**BADGER PARISH COUNCIL**

**STANDING ORDERS**

**REVISED**

**MAY 2019**

**INDEX OF STANDING ORDERS**

***Note: Mandatory Statutory Standing Orders are in bold print***

 Page

1. Meetings Generally 1
2. Rules of Debate at Meetings 3
3. Disorderly Conduct at Meetings 4
4. Committees and Sub-Committees 4
5. Ordinary Council Meetings 5
6. Extraordinary Meetings of the Council 6
7. Previous Resolutions 6
8. Voting on Appointments 6
9. Motions for a Meeting that require written Notice 7
10. Motions at a Meeting that do not require written Notice 7
11. Management of Information 8
12. Draft Minutes 8
13. Code of Conduct and Dispensations 9
14. Code of Conduct Complaints 10
15. Proper Officer 10
16. Responsible Finance Officer 11
17. Accounts and Accounting Statements 11
18. Financial Controls and Regulations 12
19. Handling Staff Matters 14
20. Responsibility to Provide Information 15
21. Responsibilities Under Data Protection Legislation 15
22. Relations with Press/Media 15
23. Execution and Sealing of Legal Deeds 15
24. Communicating with Unitary Authority Councillors 15
25. Standing Orders Generally 16

1. **MEETINGS GENERALLY**
2. **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.**
3. **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 a bank holiday or a day appointed for public thanksgiving or mourning**.
4. **In respect of any Committee meetings the minimum three 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.**
5. **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.**
6. A person who speaks at a meeting shall direct his/her comments to the Chairman of the meeting.
7. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.
8. **Subject to Standing Order 1h), 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 available as the meeting takes place or later to persons not present.**
9. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
10. **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.**

 1

1. **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**
2. **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting the Vice-Chairman if one was has been elected at the Annual General Meeting of the Council, if present, shall preside. In the absence of the Chairman and Vice-Chairman (if there is one), a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
3. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.**
4. **The Chairman of a meeting may give an original vote on any matter put to the vote, and in any case of an equality of votes may exercise his casting vote whether or not he gave an original vote**. *(See Standing Orders 5 i) and j) for the different rules that apply in the election of the Chairman of the Council at the Annual General Meeting of the Council).*
5. **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 his vote for or against that question.**
6. The minutes of the meeting shall include an accurate record of the following:

i. the time and place of the meeting

ii. the names of Councillors present and absent

iii. interests that have been declared by Councillors, and non-councillors with voting rights;

iv. whether a Councillor or non-councillor with voting rights left the meeting when matters that they

 held interests in were being considered.

v. if there was a public participation session; and

vi. the resolutions made

1. **A Councillor or 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 his/her right to participate and vote** **on that matter.**
2. **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.**
3. **If a meeting is or becomes inquorate no business shall be transacted.**

 2

1. **RULES OF DEBATE AT MEETINGS**
2. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.

1. A motion (including an amendment) shall not be progressed unless it has been moved and seconded
2. A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
3. 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.

1. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
2. If an amendment to the original motion is carried, it becomes the substantive motion upon which further amendment(s) may be moved.
3. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairman of the meeting, is expressed in writing to the Chairman.
4. A Councillor may move an amendment to his/her own motion if agreed. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
5. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman.
6. Subject to Standing Order 2 k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
7. One or more amendments may be discussed together if the Chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
8. At his/her discretion the Chairman of the meeting may allow a Councillor to speak more than once in the debate on a motion.
9. During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation, and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which he/she considers has been breached or specify the irregularity in the proceedings he/she is concerned by.

 3

1. A point of order shall be decided by the Chairman of the meeting and his/her decision shall be final.

1. When a motion is under debate, no other motion shall be moved except to:

 i amend the motion;

ii. proceed to the next business;

iii. adjourn the debate;

iv. put the motion to a vote;

v. ask a person to be no longer heard or to leave the meeting;

vi. refer a motion to a committee for consideration;

vii. exclude the public and press;

viii. adjourn the meeting; or

ix. suspend particular Standing Order(s) except those which reflect mandatory statutory requirements

1. Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has had the opportunity to reply.
2. Excluding motions under Standing Order 2 o) above, a Councillor shall only relate to the motion under discussion, and the Chairman of the meeting shall use his/her discretion on how long a Councillor can speak on the motion.
3. **DISORDERLY CONDUCT AT MEETINGS**
4. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
5. If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any Councillor or the Chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
6. If a resolution made under Standing Order 3b) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending the meeting or closing the meeting.
7. **COMMITTEES AND SUB-COMMITTEES**
8. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

1. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

 4

1. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of an advisory committee may be non-councillors.**
2. The Council may appoint Standing Committee(s) as it considers necessary, determine the Committee’s terms of reference and the number of Councillors to be members of the Standing Committee.
3. The Council, at any time, may dissolve a Committee it previously set up.
4. **ORDINARY COUNCIL MEETINGS**
5. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**

1. **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 may direct.**
2. **If no other time is fixed, the annual meeting of the Council shall take place at 6.00 pm.**
3. **In addition to the annual meeting of the Council, at least three other ordinary meetings may be held in each year on such dates and times as the Council may direct**. Council meetings shall normally be held on the second Thursday of every other month at a suitable place as determined by the Council.
4. **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if any) of the Council**.
5. **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the Council.**
6. **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
7. **In an election year, if the current Chairman of the Council has not been re-elected as a Member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**

1. **In an election year, if the current Chairman of the Council has been re-elected as a Member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of a new Chairman of the Council and must give a casting vote in the case of an equality of votes. 5**

1. Following the election of the Chairman of the Council and the Vice-Chairman (if any) of the Council at the annual meeting of the Council, the business of the annual meeting shall include:

 i**. In an election year, delivery by the Chairman 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 Chairman of the Council of his acceptance of office form, unless the Council resolves for this to be done at a later date.**

1. Confirmation of the accuracy of the minutes of the last meeting of the Council.
2. Receipt of the minutes of the last meeting of a committee (if any).
3. Appointment of any committees.
4. Review of representation on or to work with external bodies and arrangements for reporting back.
5. Confirmation of arrangements for insurance cover in respect of all insured risks.
6. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
7. **EXTRAORDINARY MEETINGS OF THE COUNCIL**

 a**) The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**

 b) **If the Chairman of the Council does not or refuses to 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 must be signed by the two Councillors**.

1. **PREVIOUS RESOLUTIONS**
2. A resolution shall not be revised within six months except either by a special motion, which requires written notice by at least three Councillors to be given to the Proper Officer in accordance with Standing Order 9 below.
3. When a motion moved pursuant to Standing Order 7 a) above has been disposed of, no similar motion may be moved within a further six months.
4. **VOTING ON APPOINTMENTS**
5. When 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. The 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 Chairman of the meeting.

 6

1. **MOTIONS OF A MEETING THAT REQUIRE WRITTEN NOTICE TO THE PROPER OFFICER**
2. A motion shall relate to the responsibilities of the meeting which it is tabled for 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.
3. No motion shall be moved at a meeting unless it is on the agenda and the mover has given notice of its wording to the Proper Officer at least five clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

 c) If the wording or the subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman 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.

d) Subject to Standing Order 9 c) above, the decision of the Proper Officer as to whether or not to include the

 motion on the agenda shall be final, who should record the reason(s) for any rejections.

1. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**
2. The following motions may be moved at a meeting without written notice to the Proper Officer;
3. To correct an inaccuracy in the draft minutes of the meeting.
4. To move a vote.
5. To defer consideration of a motion.
6. To refer a particular motion to a particular committee.
7. To appoint a person to preside at a meeting.
8. To change the order of business on the agenda.
9. To proceed to the next business on the agenda.
10. To require a written report.
11. To appoint a committee or sub-committee and their members,
12. To change any time limits that may have been imposed for speaking.
13. To exclude the press and the public from a meeting in respect of confidential or sensitive information that is prejudicial to the public interest.
14. To not hear further from a Councillor or a member of the public.
15. To exclude a Councillor or member of the public for disorderly conduct.
16. To temporarily suspend the meeting.
17. To suspend a particular Standing Order (unless it reflects mandatory statutory requirements).
18. To adjourn a meeting; or
19. To close a meeting.

 7

1. **MANAGEMENT OF INFORMATION**
2. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which holds in paper and electronic form. Such arrangements include deciding who has access to personal data and encryption f personal data.**
3. **The Council shall have in place, and keep under review, and use model policies by NALC for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The 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.**
4. **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.**
5. **Councillors. Staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**
6. **DRAFT MINUTES**
7. The draft minutes of a preceding meeting may be put on the Council’s web site providing they have been scrutinised by Councillors beforehand, and it is recorded on the web site that the draft minutes are subject to ratification at the next Council meeting.
8. If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
9. 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. Above
10. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
11. **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a web site which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

 8

1. **CODE OF CONDUCT AND DISPENSATIONS**
2. All Councillors with voting rights shall observe the code of conduct adopted by the Council.
3. Unless he/she has been granted a dispensation, a Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He/she may return to the meeting after it has the matter which he/she had the interest.
4. Unless he/she has been granted a dispensation, a Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so required by the Council’s code of conduct. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
5. **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 them meeting for which the dispensation is required.
6. A decision as to whether to grant dispensation shall be made by the Proper Officer and that decision isfinal.
7. A dispensation request shall confirm:

 i The description and nature of the disclosable pecuniary interest or other interest to which the

 request 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.

1. Subject to Standing Orders above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
2. **A dispensation may be granted in accordance with Standing Order 13 e) above if having regard to all relevant circumstances the following applies;**

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 business as to impede the**

 **transaction of the business or**

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**.

 9

1. **CODE OF CONDUCT COMPLAINTS**
2. Upon notification by Shropshire Council that it is dealing with a complaint that a Councillor with voting rights has breached the Council’s code of conduct, the Proper Officer shall, subject to Standing Order 11 above, report this to the Council.
3. Where the notification in Standing Order 14 a) above relates to a complaint by the Proper Officer, the Proper Officer shall notify the Chairman of the Council of this fact, who shall decide the person 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) below.
4. The Council may;

i. Provide information or evidence where such disclosure is necessary to progress an investigation

 of the complaint or is required by law, and

ii. Seek information relevant to the complaint from the person or body with statutory responsibility

 for investigation of the matter.

1. **Upon notification by Shropshire Council that a Councillor with voting rights has breached the Council’s code of conduct, the Council shall consider what, if any, action to take against him/her. Such action excludes disqualification or suspension from office.**
2. **PROPER OFFICER**
3. The Proper Officer shall be a person nominated by the Council to undertake the work of the Proper Officer or another person nominated by the Council when the Proper Officer is absent.
4. The Proper Officer shall:
5. **At least three clear days before a meeting of the Council or a Committee. \*serve on Councillors, by delivery or post at their residences, or by email authenticated in such a manner as he Proper Officer thinks fit, a signed summons confirming the time, place and t**he **agenda (provided the Councillor has consented to service by email).**

 **\*Provide, in a conspicuous place public notice of the time, place and agenda at least three clear days before a meeting of the Council or a meeting of a Committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**

1. **Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his/her office**.
2. **Facilitate inspection of the minutes book by local government electors**
3. **Receive and retain copies of byelaws made by other local authorities.**
4. Retain acceptance of office forms from Councillors.

 10

1. Retain a copy of every Councillor’s register of interests.
2. Arrange to manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council’s financial regulations.
3. Refer planning applications received by the Council by e-mail to all Councillors within two working days of receipt, to ensure that where the planning application needs to be considered and responded to within a time limit imposed by the planning authority, which expires before the next ordinary meeting, the Council is able to consider submitting a timely considered response.
4. Assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council’s relevant procedures.
5. Liaise, as appropriate with the Council’s Data Protection Officer.
6. Retain custody of the Seal of the Council (if any) which shall not be used without a resolution to that effect.
7. 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 od data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980)
8. **RESPONSIBLE FINANCIAL OFFICER (RFO)**
9. The Council shall appoint an appropriate person to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent *(see Standing Order 18 b) below on appointment of substantive RFO).*
10. **ACCOUNTS AND ACCOUNTING STATEMENTS**
11. All payments by the Council shall be authorised, approved and paid in accordance with the la**w,** proper practices and the Council’s financial regulations below.
12. The Responsible Financial Officer will provide the Council with a Treasurer’s Report for its two monthly meetings, which will include information on the balances of the Council’s bank accounts.
13. The year’s end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31st March. The Annual Return of the Council, which is only subject to external audit if the Council so requested, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30th June.

 11

1. **FINANCIAL CONTROLS AND REGULATIONS**
2. The Council’s Financial Regulations govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.
3. The Council shall appoint a Responsible Financial Officer (RFO) usually, but not necessarily the Clerk, who under the policy direction of the Council, shall be responsible for the proper administration of the Council’s financial affairs
4. The Responsible Financial Officer shall include arrangements in respect of the following:

1. The keeping of accounting records and systems of internal controls.
2. The assessment and management of financial risks faced by the Council.
3. The work of the independent internal auditor which will be required at least annually.
4. The inspection and copying by Councillors and local electors of the Council’s accounts and/or orders of payments; and
5. Whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
6. Bringing to the attention of all Councillors, where appropriate and as soon as practical, any correspondence from the Internal or External Auditors.
7. Completion of any VAT returns that are required. Any repayment due in accordance with VAT Act 1999 Section 33 shall be claimed every two years or at any other intervals of up to three years agreed by Council at a future date.
8. **A public contract regulated by the Public Contracts Regulations 201 with an estimated value in excess of £25,000 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.**
9. Neither the Council, nor a Committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
10. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for public service or supply contract, or in excess of £4,551,413 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 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**

 12

1. **Details of other public contracts such as in connection with the supply of gas heat and electricity can be found in Section 18 g) of NALC’s model Standing Orders.**

y

1. The Council’s Financial Regulations govern the conduct of financial transactions of the Council and may only be amended or varied by resolution of the Council.
2. The RFO shall be responsible for the production of financial management information and shall annually prepare detailed estimates of receipts and payments for the next financial year, and make this information available to every Councillor.
3. The annual budgets shall form the basis of financial control for the ensuing year.
4. The Clerk/RFO may incur expenditure on behalf of the Council for any work which is of such extreme urgency that it must be done at once, whether or not there is any allocated budgetary provision for that expenditure, subject to a limit of £200. The Clerk/RFO should report this action to the Council as soon as practicable thereafter.
5. All capital works shall be administered in accordance with Council’s Standing Orders in relation to Contracts.
6. With regard to expenditure the RFO shall follow the following procedures:
7. All orders of payment of money shall be authorised by resolution of the Council.
8. Cheques drawn on the Council’s bank account(s) shall be signed by two Members of the Council, (or one Councillor and the RFO if Regulations so allow at a future date), who are on the list of bank signatories.
9. All invoices for payment shall be examined, verified and certified by the Clerk/RFO. Councillors signing cheques shall satisfy themselves that the payment relates to the invoiced amount, and shall initial both the document and the cheque stub (counterfoil) accordingly.
10. A document shall not be sealed on behalf of the Council unless authorised by resolution.
11. Any two Members of Council named in a resolution moved under the provisions of iv above, of this order may seal, on behalf of the Council any document required by law to be issued under seal.
12. The RFO shall maintain a cash float of not more than £100 for the purpose of defraying operational and other petty cash expenses. This petty cash record shall be a separate document available for inspection by the Council and Internal Auditor.
13. Any debit card issued for use will be specifically restricted to the Responsible Finance Officer (RFO), and will be to meet payment of fees in respect of the Council’s web site. Payment for any other purpose will require prior approval of the Council. *(amendment 23/3/17)*

viii. The Clerk in consultation with the Chairman, or if unavailable, a Councillor deputising for

 him/her, consider that unforeseen circumstances exist and the matter is urgent Council

 delegates authority to the Clerk to meet expenditure not exceeding £500. Any such payments

 should be reported to Council at the next Council meeting for ratification. *(amendment 9/4/20)*

13

1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance Legislation. The payment of all salaries shall be made in accordance with pay records and the rules of PAYE and National Insurance currently operating and salaries shall be agreed by Council. Payments of salaries and payment deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with pay records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported and ratified by the next available Council meeting.
2. The following practices shall be followed for contracts:
3. All Councillors and Officer(s) are responsible for obtaining value for money at all times. An Officer issuing an official order shall ensure as far as possible that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers.
4. Every contract shall comply with the following Financial Regulations, unless decided

 otherwise by a specific resolution by Council.

1. Where it is intended to enter into a contract exceeding £1,000 in value for the supply of

 goods and materials, or for the execution of works or specialist services, the Clerk/RFO shall

 invite tenders from at least three firms to be taken from the appropriate approved list.

1. Where it is intended to enter into a contract of £1,000 or less in value and above £200 the

 RFO shall strive to obtain three estimates from appropriate suppliers unless instructed otherwise

 by the Council. *(Amendment 23/3/17)*

1. Any variation, omission or addition to a contract must be approved by the Council and the Clerk/RFO advise the contractor in writing, and the Council be informed s to the final cost.
2. In administering the Council’s insurance matters the Clerk/RFO shall
3. Keep a record of all insurances affected by the Council and the property and risks covered thereby, and annually review it.
4. Be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
5. **HANDLING OF STAFF MATTERS**
6. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service of any person employed by the Council, it shall not be considered until the Council has decided whether or not the public and/or the press shall be excluded.

14

**20. RESPONSIBILITIES TO PROVIDE INFORMATION**

 **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.**

1. **The Council shall publish information in** accordance **with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**
2. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**
3. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her personal data.**
4. **The Council shall have a written policy available for responding to and managing a personal data breach.**
5. **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.**
6. **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.**
7. **The Council shall maintain a written record of its processing activities.**

**22. RELATIONS WITH THE PRESS/MEDIA**

1. The public and press shall be admitted to all meetings of the Council and its Committees, but may be temporarily excluded by means of the appropriate resolution, and with the reasons for exclusion stated in the minutes.
2. Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or Clerk/RFO shall be considered in the first instance by the Chairman of Council, in consultation where he/she considers appropriate, with the Clerk/RFO to the Council.

**23. EXECUTION AND SEALING OF LEGAL DEEDS**

a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

**\*Subject to Standing Order 23 a) above, any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

**24. COMMUNICATING WITH UNITARY AUTHORITY COUNCILLORS**

a) An invitation to attend a meeting of the Council shall be sent, together with the agenda to the

 Ward Councillor of Shropshire Council, who represents the area

15

**25. STANDING ORDERS GENERALLY**

a) All or part of a Standing Order, except one that incorporates mandatory statutory requirements,

 may be suspended by resolution in relation to the consideration of an item on the agenda for a

 meeting.

1. A motion to add to or vary or revoke one or more of the Council’s Standing Orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least three Councillors to be given to the Proper Officer in accordance with Standing Order 9 above.
2. The Proper Officer shall provide a copy of the Council’s Standing Orders as soon as possible after he/she has delivered his/her acceptance of office form.
3. The decision of the Chairman of a meeting as to the application of Standing Orders at the meeting shall be final.
4. If a matter arises with no guidance contained in these Standing Orders but covered in the current adopted model Standing Orders or model Financial Regulations provided by the National Association of Local Councils, they should be considered and applied if appropriate.

THESE STANDING ORDERS WERE APPROVED AND ADOPTED AT THE MEETING OF BADGER PARISH COUNCIL ON WEDNESDAY 8TH MAY 2019.

Signed signed

T.J. Lipscombe F. D. Voysey

Chairman of the Council Clerk to the Council

16