



# **MALVERN TOWN COUNCIL**

## **FULL COUNCIL MEETING**

### **REPORTS**

**For meeting on Wednesday 12 February 2025 at 6.00 pm  
In the Park View Meeting Room, Community Hub, Victoria Park Road,  
Malvern Link**

# MALVERN TOWN COUNCIL

Town Clerk  
Community Hub  
Victoria Park Road  
Malvern Link  
WR14 2JY



6 February 2025

[townclerk@malvern-tc.org.uk](mailto:townclerk@malvern-tc.org.uk)  
01684 566667

## MEETING OPEN TO MEMBERS OF THE PUBLIC

### To all Members of Malvern Town Council:

You are hereby summoned to attend a meeting of Malvern Town Council to be held on Wednesday 12 February 2025 in the Park View Meeting Room, Community Hub, Victoria Park Road, Malvern Link, WR14 2JY commencing at 6.00 pm for the transaction of the business shown on the Agenda below.

A handwritten signature in black ink, appearing to read 'L. J. Blake'.

Linda Blake  
Town Clerk

No.	Agenda Item
1.	<b>Apologies for Absence</b> <ul style="list-style-type: none"><li>➤ To note apologies for absence.</li></ul>
2.	<b>Declarations of Interest</b> <ul style="list-style-type: none"><li>➤ To receive declarations of disclosable pecuniary interests and other disclosable interests.</li></ul>
3.	<b>Minutes of Previous Meeting</b> <p>To receive and confirm as a correct record the Minutes of the previous Full Council meeting:</p> <ul style="list-style-type: none"><li>➤ 22 January 2025</li></ul>
<b>Public Participation</b> <p><i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i></p>	
4.	<b>Mayor's Announcements</b> <ul style="list-style-type: none"><li>➤ The Mayor to make any relevant announcements/written report</li></ul>
5.	<b>Update on Town Council Operations and Activities</b> <ul style="list-style-type: none"><li>➤ Verbal update by the Town Clerk</li></ul>
6.	<b>Reports by County and District Council Representatives in Attendance</b> <ul style="list-style-type: none"><li>➤ Verbal reports or written submissions as appropriate</li></ul>
7.	<b>Town Council Ward Reports/Representatives on Outside Bodies</b> <ul style="list-style-type: none"><li>➤ Verbal reports or written submissions as appropriate</li></ul>

8.	<p><b>Members Questions</b></p> <ul style="list-style-type: none"> <li>➤ The Chair will invite members who have written in with questions to present them to Council</li> </ul>
9.	<p><b>Appointment of member to Community Engagement Task and Finish Group</b></p> <ul style="list-style-type: none"> <li>➤ Report CL01/24 to follow</li> </ul>
10.	<p><b>Appointment of member to Aims and Objectives Task and Finish Group</b></p> <ul style="list-style-type: none"> <li>➤ Report CL02/24 to follow</li> </ul>
11.	<p><b>Appointment of Town Council Representative to Community Action</b></p> <ul style="list-style-type: none"> <li>➤ Report CL03/24 to follow</li> </ul>
12.	<p><b>Expenditure on Basketball Equipment for Victoria Park</b></p> <ul style="list-style-type: none"> <li>➤ Report CL04/24 to follow</li> </ul>
13.	<p><b>Authority of CCLA Investment Accounts held by Malvern Town Council</b></p> <ul style="list-style-type: none"> <li>➤ Report CL05/24 to follow</li> </ul>
14.	<p><b>Local Government Reform</b></p> <ul style="list-style-type: none"> <li>➤ Verbal update</li> </ul>
15.	<p><b>Recommendations from Operations and Planning Committee</b></p> <p>The Chair of Operations and Planning Committee to present any recommendations for approval by Council from the meeting held on 29 January 2025</p> <ul style="list-style-type: none"> <li>➤ Report CL06/24 to follow</li> </ul>
16.	<p><b>Recommendations from Policy and Resources Committee</b></p> <p>The Chair of Policy and Resources Committee to present any recommendations for approval by Council from the meeting held on 5 February 2025</p> <ul style="list-style-type: none"> <li>➤ Report CL07/24 to follow</li> </ul>
17.	<p><b>Date and Time of Next Meeting</b></p> <ul style="list-style-type: none"> <li>➤ Wednesday 5 March 2025, at 6pm</li> </ul>

**MINUTES OF THE MEETING OF  
MALVERN TOWN COUNCIL**

**in the Park View Meeting Room, Victoria Park Road, Malvern Link  
held on Wednesday 22 January 2025 at 6pm**

**Councillors**

Present

M Birks (Chair)  
J Green  
C Bovey  
J Leibrandt  
D Mead  
D Watkins  
F Matthew-Jones  
R McLaverty-Head  
J MacLusky  
C Hooper  
E Green  
A Cherry  
I Dawson  
C Fletcher  
M Jones (from 6.20pm)

Absent

K Newbigging (apologies)  
S Austin (apologies)  
L Lowton (apologies)  
S Meager

**Also in attendance**

L Blake – Town Clerk  
C Porter – Operations Manager  
J Winkworth – Minute Clerk  
Cllr Paul Bennett, Pickersleigh Ward,  
(MHDC)  
Member of the Press

*It was agreed to delay the start of the meeting due to a localised car accident.*

*The meeting commenced at 6.05pm.*

*The Chair, Cllr Marilyn Birks, led Full Council in a minute's silence to pay tribute to the late Cllr Nick Houghton and to think about the significant contributions he had made towards the Council and the Community over the years as both Councillor and Mayor.*

**105. APOLOGIES FOR ABSENCE**

Apologies for absence from Cllrs Karen Newbigging, Sean Austin and Lou Lowton were **NOTED**.

**106. DECLARATIONS OF INTEREST**

None.

**107. MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings, to be signed by the Mayor:

- Full Council meeting 13 November 2024.

## **PUBLIC PARTICIPATION**

Councillor Paul Bennett, Trustee of Malvern Hills Trust (MHT)

Cllr Bennett attended the meeting and updated Full Council regarding the Private Bill which the MHT had now submitted to Parliament.

Cllr Bennett encouraged the Town Council to submit its own petition on the proposed Bill.

## **108. MAYOR'S ANNOUNCEMENTS**

Prior to the meeting, the Mayor had circulated a list of engagements she had attended since November.

The Mayor informed councillors about the forthcoming Quiz night in aid of Cube Youth. The event was originally planned for last year, but due to the storms it was cancelled. The rescheduled date is Friday 21 March 2025, and the Mayor encouraged everyone to put the date in their diaries and support this charity event.

***Cllr M. Jones joined the meeting at 6.20pm***

## **109. UPDATE ON TOWN COUNCIL OPERATIONS AND ACTIVITIES**

The Town Clerk reported on Town Council operations and activities as follows:

### Christmas Light Switch On.

The weather was sadly not very kind for the Christmas Light Switch On, but thanks to the immense efforts of Lyndsey, Amy and the Operations Team, a rapidly altered event, where as many activities as possible were held indoors, was held. Father Christmas was busy in his grotto all day, various circus themed events and activities took place and indoor market stalls were put into Great Malvern Library and the Coach House Theatre.

When the time for switching on the lights came, the weather held up for the parade up Church Street and the official switch-on on Belle Vue Island.

Approximately £1,200 was raised for the Mayors' Charity Cube Youth. The event was well attended taking into account the weather and thanks were expressed to all of those who took part and volunteered on the day.

### Bike Pump Track

Reports to fulfil the pre-commencement planning conditions have been completed and a decision is anticipated in early February. After this, officers will contact the contractor to schedule a date for construction as soon as possible.

### Planning Permission for Elgar Avenue

Following the Council decision on this matter, a planning consultant has been appointed and has started work on preparing a planning application.

### Elgar Paintings

The Elgar paintings are due to be replaced in the Bus Shelter outside Rose Bank Gardens within the next week.

Twinning

The official twinning agreement was signed on Tuesday 7 January. The Korosten Twinning Group are in the process of organising a welcome event on Saturday 8 March from 10:30. This has only been arranged recently, so more details will follow.

**110. REPORTS BY COUNTY AND DISTRICT COUNCIL REPRESENTATIVES IN ATTENDANCE**

Reports from Cllr Malcolm Victory and Cllr Karen Hanks had been circulated to Councillors prior to the meeting.

Cllr Paul Bennett, MHDC, Pickersleigh Ward

Cllr Bennett made a plea for a laptop for a Ukrainian Student. Councillor's were asked to provide suggestions where help may be available and to contact Tim Marsh at the Help Centre or Elaine Fraser.

**111. TOWN COUNCIL WARD REPORTS/REPRESENTATIVES ON OUTSIDE BODIES**

Cllr Hooper had submitted a report prior to the meeting as MTC's CALC representative.

Cllr Birks updated the Council on discussions with First Bus Company about the improvement of bus services within Malvern.

Cllr Dawson had no further information to report from Poolbrook Village Hall and was not aware of who the Trustees were either since the AGM last year. Cllr Mead agreed to update Cllr Dawson with information from the AGM.

**112. MEMBERS QUESTIONS**

There were no members' questions.

**113. BUDGET 2025/26**

Report CL01/24 was received and accepted.

Cllr Dawson as Chair of Policy and Resources presented the recommendations from the budget report.

The proposed underspend for the 2024/25 financial year had meant that officers were proposing to move two projects from 2025/26 into the current year including the new toddler play area at Victoria Park.

The proposed increase on the precept level is 4.75%. Malvern Hills District Council had now provided the Council Tax base figures for 2025/26, and this figure has increased. The increase on a Band D Council Tax bill for Malvern Town will therefore be £2.94 or 3.9%.

It was **RESOLVED** to accept the following:

- i. The re-forecast for 2024/25, which brings expenditure fairly close to budget, with an underspend for the year and a balance being put into reserves of £7,412.
- ii. The budget for the financial year 2025/26 – attached as 'Proposed Budget 2025 – 2026' This shows a net expenditure of:

£1,067,781 *not* taking into account any movements in Earmarked Reserves and other funding

£867,782 taking into account movements in Earmarked Reserves and other funding

- iii. The precept for 2025/26 should be set at £867,850. This reflects an increase of 4.75% from the precept level in 2024/25.

**114. EXPENDITURE ON BASKETBALL EQUIPMENT FOR VICTORIA PARK**

Report CL02/24 was accepted.

Malvern Hoops Campaigners have been very pro-active in raising 50% of the funding required for new basketball equipment and have approached the Town Council for match funding.

It was **RESOLVED** that Council approve funding of £1,117.15 for equipment to refurbish the basketball courts at Victoria Park.

**115. RESPONSE TO MALVERN HILLS PARLIAMENTARY BILL**

Report CL03/24 was accepted.

It was **RESOLVED** that Malvern Town Council should submit a petition to the House of Lords, with its views on the Private Parliamentary Bill deposited by the Malvern Hills Trust. (MHT)

The Mayor, Deputy Mayor and Town Clerk are delegated to submit the Petition summarising the main points from the response to MHT dated July.

**116. SALE OF LAND AT DUKES MEADOW**

The Town Clerk updated Full Council on the status of the sale. The new paperwork has been drawn up and signed by the current Mayor and Deputy Mayor. A covenant has been put in place that should the school no longer require the land then it would be offered back to the Town Council in the first instance.

**117. STAFFING COMMITTEE**

*There was no discussion based on the staffing committee agenda item. The intention is to bring it back to Full Council for further discussion in February or March.*

**118. NOTICE OF MOTION – TWINNING WITH MARIÁNSKÉ LÁZNĚ**

Cllr Caroline Bovey presented a notice of motion asking the Town Council to amend the Mariánské Lázně Community Partnership into an official twinning agreement and put aside funding for the annual costs.

Following discussions regarding funding to be set aside, an amendment was proposed to remove the second point and encourage all Twinning Groups to apply for a grant when required.

It was **RESOLVED** that the second point regarding funding would be removed.

It was **RESOLVED** that Malvern Town Council would agree to amend the Mariánské Lázně /Malvern Community Partnership into an official twinning agreement.

**119. NOTICE OF MOTION – NAMING OF THE COMMUNITY HUB, VICTORIA PARK IN MEMORY OF NICK HOUGHTON**

Cllr Anne Cherry presented a notice of motion to name the Community Hub after the late Nick Houghton. She explained that this proposal had the support of Nick's husband and family and was to recognise his work and contributions to the Town Council during his time as both a Councillor and as Mayor.

**UNADOPTED**

Cllr Cherry then stated that she wished to put forward an amendment.

Following debate, Council accepted the amended motion, and it was **RESOLVED** that:

Cllr Nick Houghton should be remembered in some significant way and the decision on what is the best way for Nick to be remembered and honoured should be sent to the March meeting of Operations and Planning Committee for discussion and then for presentation to Full Council at a later date.

**120. DATE AND TIME OF NEXT MEETING**

It was agreed that the date of the next meeting would be Wednesday 12 February 2025 at 6.00pm.

The meeting finished at 7.50pm.

**EXCLUSION OF THE PRESS AND PUBLIC** It was **AGREED** to resolve pursuant to Section 1 of the Public Bodies **UNADOPTED (Admission to Meetings) Act 1960** to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**121.** Council noted the Town Clerk's verbal update on Rosebank Gardens.

.....  
(Chairman)



**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 12 February 2025, at 6.00pm  
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

**APPOINTMENT OF MEMBER TO COMMUNITY ENGAGEMENT  
TASK AND FINISH GROUP**

**1. Purpose of report**

1.1. For decision.

**2. Recommendation**

Council is asked to appoint a member to the Community Engagement Task and Finish Group.

**3. Background**

3.1. Six members were appointed to the Community Engagement Task and Finish Group at Annual Council in May 2024.

3.2. There is now a vacancy on the group following the passing of Cllr Nick Houghton.

**4. Financial Implications**

4.1. None pertaining to this report.

**5. Legal Implications**

5.1. Standing Order 8 sets out the process for voting on appointments.

End

Linda Blake  
Town Clerk

A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
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**APPOINTMENT OF MEMBER TO AIMS AND OBJECTIVES  
TASK AND FINISH GROUP**

**1. Purpose of report**

1.1. For decision.

**2. Recommendation**

Council is asked to appoint a member to the Aims and Objectives Task and Finish Group.

**3. Background**

3.1. Four members were appointed to the Aims and Objectives Task and Finish Group at Annual Council in May 2024.

3.2. There is now a vacancy on the group following the passing of Cllr Nick Houghton.

**4. Financial Implications**

4.1. None pertaining to this report.

**5. Legal Implications**

5.1. Standing Order 8 sets out the process for voting on appointments.

End

Linda Blake  
Town Clerk

A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
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**APPOINTMENT OF TOWN COUNCIL REPRESENTATIVE TO  
COMMUNITY ACTION**

**1. Purpose of report**

1.1. For decision.

**2. Recommendation**

Council is asked to appoint a Town Council Representative to the Malvern Hills Council for Community Action.

**3. Background**

3.1. At Annual Council each year, a representative is elected to attend meetings of Community Action and support their activities where possible.

3.2. A representative now needs to be chosen to fill the vacancy left by the passing of Cllr Nick Houghton.

**4. Financial Implications**

4.1. None pertaining to this report.

**5. Legal Implications**

5.1. Standing Order 8 sets out the process for voting on appointments.

End

Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 12 February 2025, at 6.00pm  
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**EXPENDITURE ON BASKETBALL EQUIPMENT FOR VICTORIA PARK**

**1. Purpose of report**

1.1. For decision.

**2. Recommendation**

Full Council are asked to approve additional funding of £952 for equipment to refurbish the basketball courts at Victoria Park.

**3. Background**

3.1. On 22 January 2025, Full Council approved funding of £1,117.15 as a 50% contribution to purchase four backboard buffers and four pole pads to refurbish basketball equipment at Victoria Park.

3.2. Representatives from the Malvern Hoops Campaign had already raised money to contribute to this refurbishment with donations received from players, parents and local businesses. They secured 50% of the anticipated funding leaving a contribution of £1,117.15 requested from Malvern Town Council.

3.3. Following the January Council meeting, an order was placed with Flexcourt for the new equipment. Unfortunately, due to a misunderstanding between Flexcourt and the representative from Malvern Hoops, the new padding required around the base of the backboard has been missed off the quoted price.

3.4. A further £952 is now required to purchase four protective strips which have been discounted in view of the circumstances.

**4. Financial Implications**

4.1. There is no specific budget allocation for this expenditure, but this amount can be contained within the re-forecast for 2024/25.

**5. Legal Implications**

5.1. This will be an exception to financial regulations as due to the specialised and tailored nature of the equipment only one quotation has been received.

End

Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL  
to be held on Wednesday 12 February 2025, at 6.00pm  
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**AUTHORITY OF CCLA INVESTMENT ACCOUNTS  
HELD BY MALVERN TOWN COUNCIL**

**1. Purpose of report**

1.1. For decision.

**2. Recommendation**

Full Council to confirm that the following individuals are named as authorising persons for accounts held with the CCLA.

- Mrs Linda Blake
- Mr Charles Porter
- Mr David Mead
- Mrs Marilyn Birks

**3. Background**

3.1. Malvern Town Council currently holds accounts within the Public Sector Deposit Fund and Local Authorities Property Fund of CCLA.

3.2. The CCLA have written to the Town Council to ask for official confirmation of the named individuals who are authorised to act on the Council's behalf with regards to these investments.

3.3. The named individuals are the Town Clerk and Deputy Town Clerk along with the Mayor and Deputy Mayor.

3.4. Transfers into and out of the investment accounts can only be made to or from the Town Council's current accounts with Unity Trust.

**4. Financial Implications**

4.1. None pertaining to this report.

**5. Legal Implications**

5.1. CCLA have asked for confirmation of the names authorising persons by way of a copy of minutes or accounts confirming this detail.

End

Linda Blake  
Town Clerk

**A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL**

**to be held on Wednesday 12 February 2025 at 6.00pm**

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**OPERATIONS AND PLANNING COMMITTEE RECOMMENDATIONS**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Full Council is asked to consider the recommendations from the meeting of Operations and Planning Committee held on 29 January 2025 and listed below.

**Minute 54 – Review of Environmental Policy**

It was **RECOMMENDED** to approve and adopt the Environmental Policy in its current format with no changes being required.

**3. Background**

3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.

3.2. Full Council is therefore asked to consider the recommendation(s) listed in 2.1 above and to approve, amend or refer back to committee as appropriate.

3.3. Councillors are reminded that the relevant reports as considered by committees when making their recommendations can be found within the papers distributed for the meeting and these will not be reissued.

3.4. If any councillor has any queries relating to a recommendation, it is suggested that they raise it with either the Town Clerk or Chairman of Committee before the Council meeting.

**4. Financial Implications**

4.1. Please see individual committee reports.

**5. Legal Implications**

5.1. Please see individual committee reports for specific details.

5.2. Council decisions are supreme and therefore any changes to recommendations can be made with final agreement at Full Council.

End

Linda Blake  
Town Clerk

A REPORT OF THE TOWN CLERK TO  
A MEETING OF MALVERN TOWN COUNCIL

to be held on Wednesday 12 February 2025 at 6.00pm

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**POLICY AND RESOURCES COMMITTEE RECOMMENDATIONS**

**1. Purpose of Report**

1.1. For decision.

**2. Recommendation**

2.1. Full Council is asked to consider the recommendations from the meeting of Policy and Resources Committee held on 5 February 2025 and listed below.

**Minute 43 Review of Standing Orders**

It was **RECOMMENDED** that Council adopt the amended Standing Orders as attached at Appendix A to this report.

*Please note that all amendments are in red to highlight changes suggested by Policy and Resources Committee*

**3. Background**

3.1. At a meeting of Full Council held on 12 September 2018, it was resolved that committees would approve their own minutes for accuracy with any recommendations from committee meetings being taken separately to be accepted by Full Council before being put into effect.

3.2. Full Council is therefore asked to consider the recommendation(s) listed in 2.1 above and to approve, amend or refer back to committee as appropriate.

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End  
Linda Blake  
Town Clerk



**MALVERN TOWN COUNCIL**

## **STANDING ORDERS**



**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 at the discretion of the Chair 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 Chair 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. This standing order has been deleted from MTC's standing orders.
- h. A councillor may move an amendment to their 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 Chair 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 Chair of the meeting.
- k. One or more amendments may be discussed together if the Chair 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 Chair 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 they 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 they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q. A point of order shall be decided by the Chair 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 Chair 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 their 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 five minutes without the consent of the Chair 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 Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

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

- 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.**

- 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. Public participation will take place following 'Apologies for Absence', 'Declarations of Interest' and 'Approval of the Minutes of the last meeting' (if relevant)
- f. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed thirty minutes unless directed by the Chair of the meeting.
- g. Subject to standing order 3(f), a member of the public shall not speak for more than 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 Chair of the meeting may direct that a written or oral response be given.
- i. A person shall raise their hand when requesting to speak (except when a person has a disability or is likely to suffer discomfort).
- j. A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- k. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- 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 Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).
- p. ● The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- 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 Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

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

- t. The minutes of a meeting shall include an 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 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 in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their 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 two hours. At the discretion of the Chair, the council may agree to suspend standing orders and the meeting be extended for a further thirty minutes.

#### 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 or other committees as may be necessary, and:
- i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, 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 before the meeting that they are unable to attend;
  - vi. shall permit the members of a standing committee or committee to appoint the Chair and Vice-Chair of that standing committee or committee at the first meeting of the committee held after the Annual Council in May;
  - vii. this standing order has been deleted from MTC's standing orders;
  - 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 fewer 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.
- e. **Sub-committees will be formed rather than task and finish groups and shall have a timeframe determined at the time of appointment by either Full Council or a Standing Committee as appropriate.**
- f. **Written reports from the Chair of sub-committees will be an agenda item for meetings of the parent Standing Committee or Full Council to facilitate progress updates where applicable.**

## 5. ORDINARY 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.**

*Note: Elected councillors take office on the fourth day following ordinary elections and in both cases the number of days is calculated disregarding Sundays, bank holidays and days appointed for public thanksgiving.*

- 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 Chair and Vice-Chair (if there is one) of the Council. *(In the case of Malvern Town Council, this is currently the Mayor and the Deputy Mayor).***
- f. **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g. **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h. **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i. **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j. **Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:**
  - i. **in an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their 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.

*Items v. to xxi may be referred to a committee before final ratification by Full Council during the council year.*

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

- a. **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b. **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c. The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d. If the Chair of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members 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 shall not be reversed within six months except either by a special motion, which requires written notice by at least seven 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 one position is to be filled:**

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 Chair of the meeting.

### b. **Where more than one position is to be filled:**

Where there are more nominations than positions available to be filled, each councillor at the meeting shall have the same number of votes as vacancies. A councillor can choose to place fewer votes than vacancies, but cannot place more. A councillor may also only vote for each candidate once. If there is a tie in votes, which does not allow for the election of the required number of candidates, then 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 are given in favour of the required number of people to fill the vacancies.

## 9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- 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 seven clear days\*\* before the meeting **and provide a seconder.**
- c. The Proper Officer 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 Proper Officer 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, in writing, to the Proper Officer at least five clear days\* before the meeting. (remove this SO)~~
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, 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 Proper Officer 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 Proper Officer of the reason for rejection.



**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 interest;
  - 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;
  - xvii. to close the meeting; or
  - xviii. to congratulate, thank or encourage an individual or body or to send condolences or best wishes to someone.

**10B QUESTIONS**

- a. Councillors' questions regarding any aspect of council business, addressed to a named councillor or officer, must be sent via the Town Clerk, not later than three working days before the Council meeting.
- b. Every question put shall be answered by that named person, either verbally or in writing at the meeting or, in the case of more complex issues, at the earliest possible opportunity.
- c. The questioner shall have the right to ask a supplementary question and receive an answer, either verbally at the meeting or in writing at the earliest possible opportunity thereafter.
- d. No further discussion or debate will be permitted.

## 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. Draft minutes will be confirmed at the next meeting of the relevant Council or committee having been served on Councillors with the agenda to attend the meeting at which they are due to be approved.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved 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 Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:  
 "The Chair of this meeting does not believe that the minutes of the meeting of the ( ) held on ( ) in respect of ( ) were a correct record but their 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 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 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 they have 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 they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- 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 they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 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. Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h. **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 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, the Proper Officer shall notify the Chair of Council of this fact, and the Chair 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 has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

## 15. PROPER OFFICER

- a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council 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 \* before a meeting of the Council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, 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).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. **At least two clear days \*\* before a meeting of the Council, a committee or a sub-committee issue all reports relating to agenda items for that meeting, as far as is practicably possible;**
- iii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least five clear days\*\* before the meeting confirming their withdrawal of it;
- iv. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- v. **facilitate inspection of the minute book by local government electors;**
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. hold acceptance of office forms from councillors;
- viii. hold a copy of every councillor's register of interests;

- ix. 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;
- x. liaise, as appropriate, with the Council's designated Data Protection Officer;
- xi. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xii. 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);
- xiii. arrange for legal deeds to be executed; (see also standing order 23).
- xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xvi. refer a planning application received by the Council to the Chair or in their absence Vice-Chair (if there is one) of the Operations and Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Operations and Planning committee;
- xvii. manage access to information about the Council via the publication scheme; and
- xviii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect (see also standing order 23).

## **16. RESPONSIBLE FINANCIAL OFFICER**

- a. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **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 Practitioner's 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, 31 December and 31 March in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and 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 2 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 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 fourteen 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. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds in standing order 18(f) 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, unless it proposes to use an existing list of approved suppliers (framework agreement)**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;

- ii. an invitation to tender shall be drawn up to confirm (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.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 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.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## 19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Council OR the Policy and Resources Committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Town Clerk will ensure that levels of staff absence are reported to Policy and Resources Committee on a quarterly basis.
- c. The Chair of the Policy and Resources Committee or in their absence, the Vice-Chair, along with the Chair of the Council shall upon a resolution conduct a review of the performance and annual appraisals of the work of the Town Clerk and the Operations Manager. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Policy and Resources Committee. The Policy and Resources Committee shall also have the responsibility of reviewing annual appraisals of all Town Council employees once they have been completed by the Town Clerk and the Operations Manager.

- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair of the Policy and Resources Committee or in their absence, the Vice-Chair of the Policy and Resources Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Policy and Resources Committee.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the Chair or Vice-Chair of the Policy and Resources Committee, this shall be communicated to another member of the Policy and Resources Committee, which shall be reported back and progressed by resolution of the Council.
- f. Any persons responsible for all or part of the management of staff 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.*

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *If gross annual income or expenditure (whichever is the higher) exceeds £200,000* **the Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**



**21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*See also standing order 11. (Below is not an exclusive list).*

- a. **The Council shall appoint a Data Protection Officer, if required.**
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their 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 or the delegated powers of the Proper Officer.
- b. **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.**

*The above is applicable to a Council without a common seal.*

**24. COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS**

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b. Unless the Council determines otherwise, a copy of each correspondence sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

**25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:  
inspect any land and/or premises which the Council has a right or duty to inspect;  
or  
issue orders, instructions or directions.

**26. STANDING ORDERS GENERALLY**

- a. 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.
- b. 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, the written notice by at least seven councillors to be given to the Proper Officer in accordance with standing order 9.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

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\* The Council will in practice use its own definition of clear days for this purpose. See below \*\*

\*\* A 'clear day' does not include the day on which notice was issued, the day of a meeting, a weekend, a Saturday, 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.