspend any standing order except those which are mandatory by law.
- 6.1.19 To adjourn the meeting.
- 6.1.20 To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- 6.1.21 To answer questions from councillors.

## **7 Rules of debate**

- 7.1 A motion shall not be considered unless it has been proposed and seconded. The names of the councillors proposing and seconding a motion shall be recorded in the minutes.
- 7.2 A motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
- 7.3 A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
- 7.4 A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- 7.5 Any amendment to a motion shall be either:
  - 7.5.1 To leave out words;
  - 7.5.2 To add words;
  - 7.5.3 To leave out words and add other words.
- 7.6 A proposed or carried amendment to a motion shall not have the effect of rescinding the

original or substantive motion under consideration.

- 7.7 Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- 7.8 Subject to Standing Order 6.7 above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- 7.9 If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- 7.10 If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- 7.11 The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 5 minutes.
- 7.12 Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- 7.13 Subject to standing orders 6.11 and 6.12 above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation or with the agreement of the Chairman.
- 7.14 During the debate of 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 irregularity in the meeting he is concerned by.
- 7.15 A point of order shall be decided by the Chairman and his decision shall be final.
- 7.16 With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- 7.17 When a councillor's motion is under debate no other motion shall be moved except:
  - 7.17.1 To amend the motion;
  - 7.17.2 To proceed to the next business;
  - 7.17.3 To adjourn the debate;
  - 7.17.4 To put the motion to a vote;
  - 7.17.5 To ask a person to be silent or for him to leave the meeting;
  - 7.17.6 To refer a motion to a committee or sub-committee for consideration;
  - 7.17.7 To exclude the public and press;
  - 7.17.8 To adjourn the meeting;
  - 7.17.9 To suspend any standing order, except those which are mandatory.

7.18 In respect of standing order 6.17.4 above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

## **8 Code of conduct**

8.1 In accordance with S 26 to 37 of the Localism Act 2011 on Kingsley Parish Council (the Council) resolved at its meeting in April 2013 to adopt the Hampshire Local Code of Conduct for the purposes of discharging its duty to promote and maintain high standards of conduct within its area.

8.2 All councillors shall observe the code of conduct which is attached at Appendix A.

8.3 All councillors shall endeavour to undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.

8.4 A copy of the Code of Conduct (Appendix A) adopted by Kingsley Parish Council can be obtained from the Clerk.

## **9 Questions**

9.1 A councillor may seek an answer to a question concerning any business of the Council provided 7 clear days notice of the question has been given to the Proper Officer.

9.2 Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.

9.3 Every question shall be put and answered without discussion.

## **10 Minutes**

10.1 If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.

10.2 No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5.1.4 above.

10.3 Minutes, including any amendment to correct their accuracy, 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.

10.4 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:

10.4.1 "The Chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record

but his view was not upheld by the majority of the ( ) and the minutes are confirmed as an accurate record of the proceedings.”

- 10.5 Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

## **11 Disorderly conduct**

- 11.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- 11.2 If, in the opinion of the Chairman, there has been a breach of standing order 10.1 above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- 11.3 If a resolution made in accordance with standing order 10.2 above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

## **12 Rescission of previous resolutions**

- 12.1 A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 3 members of the Council.
- 12.2 When a special motion or any other motion moved pursuant to standing order 11.1 above has been disposed of, no similar motion may be moved within a further 6 months.

## **13 Voting on appointments**

- 13.1 Where more than 2 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. Any tie may be settled by the Chairman's casting vote.

## **14 Execution and sealing of legal deeds**

- 14.1 A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- 14.2 In accordance with a resolution made under standing order 13.1 above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

## **15 Canvassing of and recommendations by Councillors**

- 15.1 Canvassing councillors, directly or indirectly, for appointment to or by the Council shall

disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

15.2 A councillor shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

15.3 This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

## **16 Inspection of documents**

16.1 Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council shall be available for inspection by councillors.

## **17 Confidential business**

17.1 Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.

17.2 A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

## **18 Power of well-being**

18.1 Before exercising the power to promote well-being, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.

18.2 The Council's period of eligibility begins on the date that the resolution under standing order 18.1 above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.

18.3 After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 18.2 above.

## **19 Matters affecting council employees**

19.1 If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council has decided whether or not the press and public shall be excluded pursuant to standing order 1.3 above.

- 19.2 The Chairman or in his absence, the Vice-Chairman shall upon a resolution conduct a review of the performance and/or appraisal of [the employee's job title] and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution.
- 19.3 Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- 19.4 The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- 19.5 Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- 19.6 Only persons with line management responsibilities shall have access to employee records referred to in standing orders 19.3 and 19.4 above if so justified.
- 19.7 Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19.3 and 19.4 above shall be provided only to (post holder) and/or the Chairman of the Council.

## **20 Freedom of Information Act 2000**

- 20.1 The Proper Officer shall refer correspondence from, and notices served by, the Information Commissioner to the chairman. The chairman shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 3.2.10 above.

## **21 Relations with the press/media**

- 21.1 All requests from the press or other media for an oral or written statement or comment from the Council shall be discussed by the Clerk and chairman (or vice chairman in the absence of the chairman) to decide the appropriate course of action and the content of any statement to be released.
- 21.2 In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

## **22 Liaison with District and County Councillors**

- 22.1 An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillor of the District and County representing its electoral ward.
- 22.2 Unless the Council otherwise orders, a copy of each letter sent to the District or County shall be sent to the District or County councillor representing its electoral ward.

## **23 Financial Regulations**

23.1 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:

- 23.1.1 Annual estimates;
- 23.1.2 Budgetary control;
- 23.1.3 Accounting and audit;
- 23.1.4 Banking arrangements;
- 23.1.5 Payment of accounts;
- 23.1.6 Payment of salaries and wages;
- 23.1.7 Loans and investments;
- 23.1.8 Income;
- 23.1.9 Orders for works, goods and services;
- 23.1.10 Contracts;
- 23.1.11 Payments under contracts for building or other construction works;
- 23.1.12 Assets and property;
- 23.1.13 Insurance;

23.2 The Financial Regulations accepted by the Parish Council Meeting in April 2012 are attached at Appendix B and a copy can be obtained from the Clerk.

## **24 Health and Safety**

24.1 Kingsley Parish Council owns two village greens and leases local land for the Parish Allotments and is responsible for a children's play area and a former church, all of which are open for use by the general public. The council has one employee (the Clerk) who works at home on Council business for a limited number of hours a week. The Council also meets monthly in a locally hired meeting room.

24.2 The Health and Safety policy and procedures reflect these responsibilities and activities. The policy and procedures are attached at Appendix C and a copy can be obtained from the Clerk.

## **25 Protection of Children and Vulnerable Adults**

25.1 Kingsley Parish Council adopted a policy for the protection of Children and Vulnerable Adults at its meeting in June 2010. This was reviewed and an updated policy was agreed at the meeting in April 2013.

25.2 A copy of this policy is attached at Appendix D and a copy can be obtained from the Clerk.

## 26 Transparency

- 26.1 The Parish Council will follow the transparency code for smaller authorities published in December 2014 by the Department for Communities and Local Government.
- 26.2 The data and information specified below will be published on the Parish Council website.
- 26.3 The following information will be published annually no later than 1 July in the year immediately following the accounting year to which it relates
- 26.3.1 All items of expenditure. Details will include:
- a. date the expenditure was incurred,
  - b. summary of the purpose of the expenditure,
  - c. the payee,
  - d. amount, and
  - e. Value Added Tax that cannot be recovered.
- 26.3.2 End of year accounts. The signed statement of accounts according to the format included in the Annual Return form will be published and accompanied by:
- a. a copy of the bank reconciliation for the relevant financial year,
  - b. an explanation of any significant variances (e.g. more than 10-15 percent) in the statement of accounts for the relevant year and previous year, and
  - c. an explanation of any differences between 'balances carried forward' and 'total cash and short term investments', if applicable.
- 26.3.3 Annual governance statement. The signed annual governance statement according to the format included in the Annual Return form will be published. Explanations will be given for any negative responses to governance statements, including how any weaknesses will be addressed.
- 26.3.4 Internal audit report. The signed internal audit report according to the format included in the Annual Return form will be published. Explanations will be given for any negative response to the internal controls objectives, including how any weaknesses will be addressed.
- 26.3.5 List of councillor or member responsibilities. This will include:-
- a. names of all councillors or members,
  - b. committee or board membership and function (if Chairman or Vice-

Chairman)

- c. representation on external local public bodies (if nominated to represent the authority or board).

26.3.6 Location of public land and building assets. The full asset and liabilities register will be published. The following information will be provided:

- a). description (what it is, including size/acreage),
- b). location (address or description of location),
- c). owner / custodian, e.g. the authority manages the land or asset on behalf of a local charity,
- d). date of acquisition (if known),
- e). cost of acquisition (or proxy value), and
- f). present use.

26.4 Minutes, agendas and papers of formal meetings

26.4.1 Draft minutes from all formal meetings will be published not later than one month after the meeting has taken place.

26.4.2 Meeting agendas and associated meeting papers will be published not later than three clear days before the meeting to which they relate is taking place.

## **27 Allegations of breaches of the code of conduct**

27.1 On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to the Chairman.

27.2 Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.

27.3 The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.

27.3.1 Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.

27.3.2 Ensure that any background papers containing the information set out in standing order 26.1 above are not made public.

27.3.3 Ensure that the public and press are excluded from meetings as appropriate.

27.3.4 Ensure that the minutes of meetings preserve confidentiality.

27.3.5 Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.

27.4 Standing order 26.3 above should not be taken to prohibit the Council (whether through

the Proper Officer or the Chairman or otherwise) from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.

27.5 The Chairman shall have the power to:

27.5.1 Seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;

27.5.2 Seek and share information relevant to the complaint;

27.5.3 Grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full Council.

27.6 References in standing order 26 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

## **28 Variation, revocation and suspension of standing orders**

28.1 Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.

28.2 A motion to add to or vary or revoke one or more of the Council's standing orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of at least 3 councillors.

## **29 Review of effectiveness of Standing Orders**

29.1 The Chairman and Clerk shall carry out a audit of the implementation of these Standing Orders.

29.2 The audit will be carried out annually. The audit will be based on the extant audit report and will either endorse it as still being valid and adequate or amend it as necessary.

29.3 The audit will cover:

29.3.1 An audit of the system of internal control provided by the Standing Orders

29.3.2 An assessment of the risks to Governance and Accountability

29.3.3 The effectiveness of the internal audit

29.4 Details of the areas to be covered in the audit are given at Appendix E.

29.5 In the event that the audit identifies an area for improvement, then proposals for updates to Standing Orders may be made to the full council for consideration.

29.6 A copy of the extant audit report can be obtained from the Clerk.

## **30 Standing orders to be given to Councillors**

30.1 The Proper Officer shall provide a copy of the Council's standing orders to a councillor

upon delivery of his declaration of acceptance of office.

- 30.2 The Chairman's decision as to the application of standing orders at meetings shall be final.
- 30.3 A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.