

CAMPTON AND CHICKSANDS PARISH COUNCIL

STANDING ORDERS (Draft)

Adopted May 2024

Reviewed next May 2025

Model Standing Orders for Local Councils are contained with the National Association of Local Councils (NALC) Booklet 'Standing Orders and Chairmanship for Local Councils' (*July 2003 edition and any subsequent amendments*).

CAMPTON AND CHICKSANDS (CACS) Parish Council has adopted these where appropriate and relevant paragraphs are copied below, along with those that had to be modified to reflect the specific circumstances of the Parish Council.

Times and Dates of Meetings

1. Meetings of the Parish Council shall be held at 7.00pm on the first Thursday of each month, unless the Council decides otherwise at a previous meeting. **Additional or interim meetings** may be held at the discretion of the Chairman and will generally be meetings of formalised sub-committees, or for research and preparation purposes. Outcomes and recommendations from additional or interim meetings will be reported for review and approval to the next regular meeting of the Parish Council before any action is taken. When appropriate additional or interim meetings will be advised on the Parish Council website and notice boards and will be open to the public. Smoking is not permitted at any meeting of the Council.

2. **Annual Meeting of the Parish Council** – The statutory annual meeting of the Parish Council shall be held on the first Thursday in May or on such other day as the Parish Council so direct. In an election year, the meeting must be held on or within 14 days following the day on which elected councillors take office.

The **Annual Parish Meeting** shall be held on the on such date and time as the Council so direct. The Chairman will report on the previous year.

3. NALC guidelines are that a minimum of a third of members, or three whichever is the greater, shall constitute a quorum at meetings of a Parish Council. The Campton and Chicksands Parish Council has 10 councillor positions, so 3 or more members constitute a quorum.

4. If a quorum is not present when the Parish Council meets or if during a meeting the number of Councillors present for whatever reason, falls below the required quorum, the meeting may be continued in order that attending members of the public may address remaining council. Following public participation and any address by Central Bedfordshire Councillors the meeting shall be adjourned. Business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may decide. If necessary the Councillors shall appoint an acting Chairman and a Minute taker.

Voting

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

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

7. Subject to (a) and (b) below, the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote:-

(a) If the person presiding at the Annual Meeting would have ceased to be a member of the Parish Council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office he or she may not give an original vote in an election for Chairman.

(b) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

Order of Business

8. The order of business shall be stated on an agenda paper which shall be delivered to each member at least three clear days prior to the date of the meeting along with the summons convening the meeting.

9(1) At each Annual Parish Council meeting the first business shall be to elect a Chairman of the Parish Council and to receive the Chairman's declaration of acceptance of office or to decide when it shall be received. This shall be followed by (i) the election of a Vice-Chairman of the Parish Council, (ii) the appointment of representatives to outside bodies, and (iii) the appointment to members to Committees or Sub-Committees of the Parish Council.

9(2) In the ordinary year of election of the Parish Council, the next business should be to fill any vacancies left unfilled at the election by reason of insufficient nominations and to decide when any declarations of acceptance of office which have not been received as provided by law shall be received.

10. At every meeting other than the Annual Parish Council meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman are absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.

Resolutions Moved on Notice

11. Except as provided by these Standing Orders, no resolution may be moved unless the business which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 10 days before the next meeting of the Council.

12. Every resolution, amendment or recommendation shall be relevant to some subject over which the Council has the power and which affects its area.

13. Resolutions on procedural matters may be moved without notice if, in the opinion of the Chair, grounds of urgency or procedural efficiency exist.

14. A decision of the Council (whether affirmative or negative) shall not be reversed within six months except by a special resolution, the written notice of which bears the names of at least three members of the Council. When such a resolution has been disposed of, no similar resolution may be moved within a further six month period.

Disorderly Conduct

15. Conduct practices are set out below:-

(a) All members must observe the Code of Conduct which was adopted by the Council effective from 2022. A copy of the recommended code is annexed to these Standing Orders.

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

(c) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (b) above, the Chairman shall express that opinion to the Parish Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded shall be put forth with and without further discussion.

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

Expenditure

16. Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

Accounts and Financial Statement

17(1) Except as provided in paragraph 17(2), all accounts for payment and claims upon the Council shall be laid before the Parish Council. Cheques shall be signed by two Councillors from the list of authorised cheque signatories as amended from time to time and notified to Barclays Bank.

This list shall always include the Chairman and Vice-Chairman.

17(2) Where a payment is made before it has been authorised by the Parish Council, such payment shall be confirmed as to its correctness by the Clerk in that it relates to goods, works or services identified in the approved budget or that it represents a contractual commitment. Such payment shall ordinarily be authorised for payment with the approval of the Chairman or Vice-Chairman of the Parish Council and signed by two authorised signatories.

17(3) All payments ratified under 17(2) shall be included in the next schedule of payments laid before the Council.

18. The Clerk, as Responsible Financial Officer, shall keep the accounts of the Parish Council in accordance with the latest Accounts and Audit Regulations and following the advice, where appropriate, given in the current edition of the 'Governance and Accountability in Local Councils in England and Wales: a Practitioners' Guide'.

19. The Clerk shall supply to each member as soon as practicable after 31st March in each year a statement of receipts and payments for the completed financial year. The statement of accounts of the Parish Council prepared on the appropriate accounting basis (receipts and payments) for a year to 31st March shall be presented to Parish Council for formal approval prior to the date it is due for submission to the External Auditor.

Estimates and Precepts

20(1) The Parish Council shall approve written estimates for the coming financial year at its meeting in November.

20(2) Any committee or member desiring to incur expenditure shall, not later than October, give the Clerk a written estimate of the expenditure recommended for the coming year.

Interests

21(1) If a member has a personal and prejudicial interest as defined by the Code of Conduct adopted by the Council effective from 13th December 2017 he or she shall declare such an interest either at the beginning of the meeting or as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

21(2) In accordance with NALC Standing Order 70B, at all meetings of the Parish Council, the Chairman may permit members of the Council (including coopted members as defined by Section 49(7) of the Local Government Act 2000) who have a prejudicial interest in relation to any item of business to be transacted at that meeting to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted. Such sessions form part of the Council meeting in law and shall be duly minuted. The Code of Conduct which was adopted

by the Parish Council effective from 13th December 2017 shall apply to members of the Parish Council in respect of the entire meeting.

21(3) The new Model Standing Orders and the new rights of participation for a Councillor with a prejudicial interest who is entitled to benefit from the relevant paragraph of the Code of Conduct shall not affect the Parish Council's right to exclude the public from a meeting of the Council whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution (s.1(2) Public Bodies (admission to Meetings) Act 1960). NALC's Model Standing Order 68 relating to admission of the public and press to meetings remains unchanged.

21(4) Irrespective of the Parish Council adopting the Code of Conduct, a Councillor with a prejudicial interest in business being transacted in closed session, must leave the meeting as soon as the interest becomes apparent; neither they nor a member of the public would be entitled to make representations, answer questions or give evidence.

22. The Clerk is required to compile and hold a Register of Member's Interests, or copy thereof, in accordance with the agreement reached with the Monitoring Officer of Central Bedfordshire Council and is required by statute.

Admission of the Public and Press to meetings

23. The public and press shall be admitted to all meetings of the Parish Council and its committees and sub-committees, which may, however, temporarily exclude the public by means of the following resolutions: "That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw".

24. The Parish Council shall state the special reason for exclusion.

Public Participation

25(1) At all meetings of the Parish Council, the Chairman may at his/her discretion, and at a convenient time in the transaction of the business, allow any members of the public to address the meeting in relation to the business to be transacted. Such sessions form part of the Council meeting in law and shall be duly minuted. The Code of Conduct which was adopted by the Parish Council effective from 13th December 2017 shall apply to members of the Parish Council in respect of the entire meeting.

25(2) Where, however, members of the Parish Council exercise their rights pursuant to NALC Model SO 70B below, members of the public shall be allowed to attend the meeting to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted.

25(3) At all meetings of the Parish Council, the Chairman may permit members of the Council (including co-opted members as defined by s.49 (7) Local Govt. Act

2000) who have a prejudicial interest in relation to any item of business to be transacted at that meeting to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted. Such sessions form part of the Council meeting in law and shall be duly minuted. The Code of Conduct which was adopted by the Parish Council effective from 13th December 2017 shall apply to members of the Council in respect of the entire meeting.

25(4) The length of public participation sessions, and the length of time per speaker are subject to the discretion of the Chairman, but should not normally exceed a total of 30 minutes per meeting.

25(5) Photographing, filming, recording, reporting or commenting on the proceedings of a meeting is permitted within the terms of the Public Bodies (Admission to Meetings) Act 1960 as amended.

Central Bedfordshire Councillors

26. Central Bedfordshire Councillors who are not also Parish Councillors shall be invited to attend meetings and shall be sent copies of agendas, minutes and other relevant documentation. They may be allowed to speak at the meeting at the discretion of the Chairman and may be an agenda item at each meeting.

Financial Matters

27(1) The Parish Council shall consider and approve Financial Regulations drawn up by the Clerk as Responsible Financial Officer. These Financial Regulations shall be subject to regular review at least once every four years.

27(2) Such Regulations shall include detailed arrangements for the following:-

- (a) the accounting records and systems of internal control;
- (b) the assessment and management of risks faced by the Parish Council;
- (c) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
- (d) the financial reporting requirements of members and local electors and
- (e) procurement policies (subject to 27(3)) below including the setting of values for different procedures where the contract has an estimated value less than £50,000.

27(3) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £10,000 shall be procured on the basis of a formal tender as summarised in 77(3) in the NALC Model Standing Orders.

Meetings with outside bodies/contractors etc. – representing the Council.

28(1) Councillors are authorised to hold meetings with outside organisations/bodies to represent the Council where the subject of the meeting is related to their areas of responsibilities.

- (a) Councillors shall be authorised to agree to a recommendation/strategy and to take this forward to the Council for ratification by the Council.
- (b) A file note/Minutes or covering letter shall be required as a record of any meeting. A copy of the Minutes shall be handed to the Clerk within 7 days of the meeting.

CAMPTON AND CHICKSANDS Parish Council

Standing Orders: Adopted 2022

Chairman -

Date –

THE RECOMMENDED CODE OF CONDUCT CAMPTON AND CHICKSANDS PARISH COUNCIL

Adopted 2022

Part 1 General Provisions

1. Introduction and Interpretation

1.1 This Code adopted under section 28 of the Localism Act 2011 applies to **you** when you act in the capacity as a member of Campton and Chicksands Parish Council.

1.2 You should read this Code together with the “Nolan” principles set out in 28(1) of the Localism Act 2011 (these are attached as an annex to this Code).

1.3 It is your responsibility to comply with the provisions of this Code.

1.4 In this Code “meeting” means any meeting of:-

(a) the Parish Council;

(b) any of the Parish Council’s committees, sub-committees, joint committees or joint sub-committees. “Member” includes a co-opted member and an appointed member.

2. General Obligations

2.1 You must not:-

(a) do anything which may cause the Parish Council to breach any of the public sector equality duty under section 149 of the Equality Act 2010.

(b) behave towards others in a way which is violent, threatening, malicious or bullying.

(c) intimidate or attempt to intimidate any person who is or is likely to be -

(i) a complainant,

(ii) a witness, or

(iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her Council's code of conduct; or

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Parish Council.

2.2 You must not:-

(a) disclose information given you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where -

(i) you have the consent of a person authorised to give it;

(ii) you are required by law to do so;

(iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or

(iv) the disclosure is -

(aa) reasonable and in the public interest; and

(bb) made in good faith and in compliance with the reasonable requirements of the Parish Council; or

(b) prevent another person from gaining access to information to which that person is entitled by law.

2.3 You -

(a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and

(b) must, when using or authorising the use by others of the resources of the Parish Council -

(i) act in accordance with the Parish Council's reasonable requirements;

(ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

(c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

2.4 You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Parish Council.

Part 2 Interests

3. Local Interests

3.1 You have a local interest (which is an interest other than disclosable pecuniary interest) in any business of the Parish Council where either:-

(a) it relates to or is likely to affect -

(i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Parish Council;

(ii) any body -

(aa) exercising functions of a public nature;

(bb) directed to charitable purposes; or

(cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management.

(b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the Ward or the Parish affected by the decision.

(Note: In paragraph 3.1 above, a relevant person is -

(a) a member of your family or any person with whom you have a close association; or

(b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;

(c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

(d) any body of a type described in sub-paragraph 3.1 (a)(i) or (ii) above.

4 Disclosable Pecuniary Interests

4.1 You have a disclosable pecuniary interest for those subjects in the first column below as set out in the description in the second column.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on by you or your Partner ¹ for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from Campton and Chicksands Parish Council) made or provided to you within 12 months ending with the day on which you notified the Council's Monitoring Officer of any disclosable pecuniary interests in respect of any expenses you incurred in carrying out your duties as a member, or towards your election expenses. (This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations

	(Consolidation) Act 1992).
Contracts	Any contract that Campton and Chicksands Parish Council has with you or your partner ¹ (or a body ² in which you or your partner ¹ have a beneficial interest), provided you are aware of the interest of your partner, and - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged;
Land ³	Any beneficial interest you or your partner ¹ have in land ³ which is within Campton and Chicksands Parish.
Licences	Any licence you or your partner ¹ have (alone or jointly with others) to occupy land ³ within Campton and Chicksands Parish for a month or longer.
Corporate tenancies	Any tenancy where to your knowledge— (a) the landlord is Campton and Chicksands Parish Council; and (b) the tenant is a body in which you or your partner ¹ have a beneficial interest.
Securities ⁴	Any beneficial interest you or your partner ¹ have in the securities ⁴ of a body where - (a) that body (to your knowledge) has a place of business or land within Campton and Chicksands Parish and (b) either - (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

1 your partner for this purpose includes —

- (i) any spouse or civil partner you might have,
- (ii) any person with whom you might be living as husband and wife, or
- (iii) any person with whom you might be living with as if you and the person are civil partners.

2 “Body” means a firm in which you are a partner or a body corporate of which you are a director (which includes a member of the committee of management of an industrial and provident society), or in the securities of which you have a beneficial interest.

3 “Land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.

4 “securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Market Act 2000 and other securities of any description, other than money deposited with a building society.

5. Disclosure of Local and/or Disclosable Pecuniary Interests

5.1 Subject to sub-paragraphs 5.2 to 5.5, where you have a local and/or disclosable pecuniary interest in any business of the Parish Council and you attend a meeting of the Parish Council at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

5.2 Paragraph 5.1 only applies where you are aware or ought reasonably to be aware of the existence of the local and/or disclosable pecuniary interest.

5.3 Where you have a local and/or disclosable pecuniary interest but, by virtue of paragraph 10, sensitive information relating to it is not within copies of the register that are made available for inspection, and any published version of the register, you must indicate to the meeting that you have a local and/or disclosable pecuniary interest, but need not disclose the sensitive information to the meeting.

5.4 Subject to paragraph 8.3, where you have a local and/or disclosable pecuniary interest in any business of the Council and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

6. Effect of Disclosable Pecuniary Interests on Participation

6.1. Where you have a disclosable pecuniary interest in any business of the Parish Council -

(a) you must withdraw from the room or chamber where a meeting considering the business is being held -

(i) in a case where paragraph 6.2 applies, immediately after making representations, answering questions or giving evidence;

(ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting; unless you have obtained a dispensation from the Parish Council;

(b) you must not seek improperly to influence a decision about that business. Where you have a disclosable pecuniary interest in any business of the Parish Council, you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Part 3

7. Registration of Members' Interests

7.1 Subject to paragraph 8, you must, within 28 days of -

(a) this Code being adopted by the Parish Council; or

(b) your election or appointment to office (where that is later), register in the register of members' interests (maintained under section 29(1) of the Localism Act 2011) details of your local interests and your disclosable pecuniary interests by providing written notification to the Central Bedfordshire Council's Monitoring Officer.

7.2 Subject to paragraph 8, you must, within 28 days of becoming aware of any new local interests and any new disclosable pecuniary interests or change to either any local interest or any disclosable pecuniary interest registered under paragraph 8.1, register details of the new interest or change by providing written notification to Central Bedfordshire Council's Monitoring Officer.

8. Sensitive Interests (Section 32 Localism Act 2011)

8.1 You have a sensitive interest (under section 32(1) Localism Act 2011) whether or not you have a local interest or a disclosable pecuniary interest and the nature of your interest is such that you and Central Bedfordshire Council's Monitoring Officer consider that disclosure of the details of the interest could lead to you or a person connected with you being subjected to violence or intimidation.

8.2 If you have any sensitive interest entered in the register of interests held by Central Bedfordshire Council's Monitoring Officer, copies of the register that are made available for inspection, and any published version of the register, must not include details of your sensitive interest (but may state that you have an interest the details of which are withheld under section 32(2) of the Localism Act 2011.

8.3 If you have any sensitive interest entered in the register of interests held by Central Bedfordshire Council's Monitoring Officer, you are not required to disclose the interest but merely the fact that you have a local interest or a disclosable pecuniary interest in the matter concerned.

ANNEX THE NOLAN PRINCIPLES OF PUBLIC LIFE

Selflessness

1. Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

2. Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

3. In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

4. Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

5. Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

6. Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

7. Holders of public office should promote and support these principles by leadership and exhibit high standards of conduct and be willing to challenge poor behaviour.