MAULDEN PARISH COUNCIL
STANDING ORDERS
(taken from NALC MODEL STANDING ORDERS 2025 FOR ENGLAND)

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INTRODUCTION

Standing Orders are the written rules of a parish council, and are essential to regulate the proceedings of a meeting. A council may also use Standing Orders to confirm or refer to various internal organisational and administrative arrangements. The Standing Orders of a council are not the same as the policies of a council but Standing Orders may refer to policies. Standing Orders in bold type contain legal and statutory requirements.
These Standing Orders were adopted by Maulden Parish Council (MPC) at its meeting held on May 12, 2025.

1. RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the meeting Chair.
b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
c A motion on the agenda that is not moved by its proposer may be treated by the meeting Chair as withdrawn.
d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the meeting Chair, is expressed in writing to the meeting Chair.
h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the meeting Chair.
j Subject to SO1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the meeting Chair.
k One or more amendments may be discussed together if the meeting Chair considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.
m The mover of an amendment has no right of reply at the end of debate on it.
n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
o Unless permitted by the meeting Chair, a councillor may speak once in the debate on a motion except:
  i. To speak on an amendment moved by another councillor.
  ii. To move or speak on another amendment if the motion has been amended since they last spoke.
  iii. To make a point of order.
  iv. To give a personal explanation.
  v. To exercise a right of reply.
p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
q A point of order shall be decided by the meeting Chair and their decision shall be final.
r When a motion is under debate, no other motion shall be moved except:
  i. To amend the motion.
  ii. To proceed to the next business.
  iii. To adjourn the debate.
  iv. To put the motion to a vote.
  v. To ask a person to be no longer heard or to leave the meeting.
  vi. To refer a motion to a committee or sub-committee for consideration.
  vii. To exclude the public and press.
  viii. To adjourn the meeting.
  ix. To suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
s Before an original or substantive motion is put to the vote, the meeting Chair shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
t Excluding motions moved under SO1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the meeting Chair.

2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the meeting Chair shall request such person(s) to moderate or improve their conduct.
b If a person disregards the request of the meeting Chair to moderate or improve their conduct, any councillor or the meeting Chair may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
c If a resolution made under SO2(b) is ignored, the meeting Chair may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

a **Full council meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
b **The minimum three clear days for notice of a full council meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
c **The minimum three clear days' public notice for a committee meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
d **Full council and committee 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 such a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
f The total period of time designated for public participation at a meeting in accordance with SO3(e) shall not exceed 15 minutes unless directed by the meeting Chair.
g Subject to SO3(f), a member of the public shall not speak for more than three minutes.

h In accordance with SO3(e), a question shall not require a response at the meeting nor start a debate on

the question. The Meeting Chair may direct that a written or oral response be given.

i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The meeting Chair may at any time permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct their comments to the meeting Chair.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the meeting Chair shall direct the order of speaking.

l **Subject to SO3(m), a person who attends a full council or committee meeting is permitted to report on the meeting while the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

m **A person present at a full council or committee meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a full council or committee meeting at which they are entitled to be present.**

o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the MPC's Chair may in their absence be done by, to or before MPC's Vice-Chair.**

p **MPC's Chair, if present, shall preside at a full council meeting. If MPC's Chair is absent from a meeting, MPC's Vice-Chair if present, shall preside. If both MPC's Chair and Vice-Chair are absent from full council meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

q **Subject to a full council, committee or sub-committee meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

r **The Chair of a full council, committee or sub-committee meeting may give an original vote on any matter put to the vote and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**
See SO5(h) and SO5(i) for the different rules that apply in the election of the MPC Chair at the annual meeting of MPC.

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

t The minutes of a meeting shall include an accurate record of the following:
  i. The time and place of the meeting;
  ii. The names of councillors who are present and the names of councillors who are absent.
  iii. Interests that have been declared by councillors and non-councillors with voting rights.
  iv. The grant of dispensations (if any) to councillors and non-councillors with voting rights.
  v. Whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered.
  vi. If there was a public participation session.
  vii. The resolutions made.

u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in MPC's Code Of Conduct in a matter being considered at a full council, committee or sub-committee meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

v **No business may be transacted at a full council meeting unless at least one-third of the whole number of members of MPC are present and in no case shall the quorum of a meeting be less than three.**
See SO4d(viii) for the quorum of a committee or sub-committee meeting.

w **If a full council, committee or sub-committee meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of two and a half (2½) hours.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless MPC determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

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

c **Unless MPC determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d MPC may appoint standing committees or other committees and working groups as may be necessary, and:
   i. Shall determine their terms of reference.
   ii. Shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of MPC.
   iii. Shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings.
   iv. Shall, subject to SO4(b) and SO4(c), appoint and determine the terms of office of members of such a committee.
   v. May, subject to SO4(b) and SO4(c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer three days before the meeting that they are unable to attend.
   vi. Shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee.
   vii. Shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee.
   viii. Shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three.
   ix. Shall determine if the public may participate at a meeting of a committee.
   x. Shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee.
   xi. Shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend.
   xii. Say dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

a **In an election year, the annual meeting of MPC shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of MPC shall be held on such day in May as MPC decides.**

c **If no other time is fixed, the annual meeting of MPC shall take place at 6pm.**

d **In addition to the annual meeting of MPC, at least three other ordinary meetings shall be held in each year on such dates and times as MPC decides.**

e **The first business conducted at the annual meeting of MPC shall be the election of the Chair and Vice-Chair of MPC.**

f **MPC's Chair, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of MPC.**

g **MPC's Vice-Chair, unless they resign or become disqualified, shall hold office until immediately after the election of MPC's Chair at the next annual meeting of MPC.**

h **In an election year, if the current MPC Chair has not been re-elected as a member of MPC, they shall preside at the annual meeting until a successor MPC Chair has been elected. The current MPC Chair shall not have an original vote in respect of the election of the new MPC Chair but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current MPC Chair has been re-elected as a member of MPC, they shall preside at the annual meeting until a new MPC Chair has been elected. They may exercise an original vote in respect of the election of the new MPC Chair and shall give a casting vote in the case of an equality of votes.**

j Following the election of MPC's Chair and Vice-Chairat the annual meeting, the business shall include:
   i. **In an election year, delivery by MPC's Chair and councillors of their acceptance of office forms unless MPC resolves for this to be done at a later date. In a year which is not an election year, delivery by MPC's Chair of their acceptance of office form unless MPC resolves for this to be done at a later date.**
   ii. Confirmation of the accuracy of the minutes of the last meeting of MPC.
   iii. Receipt of the minutes of the last meeting of a committee.
   iv. Consideration of the recommendations made by a committee.
   v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities.
   vi. Review of the terms of reference for committees and working groups.
   vii. Appointment of members to existing committees and working groups.
   viii. Appointment of any new committees in accordance with standing order 4.
   ix. Review and adoption of appropriate standing orders and financial regulations.
   x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies

and businesses.

xi. Review of representation on or work with external bodies and arrangements for reporting back.
xii. In an election year, to make arrangements with a view to MPC becoming eligible to exercise the general power of competence in the future.
xiii. Review of inventory of land and other assets including buildings and office equipment.
xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks.
xv. Review of MPC's and/or staff subscriptions to other bodies.
xvi. Review of MPC's complaints procedure.
xvii. Review of MPC's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also SO11, SO20 and SO21*).
xviii. Review of MPC's policy for dealing with the press/media;
xix. Review of MPC's employment policies and procedures;
xx. Review of MPC's expenditure incurred under s137 of the Local Government Act 1972 or the general power of competence.
xxi. Determining the time and place of ordinary meetings of MPC's up to and including the next annual meeting of MPC's.

6. EXTRAORDINARY MEETINGS OF MPC, COMMITTEES AND SUB-COMMITTEES

a **MPC's Chair may convene an extraordinary meeting of MPC at any time.**
b **If MPC's Chair does not call an extraordinary meeting of MPC within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of MPC. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
c The Chair of a committee or sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
d If the Chair of a committee or sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or sub-committee, any two members of the committee or sub-committee may convene an extraordinary meeting of the committee or sub-committee.

7. PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four councillors to be given to the Proper Officer in accordance with SO9, or by a motion moved in pursuance of the recommendation of a committee or sub-committee.
b When a motion moved pursuant to SO7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

a Where more than two persons have been nominated for a position to be filled by MPC and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by meeting Chair.

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

a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of MPC's statutory functions, powers and obligations or an issue which specifically affects MPC's area or its residents.
b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
c The Proper Officer may, before including a motion on the agenda received in accordance with SO9(b), correct obvious grammatical or typographical errors in the wording of the motion.
d If the Proper Officer considers the wording of a motion received in accordance with SO9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it so that it can be understood, in writing, to the Proper Officer at least 10 clear days before the meeting.
e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
g Motions received shall be recorded and numbered in the order that they are received.
h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. To correct an inaccuracy in the draft minutes of a meeting.
- ii. To move to a vote.
- iii. To defer consideration of a motion.
- iv. To refer a motion to a particular committee or sub-committee.
- v. To appoint a person to preside at a meeting.
- vi. To change the order of business on the agenda.
- vii. To proceed to the next business on the agenda.
- viii. To require a written report.
- ix. To appoint a committee, sub-committee, or working group and their members.
- x. To extend the time limits for speaking.
- xi. To exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest.
- xii. To not hear further from a councillor or a member of the public.
- xiii. To exclude a councillor or member of the public for disorderly conduct.
- xiv. To temporarily suspend the meeting.
- xv. To suspend a particular standing order (unless it reflects mandatory statutory or legal requirements).
- xvi. To adjourn the meeting.
- xvii. To close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

a **MPC shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **MPC shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. MPC's Retention Policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, MPC's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

a 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.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with SO10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the meeting Chair and stand as an accurate record of the meeting to which the minutes relate.

d If the meeting Chair does not consider the minutes to be an accurate record of the meeting to which they relate, but the majority at the meeting do consider them to be accurate, the meeting Chair shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

e **If MPC's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes of full council, committee and sub-committee meetings on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with SO12(e) and SO20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

a All councillors and non-councillors with voting rights shall observe the Code Of Conduct adopted by MPC.

b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by MPC's Code

Of Conduct. They may return to the meeting after it has considered the matter in which they had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by a meeting of MPC, a committee or sub-committee for which the dispensation is required and that decision is final.

f A dispensation request shall confirm:

i. The description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates.

ii. Whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote.

iii. The date of the meeting or the period (not exceeding four years) for which the dispensation is sought.

iv. An explanation as to why the dispensation is sought.

g Subject to SO13(d) and SO13(f), a dispensation request shall be considered by MPC at the beginning of the MPC meeting, or committee or sub-committee for which the dispensation is required.

h A dispensation may be granted in accordance with SO13(e) if having regard to all relevant circumstances any of the following apply:

i. Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business.

ii. Granting the dispensation is in the interests of persons living in MPC's area.

iii. It is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached MPC's code of conduct, MPC shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by MPC to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **At least three clear days before a meeting of MPC, a committee** or a sub-committee**:**

- **Serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email).**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of MPC convened by councillors is signed by them).**

See SO3(b) for the meaning of clear days for a meeting of a full council and SO3(c) for the meaning of clear days for a meeting of a committee.

ii. Subject to SO9, include on the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming their withdrawal of it;

iii. Convene a meeting of CBC for the election of a new Chair of MPC, occasioned by a casual vacancy in their office.

iv. **Facilitate inspection of the minute book by local government electors.**

v. **receive and retain copies of byelaws made by other local authorities.**

vi. Hold acceptance of office forms from councillors.

vii. Supply every councillor with the links to complete the Principal Council's register of interests.

viii. Assist with responding to requests made under Freedom Of Information legislation and rights exercisable under data protection legislation, in accordance with MPC's relevant policies and procedures.

ix. Liaise, as appropriate, with MPC's Data Protection Officer (if there is one).

x. Receive and send general correspondence and notices on behalf of MPC except where there is a resolution to the contrary.

xi. Assist in the organisation of, storage of, access to, security of, and destruction of information held by MPC in paper and electronic form subject to the requirements of Data Protection and Freedom Of Information legislation and other legitimate requirements (e.g. the Limitation Act 1980).

xii. Arrange for legal deeds to be executed.
(*see also SO23)*

xiii. Arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by MPC in accordance with its financial regulations.

xiv. Record every planning application notified to MPC and MPC's response to the local planning authority in a book or spreadsheet for such purpose.

xv. Refer a planning application received by MPC to MPC's Chair or in their absence MPC's Vice-Chair within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning

application requires consideration before the next ordinary meeting of MPC.

xvi. Manage access to information about MPC via the publication scheme.

xvii. Retain custody of the seal of MPC (if there is one) which shall not be used without a resolution to that effect.
(s*ee also SO23).*

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

a "Proper practices" in standing orders refer to the most recent version of Governance & Accountability For Local Councils – A Practitioners' Guide.

b All payments by MPC shall be authorised, approved and paid in accordance with the law, proper practices and MPC's Financial Regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after June 30, September 30 and December 31 in each year a statement to summarise:
- i. MPC's receipts and payments (or income and expenditure) for each quarter.
- ii. MPC's aggregate receipts and payments (or income and expenditure) for the year to date.
- iii. The balances held at the end of the quarter being reported, which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at March 31, the Responsible Financial Officer shall provide:
- i. Each councillor with a statement summarising MPC's receipts and payments (or income and expenditure) for the last quarter and the year to date for information.
- ii. To MPC the accounting statements for the year in the form of Section 2 of the Annual Governance & Accountability Return (AGAR), as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by MPC (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft AGAR shall be presented to all councillors at least seven days prior to anticipated approval by MPC. MPC's AGAR, which is subject to external audit, including the annual governance statement, shall be presented to MPC for consideration and formal approval before June 30.

18. FINANCIAL CONTROLS AND PROCUREMENT

a. MPC shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. The keeping of accounting records and systems of internal controls.
- ii. The assessment and management of financial risks faced by MPC.
- iii. The work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually.
- iv. The inspection and copying by councillors and local electors of MPC's accounts and/or orders of payments.
- v. Whether contracts with an estimated value below £30,000 due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial Regulations shall be reviewed at least annually for fitness of purpose.

c. Subject to additional requirements in the Financial Regulations of MPC, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. A specification for the goods, materials, services or the execution of works shall be drawn up.
- ii. An invitation to tender shall be drawn up to confirm (i) MPC's specification (ii) the time, date and address for the submission of tenders (iii) the date of MPC's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process.
- iii. Tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer or, where an electronic tendering process is used, MPC shall use a specific email address that will be monitored to ensure nobody accesses any tender before the expiry of the deadline for submission.
- iv. Tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed.
- v. Tenders are to be reported to and considered by the appropriate meeting of MPC or a committee or sub-committee with delegated responsibility.

d. Neither MPC, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, MPC must consider whether the contract is subject to the requirements of current procurement legislation and, if so, MPC must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a MPC meeting or meeting of the Finance & General Purposes Working Group is subject to SO11.

b Subject to MPC's policy regarding absences from work, MPC's most senior member of staff shall notify MPC's Chair or, if they are not available, MPC's Vice-Chair of absence occasioned by illness or other reason and that person shall report such absence to MPC at its next meeting.

c The Finance & General Purposes Working Group shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk/RFO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by MPC.

d Subject to MPC's policy regarding the handling of grievance matters, MPC's most senior member of staff (or other members of staff) shall contact MPC's Chair or, in their absence, MPC's Vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of MPC.

e Subject to MPC's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk/RFO relates to MPC's Chair or MPC's Vice-Chair this shall be communicated to another member of the Finance & General Purposes Working Groupwhich shall be reported back and progressed by resolution of MPC.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with SO11(a), persons with line management responsibilities shall have access to staff records referred to in SO19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also SO21.

a **In accordance with Freedom Of Information legislation, MPC shall publish information in accordance with its publication scheme and respond to requests for information held by MPC.**

b. **If gross annual income or expenditure (whichever is higher) does not exceed £25,000 MPC shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**
If gross annual income or expenditure (whichever is the higher) exceeds £200,000 MPC shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list) *See also SO11.*

a MPC may appoint a Data Protection Officer.

b **MPC shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**

c **MPC shall have a written policy in place for responding to and managing a personal data breach.**

d **MPC shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **MPC shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **MPC shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

a Requests from the press or other media for an oral or written comment or statement from MPC, its councillors or staff shall be handled in accordance with MPC's policy in respect of dealing with the press and other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also SO15(b)(xii) and SO15(b)(xvii).

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

b **Subject to SO23(a), any two councillors may sign, on behalf of MPC, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

a An invitation to attend a meeting of MPC shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of MPC.

b Unless MPC determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillor(s) representing the area of MPC.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised by resolution of MPC no councillor shall:
   i. Inspect any land and/or premises which MPC has a right or duty to inspect.
   ii. Issue orders, instructions or directions.

STANDING ORDERS GENERALLY

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of MPC's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least four councillors to be given to the Proper Officer in accordance with SO9.

c The Proper Officer shall provide a copy of MPC's standing orders to each councillor as soon as possible.

d The decision of the meeting Chair as to the application of standing of standing orders at the meeting shall be final.