



Denny Lodge Parish Council

Standing Orders



Denny Lodge Parish Council: Standing Orders

1 MEETINGS OF THE COUNCIL

- 1.1 Ordinary meetings of the Council shall be held in the Beaulieu Abbey Church Hall, unless otherwise stated in the Notice of Meeting.
- 1.2 Meetings of the Council and its Committees shall be held in accordance with a calendar to be approved by the Council from time to time.
- 1.3 The Chairman of the Council may at any time summon an extraordinary meeting of the Council providing that the summons complies with the relevant statutory requirements.
- 1.4 A summons to attend and agenda for each meeting shall be sent to each member of the Council, to arrive at least 3 clear days before the date of the meeting. Similar public notice shall also be given of each meeting.
- 1.5 The Statutory Annual Meeting of the Parish Council shall be held on the second Monday in May except in an election year when the meeting shall take place within fourteen days of the date of which Councillors take office.
- 1.6 The Annual Assembly (Annual Parish Meeting) is a public meeting required by statute to be held in the period between 1 March and 1 June each year at which any elector for the Parish then present may speak at any time, at the discretion of the Chairman, on matters arising of direct concern within the said area.
- 1.7 The public and press shall be admitted to meetings of the Council and its Committees, which may, however, temporarily exclude them by passing an appropriate resolution.
- 1.8 Members of the public will have the opportunity to ask questions during the meeting when the Chairman adjourns the formal meeting for this purpose.
- 1.9 Minutes of meetings of the Council and its Committees will be available to Councillors 7 days after the meeting.
- 1.10 There shall be no smoking at meetings of the Council and its Committees.
- 1.11 Protocol for recordings of meetings, will be in accordance with Appendix D

2. CHAIRMAN OF THE MEETING

- 2.1 The Person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.
- 2.2 If the Chairman is absent, the Vice-Chairman shall preside.
- 2.3 If the Chairman and the Vice-Chairman are absent, the Meeting shall appoint a Chairman before it proceeds to any business.

3. PROPER OFFICER

- 3.1 The Clerk is the proper officer of the Council for any purpose in respect of which a proper officer is mentioned in any statute, regulation or order.
- 3.2 The Clerk shall record the proceedings of Council and Committee meetings.



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3.3 If the Clerk is absent, the person presiding at the Meeting may record the proceedings or may appoint another to do so.

4. QUORUM

4.1 No business shall be transacted unless a quorum is present.

4.2 The quorum of the Council shall be one third of the membership of the Council, provided that this must be a minimum of three members.

4.3 If, within ten minutes of the scheduled start of a meeting there are insufficient members to provide a quorum, or if during the course of a meeting there ceases to be a quorum, then a note of those members still in attendance will be made. Any outstanding business will be adjourned to the next meeting or on such other day as the Chairman may arrange. Provided that this rule will not apply if the lack of a quorum is solely due to a member being unable to take part in a decision having declared an interest in a matter on the agenda.

4.4 A motion to suspend standing orders can only be moved by a majority of those members present.

5. VOTING

5.1 Members of the Council vote by show of hands except as provided by standing order 6.

5.2 If there be an equality of votes, the Chairman shall have a second or casting vote.

5.3 If a member so requires, the Clerk shall record for the Minutes the names of members who voted for or against any motion or abstained from voting.

5.4 If a member so requires, the clerk shall record in the Minutes that Member's objection to the resolution as passed.

6. VOTING ON APPOINTMENTS

6.1 Whenever two or more persons are nominated for any position to be filled by the Council a ballot shall be held at which all the votes shall be given in writing.

6.2 If the ballot does not result in an overall majority, the name of the person having the least number of votes shall be struck off the list and a fresh ballot taken, and so on until an absolute majority of votes is given in favour of one person.

7. ORDER OF BUSINESS

7.1 In an election year Councillors shall execute Declarations of Acceptance of Office, Declarations of Interest and accept the Code of Conduct.

At the ANNUAL MEETING OF THE COUNCIL the first business shall be:-

7.2 To elect a chairman of the Council who shall hold office until the next Annual Meeting (Retiring Chairman presiding).

7.3 To receive the Chairman's Declaration of Acceptance of Office.

7.4 To elect a Vice Chairman of the Council who shall hold office until the next Annual Meeting.



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- 7.5 To receive the Vice Chairman's Declaration of Acceptance of Office.
- 7.6 To appoint Representatives to Outside Bodies, with the exception of appointments to school governing bodies which are made for a term of four years and considered as and when requested by the Local Education Authority.

At this and ordinary Council meetings the remaining order of business shall be:-

- 7.7 To accept apologies. Members submitting Apologies at short notice i.e. on the date of meeting shall notify the Chairman of the Council, if unable to speak to the Clerk.
- 7.8 To confirm the minutes previously circulated, which shall be signed by the Chairman as a correct record, subject to any agreed amendments. (Proposals for amendments to the Minutes should be notified in writing to the Clerk at least two clear days before the Meeting).
- 7.9 To receive, by proposal, to consider, by discussion, and confirm by seconding and voting the proposals, reports and minutes of committees.
- 7.10 To dispose of business, if any, remaining from the last Meeting.
- 7.11 To receive such communications as the presiding Chairman may wish to place before the Council.
- 7.12 To receive the reports of the District Council representative.
- 7.13 Payments are authorised by appointed cheque signatories, i.e. Clerk to the Parish Council and three appointed elected members, and Petty Cash payments by the Clerk to the Parish Council, see S.O.15.1., 15.2., 15.3.,15.4., and 15.5.

At the Annual Parish Assembly the order of business shall be:-

- 7.14 To receive a report from the Chairman of the Council.
- 7.15 To receive reports from the District Councillor and the SE Quadrant Representative for the Parish relating to the activities of New Forest South District Council on matters affecting the Parish.
- 7.16 To consider any matters raised by the electors of the Parish of Denny Lodge affecting the Parish by prior notice.
- 7.17 Guest speakers at the Annual Parish Meeting will normally speak at the end of the meeting. At all other Council or Committee Meetings, guest speakers will normally speak after the receipt of apologies for absence.
- 7.18 A motion to vary the order of business at any meeting, on the grounds of urgency, may be proposed by any member and may be put to the vote without a seconder or any discussion.
- 8. MOTIONS MOVED ON NOTICE**
- 8.1 Except as provided by Standing Order 9, no motion may be moved unless the mover has given notice in writing of its terms and has delivered the notice to the Clerk no later than **three** clear days before the next meeting of the Council.



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- 8.2 Notices of motion received shall be notified in the summons to the meeting unless written confirmation of withdrawal of the motion is received.
- 8.3 If a motion specified in the summons is not moved it shall, unless postponed by the council, be treated as withdrawn.
- 8.4 If the subject matter of a motion is within the province of a Committee of the Council it shall, upon being moved and seconded, stand referred to that Committee unless the Chairman considers it to be a matter of urgency.
- 8.5 Every motion shall be relevant to a matter over which the Council has the power or which affects the inhabitants of the parish.
- 9. MOTIONS MOVED WITHOUT NOTICE**
- Motions dealing with the following matters may be moved without notice:
- 9.1. To appoint a Chairman of the Meeting.
- 9.2. To correct or approve the Minutes.
- 9.3. To alter the order of business, proceed to the next business, adjourn or close the debate.
- 9.4. To appoint a Committee or any members thereof.
- 9.5. To refer a matter to a Committee.
- 9.6. To adopt a report.
- 9.7. To amend a motion.
- 9.8. To suspend Standing Orders, in compliance with Standing Order 4.3.
- 9.9. To exclude the public and the press.
- 9.10. To silence or eject from the Meeting a member named for misconduct.
in compliance with Standing Order 4.3.
- 9.11 To invite a member of the Council having an interest in the subject matter under debate to remain.
- 9.12 To agree the adoption of reports and recommendations of Committees or the proper officer of the Council and any consequent resolution.
- 9.13 To set a time limit for speeches.
- 9.14 To give the consent of the Council where such consent is required by these Standing Orders.
- 10 AMENDMENTS TO MOTIONS**
- 10.1 Amendments must be moved after the minutes are proposed and before a seconder is requested.



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- 10.2 Amendment shall be relevant to the motion and shall not have the effect of negating the motion before the council
- 10.3 Only one amendment may be moved and discussed at a time.
- 10.4 If an amendment is lost, other amendments may be moved on the original motion. If any amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.
- 10.5 An amendment shall be either:
- a) To omit words
 - b) To omit words and insert and add others
 - c) To insert or add words
- 10.6 A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- 11 RIGHT OF REPLY**
- 11.1 The mover of a motion shall have a right to reply immediately before a motion is put to the vote
- 11.2 If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote.
- 11.3 A member exercising a right to reply shall NOT introduce new matter.
- 11.4 After the right to reply has been exercised or waived, a seconder will be asked for and a vote shall be taken without further discussion.
- 12 RECISSION OF PREVIOUS RESOLUTION**
- 12.1 A decision (whether affirmative or negative) of the Council and its Committees shall NOT be reversed within six months save by a special motion, the written notice of which must bear the names of at least four members of the Council.
- 12.2 When a special motion has been disposed of, no similar motion may be moved within a further six months.
- 13 DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL**
- 13.1 If any question arises at a meeting of the Council or a Committee relating to the appointment, promotion, dismissal, salary, superannuation, conditions of service or as to the conduct of any Employee of the Council, a motion to exclude the public and press shall be moved by the Chairman, seconded and put without debate.
- 13.2 The appointment of the Clerk to the Council shall be the responsibility of a Committee comprising the Chairman and Vice-Chairman of the Council.
- 13.3 The appointment of other members of staff shall be the responsibility of the Clerk to the Council and the Chairman of the Council in consultation with the Committee of the Parish Council.



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14 MOTIONS ON EXPENDITURE

- 14.1 Any motion which is moved other than in pursuance of a recommendation or report of a Committee and which, if carried, would materially increase the expenditure upon any service under management of, or reduce the revenue under the management of any Committee, or would involve capital expenditure, shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting to the Council and any Committee affected by such a motion shall consider whether it desires to report thereon.

15 EXPENDITURE

- 15.1 Cheques and Standing Order Mandates shall be signed by three members of the Council and the counterfoils initialled accordingly.
- 15.2 Expenditure may be approved by a Committee without reference to the Council, provided the sum involved is within its annually approved budgetary provisions.
- 15.3 Schedules of all payments made by cheque shall be presented to the Council for retrospective approval.
- 15.4 The Clerk to the Council is authorised to approve expenditure in respect of the following:
- a) Wages and salaries
 - b) Expenditure on single items within the approved budget of any of the standing committees up to a maximum of £1,000 and in consultation with the Chairman of the appropriate Committee.

16. SEALING OF DOCUMENTS

- 16.1 Any two members of the Council may seal, on behalf of the Council, any document required by law to be issued under seal, provided that sealing has been authorised by a resolution of the Council.

17 COMMITTEES AND SUB COMMITTEES

- 17.1 In addition to the appointment of Standing Committees at the Annual Meeting, the Council may at any time appoint or dissolve such Committees as are considered necessary, subject to any statutory provisions.
- 17.2 No member shall hold office in all Committees of the Council, excepting the Chairman and Vice Chairman of the Council.
- 17.3 Each Committee shall have not fewer than six members, to include the Chairman and Vice-Chairman.
- 17.4 A Committee consisting of all members of the Council is not legally a Committee.
- 17.5 Committees of the Council shall have such delegated authority as laid down in the Terms of reference of the Committee.
- 17.6 The election of Chairmen of Committees shall take place at the Annual Meeting of the Council.
- 17.7 At the first meeting of a Committee after the Annual Meeting, the first order of business shall be to elect a Vice-Chairman of the Committee.



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- 17.8 Chairmen and Vice-Chairmen of Committees shall hold office until the next Annual Meeting of the Council.
- 17.9 Each Committee may appoint sub-committees as considered necessary, but it shall not delegate its powers to a sub-Committee.
- 17.10 The Sub-Committee shall report to its parent Committee.
- 17.11 The Quorum of a Committee or Sub-Committee shall be three of its members.
- 17.12 All Standing Orders shall apply equally to meetings of Committees or Sub-Committees.
- 17.13 Committees shall be empowered to co-opt any Council member or other person (in a non-voting consultative capacity), as the situation demands.
- 17.14 A Council member NOT a member of a Committee may attend the proceedings of that Committee and may speak with the permission of the Chairman but may not vote. Non-Committee members attending Committee meetings shall sit where directed by the Chairman.
- 17.15 A Council members' right to speak at a meeting of a committee of which he is not a member is as laid down in Standing Order 1.8.
- 17.16 The proceedings of any Committee shall start at 7.00 p.m. as specified in the notice of meeting, and will not proceed beyond 9.30 p.m. unless a majority decision is taken to proceed beyond that time.
- 17.17 Members of Committees shall vote by show of hands.
- 17.18 If there be an equality of votes, the Chairman shall have a second or casting vote.
- 18 TERMS OF REFERENCE FOR THE COUNCIL**
- 18.1 The terms of reference for the Council shall be as agreed by the Council from time to time. The current terms of reference are contained in Appendix A.
- 19 INTEREST OF MEMBERS**
- 19.1 If any member or officer of the Council has any pecuniary interest, as defined by the National Code of Local Government Conduct, he shall declare it and shall withdraw from the meeting unless:
- a) The disability has been removed by dispensation of the District Council
 - b) The Council or Committee invite the member/officer to remain
 - c) The contract, proposed contract or other matter under consideration is part of the report of a Committee and not itself the subject of debate.
- 19.2 The Clerk shall record declarations of interest in the Minutes and in a book to be kept for that purpose.
- 19.3 Any member who has a personal interest defined by the National Code of Local Government Conduct in any matter shall forthwith disclose that interest but may remain, speak and vote, unless the interest is clear and substantial, in which case the member shall withdraw from the room.



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- 19.4 Involvement in the affairs of another public body or voluntary organisation etc. by a member who has been appointed as a representative of the Council shall not, in the absence of any other relevant considerations, be construed as a relevant and substantial interest. In that situation the member should disclose the interest, but may remain and participate fully in the meeting.
- 20 CANVASSING OF AND RECOMMENDATIONS BY MEMBERS**
- 20.1 Canvassing of members or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. This shall be made known to every candidate.
- 20.2 Members of the Council shall not solicit for any person or any appointment under the Council. However, this will not preclude a member from providing a reference for any candidate for an appointment.
- 21 RULES OF DEBATE**
- 21.1 No discussion shall take place upon the Minutes except upon their accuracy.
- 21.2 Alterations to the Minutes shall be made by resolution and must be notified in writing to the Clerk at least three clear days before the meeting.
- 21.3 A member shall speak only on the matter under discussion.
- 21.4 Members may stand while speaking, except at Committee or Sub-Committee meetings, and unless otherwise directed by the Chairman.
- 21.5 The Chairman shall indicate the order in which members may speak.
- 21.6 No speech shall contain offensive expressions or impute motives in reference to any member.
- 21.7 When a resolution is under debate no other resolution shall be moved except the following:
- a) To amend the resolution
 - b) To proceed to the next business
 - c) To adjourn the debate
 - d) That the question be now put
 - e) That a member named be not further heard
 - f) That a member named do leave the meeting
 - g) That the resolution be referred to a Committee
 - h) To exclude the public
 - i) To adjourn the meeting
- 21.8 A member shall not speak more than once on any motion, except to move an amendment, on a point of order, to move the closure, or in personal explanation.
- 21.9 A personal explanation shall be confined to a material part of a former speech, for the purpose of clarification.
- 21.10 Amendments to a motion shall be dealt with in compliance with Standing Order 10.
- 21.11 The mover of a resolution or of an amendment shall have a right of reply.
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- 21.12 Members shall address the Chairman.
- 21.13 In respect for the Chair, whenever the Chairman arises during a debate all other members shall be seated and silent.
- 21.14 A member, when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
- 21.15 A motion or amendment may be withdrawn with unanimous consent, without discussion.
- 21.16 No speech shall exceed five minutes except by consent of the Chairman.
- 22 QUESTIONS**
- 22.1 A member may ask the Chairman any question on any matter in relation to which the Council has powers or duties, provided that the question is submitted to the Clerk at least three clear working days prior to the meeting.
- 22.2 Every question shall be put and answered without discussion. Supplementary questions may be asked arising from the answer given. The answers shall not be discussed.
- 22.3 A member, with or without notice, may ask the Chairman of a Committee any question upon the proceedings of the Committee then before the Council, if the question is put before the Council's consideration of those proceedings is finished.
- 22.4 A person to whom a question has been put may decline to answer.
- 22.5 An answer may take the form of:
a) A direct oral answer
b) An undertaking to provide a written answer, to be circulated to all members of the Council, within ten working days of the meeting.
- 22.6 If, in the opinion of the Chairman, a question is frivolous or otherwise unsuitable, the question shall be disallowed.
- 23 CLOSURE**
- 23.1 At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned", or "that the Council do now adjourn". If such a motion is seconded and the Chairman is of the opinion that the question before the Council has been sufficiently debated, (but not otherwise), the Chairman shall forthwith put the motion.
- 23.2 If the motion "that the question be now put" is carried, the Chairman shall call upon the mover to exercise or waive the right of reply and shall put the question immediately the right has been exercised or waived.
- 23.3 The adjournment of a debate or of the Council shall not prejudice the mover's right to reply at the resumption.



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24 DISORDERLY CONDUCT

- 24.1 No member shall persistently disregard the ruling of the Chairman by wilfully obstructing business, or by behaving offensively, improperly, or in such a manner as to scandalise the Council or bring it into contempt or ridicule.
- 24.2 If, in the opinion of the Chairman, a member so commits misconduct, the Chairman shall express that opinion to the Council and thereafter any member may move that the Member named do leave the meeting and the motion, if seconded, shall be put forthwith without discussion.
- 24.3 If the motion is disobeyed the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.
- 24.4 In the event of a general disturbance which renders the dispatch of business impossible the Chairman may, without question put, adjourn the meeting for such period or to such place as he in his discretion shall consider expedient.
- 24.5 If a member of the public interrupts the proceedings at any meeting, the Chairman shall warn him. If he continues the interruption the Chairman shall order his removal from the meeting. In the case of a general disturbance, the Chairman shall order that part of the room be cleared.

25 ATTENDANCE AT COUNCIL MEETINGS

- 25.1 Any member who fails to attend a meeting of the Council or of a Committee of which he is a member, for six consecutive months shall be deemed to have resigned from the Council or Committee unless leave of absence had been granted by the Council before the expiration of the six month period referred to above.
- 25.2 A record of members' attendance at meetings shall be kept and be published annually in the newsletter magazine following the Chairman's report at the Annual Parish Meeting.
- 25.3 Members shall submit apologies to the Clerk to the Council prior to the date of any meeting of the Council and its Committees. Members submitting late apologies i.e. on the day of the meeting, and where unable to speak to the Clerk personally, shall advise the Chairman of the meeting prior to that meeting.
- 25.4 Members acting as representatives to outside bodies shall submit their apologies to the appropriate person when unable to attend the meetings of those bodies and shall, at the next meeting of the Parish Council, under the item "Reports from representatives to outside bodies" report that the meeting has taken place. Where possible, items should be reported from the minutes of such meetings.

26 INSPECTION OF DOCUMENTS

- 26.1 A member may, for the purpose of his duty (but NOT otherwise) inspect any document which has been considered by a Committee or by the Council and which is not available for public inspection, and on request shall be supplied with a copy of such document.
- 26.2 All non-confidential elements of minutes and reports kept by the Council or by any of its Committees shall be open for inspection by any elector of the Parish, by appointment.



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- 26.3 In compliance with the Transparency Code, meeting minutes, agendas, budgets, accounts, councillor's details will be available via the Denny Lodge Parish Council's Website: www.dennyldodgeparishcouncil.gov.uk.
- 27 LIAISON WITH DISTRICT AND COUNTY COUNCILLORS**
- 27.1 A notice of each meeting of the Council and copies of all minutes to be considered at that meeting shall be sent as an invitation to attend, to County and District Councillors for the Parish who are not members of the Council.
- 28 CONTRACTS**
- 28.1 Where it is intended to enter into a contract exceeding £20,000 in value for the supply of goods or materials, or for the execution of works, the Clerk shall give at least ten days public notice of such intention in the same manner as public notice of meetings of the Council is given and in such newspapers circulating in the district as the Council shall direct. The general nature of the contract, the date and address for receipt of sealed tenders shall be stated in the notice. The sealed tenders received, will be opened by the Chairman on the notified date and time, in the presence of the Clerk, at least two Councillors and any other interested parties.
- 28.2 No less than three quotations shall be obtained for contracts exceeding £5,000.
- 28.3 The Clerk to the Council, after consultation with the Chairman of the Parish Council and Chairman of the Policy and Resources Committee, may enter into a contract valued up to and including £2,000 on behalf of the Council with any person he/she considers competent for the purpose, provided that no one person shall be awarded contracts with the aggregate value exceeding £6,000 in any financial year.
- 28.4 Tenders for contracts exceeding £2,000 shall be delegated to the Council's Committees within the limitations of the Committee's budget.
- 29 DELEGATED AUTHORITY**
- 29.1 Authority to act on behalf of the Council may be delegated only in one of the following ways;
- To a Committee of the Council
 - To the proper officer of the Council
 - To another local authority
- 30 CONFIDENTIAL BUSINESS**
- 30.1 No member of the Council shall disclose to any person not a member of the Council business declared to be "confidential" by the Council or a Committee.
- 31 DECLARATIONS TO THE PRESS AND PUBLIC**
- 31.1 No member shall make any declaration to the press or public on any issue subject of debate by the Council.
- 31.2 The Clerk, the Chairman of the Council or Chairman of the relevant Committee may make such declarations as are within the boundaries of agreed Council policy.



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32. CODE OF PRACTICE FOR DEALING WITH COMPLAINTS

- 32.1 Any complaints relating to procedures or administration of the Council shall be dealt with in accordance with a code of practice which may be reviewed from time to time. The current code of practice is contained in Appendix B

33. INTERPRETATION OF STANDING ORDERS

- 33.1 The ruling of the Chairman as to the construction or application of any of these standing orders, or as to any proceedings of the Council, shall not be challenged at any meeting of the Council

34. PAYMENT OF TRAVEL ALLOWANCES

- 34.1 Where travel on Council business is outside the boundaries of the Parish of Denny Lodge Parish Council, Council members and employees' claims for travel expenses will be limited to the equivalent cost of travelling by public transport.
- 34.2 Upon signing the Declarations of Office all Elected Members will be given a copy of these Standing Orders.



APPENDIX A

TERMS OF REFERENCE FOR DENNY LODGE PARISH COUNCIL

- Be responsible for the financial, manpower and land resources of the Council. This shall include arrangements for the acquisition, allocation, disposal, inventory and insurance of any land, buildings or substantial property and for provision of capital equipment.
- Incur expenditure on behalf of the Council within the budgetary limits as prescribed annually.
- Review the effectiveness of the organisational and administrative processes of the Council.
- Make recommendations as necessary for changes of alterations to Standing Orders, administrative, financial and executive arrangements of the Council.
- Be responsible for agreeing the terms and conditions of employment of staff and the issue of any contracts of employment.
- Guide the Council in the formulation of policy objectives and recommend such provision in the annual budget as necessary.
- Be responsible for determining grant applications.
- Determine charges for the use of facilities provided by the Council

REVIEW

MEMBERSHIP will be

- Chairman of the Parish Council – who will be Chairman of the committee
- Vice Chairman of the Parish Council
- 5 members of the Council

AIMS & OBJECTIVES

To advise, support, encourage, help, provide and give the Parish Staff at all levels of employment the opportunity to express their interests, concerns, difficulties and training needs to ensure the smooth running of work requirements and working conditions within the Parish.

To monitor the staff requirements needed to undertake the duties and work within the Parish by regularly undertaking Appraisals with every member of staff.

To offer a grievance procedure to any member of staff in the event of any problems or difficulties arising between line management, supervisory or any level of management within the Parish.

To advise the Clerk to the Parish Council of the recommendations proposed and decisions made.

- Be responsible for the recruitment/selection and duty of care of personnel
- Monitor staff development and training
- Review and update policies including health& safety, risk assessments, etc.
- Review procedures including Standing Orders
- Be aware of and ensure compliance of statutory requirements



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RECREATION AND ENVIRONMENT

- Be responsible for public rights of way, recreation grounds, public open space, allotments, amenity land and connected uses.
- Advise, administer and arrange the activities of functions connected with power relating to entertainment's sports and play equipment.
- Review charges for the facilities within the control of this Council
- Be responsible for the repair and maintenance of bus shelters, public seats, litter bins, and any other equipment used to provide an amenity and any equipment used for the maintenance of such structures and equipment and for the maintenance of recreation grounds and public open spaces.
- Incur expenditure on behalf of the Council within the budgetary limits as prescribed annually.

PLANNING AND HIGHWAYS

- Advise the Council in all action required to be taken with local planning, highway and associated authorities and utility boards on matters relating to local and district highways, road safety, coast protection, utility services and similar matters affecting the parish.
- Have a standing responsibility to examine all planning applications and appeals affecting the parish. Make known its comments thereon to the local planning authority within the statutory time limits imposed.
- Appoint a member and/or members or other suitable person to represent the inhabitants of parts or the whole of the parish at any public or other inquiry by a Ministry or other public body under any act relating to development control or any other aspect of the Council's responsibilities.
- Be empowered to liaise with any body, organisation or department of any local authority or utility board on any matter within the Council's area of responsibility.
- Monitor the application and effectiveness of Tree Preservation Orders in the Parish and make appropriate recommendations in this connection to the responsible authority.



APPENDIX B

COMPLAINTS PROCEDURE

Any complaint about a procedure or administration notified to the Clerk or a Councillor should be dealt with as under.

- If it is not possible to satisfy the complainant fully, the complainant shall be asked to put the complaint in writing to the Clerk
- If he so prefers, the complaint may be put to the Chairman.
- On receipt of a written complaint the Clerk or Chairman shall (except where the complaint is about his own actions) try to settle the complaint directly with the complainant.
- If a complaint is received about the behaviour of the Clerk or a Councillor no action shall be taken without first notifying the person complained of and giving an opportunity to comment on the manner in which it is intended to attempt to settle the complaint.
- Where the Clerk or Chairman receives a written complaint about his own actions, he shall forthwith refer the complaint to the Council.

The Chairman or Clerk shall report to the next meeting of the Council any written complaint disposed of by direct action with the complainant.

The Chairman or Clerk shall bring any written complaint which cannot be settled, to the next meeting of the Council, and the clerk shall notify the complainant of the date on which the complaint will be considered.

The Council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public, but any decision on a complaint shall be announced at the Council meeting in public.

Council' decision and the nature of any action to be taken shall be communicated in writing to the complainant.



APPENDIX C

NATIONAL CODE OF LOCAL GOVERNMENT CONDUCT

INTRODUCTION

The National Code of Local Government Conduct provides, by way of guidance to members of local authorities, recommend standards of conduct in carrying out their duties, and in their relationships with the Council and the Council's officers.

The code is issued jointly by the Secretary of State for the Environment, the Secretary of State for Scotland and the Secretary of State for Wales, under the provisions of the Local Government and Housing Act 1989. The code has been agreed by associations representing local authorities in all three countries, and approved by both Houses of Parliament.

The Code applies to all members of:

- In England, County Councils, District Councils, London Borough Councils, the Common Council of the City of London, the Council of the Isles of Scillies and Parish and Town Councils;
- In Scotland, Regional Councils, Islands Councils, District Councils, and Joint Boards and Committees;
- In Wales County Councils, District Councils and Community and Town Councils.

All councillors are required on accepting office to declare that they will be guided by the Code.

The Code also applies to all members of committees, joint committees, and sub-committees of these authorities, whether or not they are councillors, and whether or not they are voting members of those bodies.

The Code represents the standard against which the conduct of members will be judged, both by the public, and by their fellow councillors. The local ombudsmen may also regard a breach of the Code as incompatible with good administration, and may make a finding of maladministration by the council in these circumstances.



APPENDIX D

PROTOCOL FOR REPORTING AT MEETINGS

1. The Council supports the principles of openness and transparency in the way it conducts its meetings. **Sound recording, photographing, filming and use of social media** at meetings which are held in public is permitted:

- a) subject to the provisions of the Protocol for Reporting at Meetings;
- and
- b) provided that the Chairman is satisfied that it will not be disruptive or distracting to the good order and conduct of the meeting.

2. Where recording has been confirmed by the Chairman an announcement will be made at the start of the meeting to advise all participants of the presence and location of any recording devices.

3. If you enter the room after the meeting has started please ensure that any recording does not disrupt the meeting. If there is such disruption, the Chairman may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

4. Only the official signed minutes of the council and its committees will be recognised as the formal, statutory and legally binding record of a meeting.

Chairman [Signature on File] _____ (Paul Roberts)

Date: March 2016

Clerk: [Signature on File] _____ (Mo Dawkins)

Date: March 2016