



STANDING ORDERS

Adopted Extraordinary Meeting 17th September 2019

SEPTEMBER 1, 2019
COLERNE PARISH COUNCIL
Old School, Vicarage Lane, Colerne, SN14 8EL

1.Meetings

- a. Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.
- b. When calculating the 3 clear days for notice of a meeting to councillors and the public, 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 shall not count.
- c. 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.
- d. Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- e. The period of time which is designated for public participation in accordance with standing order 1(d) above shall not exceed twenty (20) minutes.
- f. Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than three (3) minutes.
- g. In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- h. In accordance with standing order 1(g) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- i. A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- j. A person shall raise his or her hand when requesting to speak.
- k. Any person speaking at a meeting shall address his or her comments to the Chairman.
- l. Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.

- m. **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted at open meetings of the Council. However, the Chairman of the meeting must inform members of the public present that such activities are taking place and give members of the public the opportunity to avoid being recorded.**
- n. **In accordance with standing order 1(c) above, the press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his or her absence be done by, to or before by the Vice Chairman, and if he or she is absent, by another nominated councillor.**
- p. **The Chairman, if present, shall preside at a meeting of the Council. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- q. **Subject to standing order 1 (y) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- r. **The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his or her casting vote whether or not he or she gave an original vote. (*See also standing orders 2 (h) and (i) below.*)**
- s. **Unless standing orders provide otherwise, voting on any 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 or her 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 record the names of councillors present and absent. Councillors are expected to attend full Council meetings but may offer their apologies from time to time because of illness, holidays and business affairs. However, persistent absence can lead to disqualification. Normally this would be an absence of three months. However, the Council can pass a resolution to give a dispensation in the light of circumstances.**
- u **Apologies for absence will also be recorded.**
- v **The code of conduct adopted by the Council shall apply to in respect of the entire meeting.**
- w **An interest arising from the code of conduct adopted by the Council,**
the

existence and nature of which is required to be disclosed by a Councillor at a meeting, shall be recorded in the minutes. (*See also standing order 8 below.*)
- x **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 3.**
- y **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted considered at a following meeting.**
- z **Meetings shall not exceed a period of two (2) hours. However, if a majority of councillors present vote in favour of an extension, so as to complete urgent business, then an extension is allowable.**

2.Ordinary Council Meetings

See also standing order 1 above

- a. **In an election year, the annual meeting of the Council shall be held on or within 14**

days following the day on which the new councillors elected take office. The procedures for election and co-option of Councillors are to be found in Appendix 1.

- b. In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council decides.
- c. The annual meeting of the Council shall take place at 7.30pm.
- d. In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e. The election of the Chairman and Vice-Chairman of the Council shall be the first business completed at the annual meeting of the Council. The procedures for the elections are to be found in Appendix 2.
- f. The Chairman of the Council, unless he or she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his or her successor is elected at the next annual meeting of the Council.
- g. The Vice-Chairman of the Council, unless he or she 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.
- h. In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he or she 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.
- i. In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he or she shall preside at the meeting until a new Chairman of the Council has been elected. He or she may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- j. Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the Council, the order of business shall include:
 - i. In an election year, delivery by councillors of their declarations of acceptance of office, unless the Council resolves for this to be done at a later date. In a year that is not an election year, delivery by the Chairman of

the Council of his or her acceptance of office form, unless the Council resolves for this to be done at a later date.

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council.
- iii. Review of delegation arrangements to Working Groups, employees and other local authorities.
- iv. Review and adoption of appropriate standing orders and financial regulations.
- v. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- vi. Review of representation on or work with external bodies and arrangements for reporting back.
- vii. In a year of elections, if a Council's period of eligibility to exercise its powers expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
- viii. Review of inventory of land and assets including buildings and office equipment.
- ix. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- x. Review of the Council's and/or employees' memberships of other bodies.
- xi. Establishing or reviewing the Council's complaints procedure.
- xv. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulation 2018
- xvi. Reviewing the Council's policy for dealing with the press/media.
- xvii. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3.Extraordinary Meetings

- 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 call an extraordinary meeting of the Council within 7 days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.

4 Proper Officer

- a. The Council's Proper Officer shall be either the clerk or such other Individual as may be nominated by the Council from time to time to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the Individual appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.**

- b. The Council's Proper Officer shall do the following.**
 - i. Deliver to Councillors the time, date, venue and the agenda for a meeting electronically or by post to their residences at least 3 clear days before a meeting is to be held.**
 - ii. Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council, or of an extraordinary meeting.**

 - iii. In discussion with the Chairman include in the agenda all items in the order received, unless a councillor has given notice of his or her withdrawal of his or her item. In the absence of the Chairman, the Vice Chairman or another nominated Councillor will substitute.**
 - iv. Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his or her office, in accordance with standing order 3(b)ii above.**
 - v. Make available the minutes of meetings for inspection.**
 - vi. Receive and retain copies of byelaws made by other local authorities.**
 - vii. Receive and retain declarations of acceptance of office from councillors.**
 - viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.**
 - ix. Keep proper records required before and after meetings;**
 - x. Process all requests made under the Freedom of Information Act 2000 and General Data Protection Regulations 2018 in accordance with and subject to the Council's procedures relating to the same.**
 - xi. Receive and send general correspondence and notices on behalf of the Council.**
 - xii. Manage the organisation, storage of and access to information held by the Council in paper and/or electronic form.**
 - xiii. Arrange for legal deeds to be signed by 2 councillors and witness the signatures. (See also standing orders 15(a) and (b).)**
 - xiv. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's**

financial regulations.

xv. Record every planning application notified to the Council and the Council's response to Wiltshire Council's planning department.

xvi. Refer a planning application received by the Council to the Convenor of the Planning Working Group or in his or her absence another member of that Group within 2 working days of its receipt to enable the planning application to be considered.

xvii. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

xviii. Act as the Responsible Financial Officer and provide support in the various financial activities of the Council.

5 Agenda Items Requiring Prior Notice

- a. No item can be considered at a meeting of the Council unless it has been agreed at a previous meeting of the Council, or submitted to the Council's Proper Officer at least ten (10) clear days before the next meeting. Every item shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- b. Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.

6 Agenda Items Not Requiring Prior Notice

- a. Agenda items in respect of the following matters may be moved without written notice.
 - i. To appoint a person to preside at a meeting.
 - ii. To approve the absences of councillors.
 - iii. To approve the accuracy of the minutes of the previous meeting.
 - iv. To correct an inaccuracy in the minutes of the previous meeting.
 - v. To dispose of business, if any, remaining from the last meeting.
 - vi. To alter the order of business on the agenda for reasons of urgency or expedience.
 - vii. To proceed to the next business on the agenda.
 - viii. To close or adjourn debate.
 - ix. To refer by formal delegation a matter to a Working Group or an employee.
 - x. To appoint a Working Group.
 - xi. To receive nominations to a Working Group

- xii. To dissolve a Working Group.
 - xiii. To consider a report and/or recommendations made by a Working Group or an employee.
 - xiv. To consider a report and/or recommendations made by a professional advisor, expert or consultant.
 - xv. To authorise legal deeds signed by two councillors and witnessed.
(See *standing orders 14(a) and (b) below.*)
 - xvi. To authorise the payment of monies up an agreed sum (Appendix 3).
 - xvii. To exclude the press and public for all or part of a meeting.
 - xviii. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
 - xix. To give the consent of the Council if such consent is required by standing orders.
 - xx. To suspend any standing order except those which are mandatory by law.
 - xxi. To adjourn the meeting.
 - xxii. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
 - xxiii. To answer questions from councillors.
 - xxiv. To invite a member having an interest in the subject matter under debate to remain.
- b. If an agenda item motion falls within the terms of reference of a Working Group or within the delegated powers conferred on an employee, a referral of the same may be made to such Working Group or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

7 Rules of Debate

- a. Items on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman.
- b. The Chairman shall first be satisfied that the item has been sufficiently debated before it is put to the vote.

8 Code of Conduct and Dispensations

- a. All councillors shall observe the code of conduct adopted by the Council.
- b. All councillors shall receive a copy of the Code of Conduct and sign that they

have read and will abide by the Code within 3 months of the delivery of their declaration of acceptance of office.

- c Unless granted a dispensation by the Councillors present at the meeting, a councillor shall withdraw from a meeting when it is considering a matter in which he or she has a disclosable pecuniary interest. He or she may return to the meeting after the Council has finished discussing the matter.
- d A dispensation request shall confirm the nature of the pecuniary or other interest and whether a dispensation is required to participate at the meeting in discussion only, or also to vote.
- e A dispensation may be granted 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 residents living in the Council's area; or
 - iii. it is otherwise appropriate to grant a dispensation
- f The Clerk shall record particulars of any notice given by any member or any officer of the Council of a pecuniary or other interest.
- g If a candidate for any appointment under the Council is to his or her knowledge related to any member or holder of any office under the Council, he or she and the person to whom he or she is related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council any such disclosure. Where a relationship to a member is disclosed the Standing Orders on interests of members in contracts and other matters shall apply. The Clerk shall make known the purpose of this Standing Order to every candidate.

9. Code of Conduct Complaints

- a Upon notification to the council that is dealing with a complaint that a councillor or employee has breached the Council's code of conduct the Proper Officer shall report this to the Council.

- b** Where the notification in standing order 9(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another 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 9 (d).

- c** The Council may :
 - i.** provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

 - ii.** seek information relevant to the complaint from the person or body with statutory responsibility for the investigation of the matter.

- d** Upon notification by the Council that a councillor or employee has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him or her. Such action includes disqualification or suspension from office.

10. Minutes

- a.** If a copy of the draft minutes of a preceding meeting has been served on councillors with the notice 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 of the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 6(a)(iv) above.

- c.** Minutes, including any amendment to correct their accuracy, 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 Disorderly Conduct

- a.** No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.

- b. If, in the opinion of the Chairman, there has been a breach of standing order 11(a) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.**
- c. If a resolution made in accordance with standing order 11(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he or she may adjourn the meeting.**

12. Rescission of Previous Resolutions

- a. A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least two (2) councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a Working Group.**
- b. When a special motion or any other motion moved pursuant to standing order 12(a) above has been disposed of, no similar motion may be moved within a further 6 months.**

13 Voting on Appointments

- a. Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.**

14 Expenditure

- a. Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.**
- b. The Council's financial regulations shall be reviewed once a year.**
- c. The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be**

delegated to a working group or to an employee.

15 Execution and Sealing of Legal Deeds

See also standing order 4(b)(xiii) above

- a. **A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.**
- b. **In accordance with a resolution made under standing order 15(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

16 Working Groups

- a. **In the light of the size of the Council, it will appoint Working Groups, comprised of a number of councillors and, if considered necessary, non-councillors. The Working Groups replace Committees and Sub-Committees, with all final decision-making resting with the full Council.**
- b. **The Council will set a Working Group where there is :-**
 - i. **a one-off project which requires investigation or implementation**
 - or**
 - ii. **a Council function that requires regular attention, especially if there is a statutory requirement.**
- c. **Working Groups can be formed and dissolved as required. The formation and dissolution of a Working Group will be ratified by the full Council.**
- d. **As a general rule, a Working Group will consist of a convener, with at least two other members.**
- e. **The first task of a Working Group is to agree its terms of reference and the likely time scale for the completion of its work, for approval of the Council.**
- f. **If a Working Group requires financial support to complete its work, advice must be sought from the Finance Working Group. Further details are to be found in Appendix 3.**

- g. A Working Group shall produce written progress reports and recommendations and give notice thereof to the Council for consideration.**
- h. From time to time the Council is approached to support Community Projects. Such projects should have an identified Parish Project Group to liaise with the Council. There is no requirement for a Councillor to be a member of that Group.**

17 Accounts and Financial Statement

- a. All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.**
- b. The Clerk, acting as the Responsible Financial Officer, shall supply to each councillor three monthly a summary of the Council's financial position.**
- c. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 31 May.**
- d. Day-to-day financial transactions, up to an agreed amount, are the responsibility of the Financial Working Group. All cheques require signatures of two authorized Councillors. The amount is to be found in Appendix 3.**

18 Estimates and Precepts

- a. The Council shall approve written estimates for the coming financial year at its meeting before the end of December.**
- b. Working Groups with a requirement for financial support during the coming financial year should also provide written estimates.**

19 Canvassing of and Recommendations by Councillors

- a. A councillor shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.**

- b. This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

20 Inspection of Documents

Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his or her official duties (but not otherwise), inspect any document in the possession of the Council and request a copy for the same purpose. The minutes of meetings of the Council, shall be available for inspection by councillors.

21 Unauthorized Activities

- a. Unless authorized by a resolution or delegation by the Chairman, no individual councillor shall in the name or on behalf of the Council:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

22 Confidential Business

Councillors shall not disclose information given in confidence or which they believe to be, or ought to be aware of, confidential.

23 General Power of Competence

- a. Before exercising the general power of competence, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
- b. The Council's period of eligibility begins on the date that the resolution under standing order 2 (j)vii above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.
- c. After the expiry of its preceding period of eligibility, the Council continues to be an

eligible council solely for the purpose of completing any activity undertaken in the exercise of the general power of competence which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 2(j)vii above.

24 Matters Affecting Council Employees

- a. If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b. Subject to the Council's policy regarding absences from work, the Clerk shall notify the Chairman, or in his or her absence, the Vice-Chairman, of any absence occasioned by illness or urgency and that person shall report such absence to the next meeting full Council meeting.
- c. The Chairman, or in his or her absence, the Vice-Chairman, shall upon a resolution conduct a review of the performance and/or appraisal of the employee and shall keep a written or electronic record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by the Council.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Clerk (or other employees) shall contact the Chairman or in his or her absence, the Vice-Chairman, in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e. Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by the employee relates to the Chairman or Vice-Chairman this shall be communicated to another member of the Council which shall be reported back and progressed by resolution of the Council.
- f. Any persons responsible for all or part of the management of Council employees shall keep written or electronic records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- g. The Council shall keep records relating to employees secure. All paper records shall be secured under lock and key and electronic records shall be password protected.

- h. Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- i. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 21(g) and (h) above shall be provided only to the Clerk and/or the Chairman of the Council.

25 Freedom of Information Act 2000 & General Data Protection Regulations 2018

- a. All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 (FIA) and the General Data Protection Regulations 2018 (RDPR).
- b. Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Council. The said Council shall have the power to do anything to facilitate compliance with the FIA and RDPR including exercising the powers of the Proper Officer in respect of FIA requests set out under standing order 4(b)x above.

26 Relations with the Press/Media

- a. All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b. In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors should, in their official capacity, ensure that any comments are in agreement with Council agreed policy. If there is any doubt, the request should be passed to the Chairman.

27 Liaison with the Unitary Councillor

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

agenda, to the Councillor representing Box and Colerne Division.

28 Financial Matters

- a. **The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:**
 - i. **the accounting records and systems of internal control;**
 - ii. **the assessment and management of financial risks faced by the Council;**
 - iii. **the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;**
 - iv. **the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;**
 - v. **procurement policies (subject to standing order 28(b) below) including the setting of values for different procedures where the contract has an estimated value of less than the current agreed sum (see Appendix 5).**

- b. **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of the current agreed sum (see Appendix 5) shall be procured on the basis of a formal tender as summarised in standing order 28(c) below.**

- c. **Any formal tender process shall comprise the following steps:**
 - i. **a specification of the goods, materials, services and the execution of works shall be drawn up;**
 - ii. **tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;**
 - iii. **tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;**
 - iv. **tenders are then to be assessed and reported to the appropriate meeting of Council or Working Group.**

- d. **Neither the Council, nor any Working Group, is bound to accept the lowest tender, estimate or quote.**

- e. **Where the value of a contract is likely to exceed £100,000 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended)**

apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

29 Variation, Revocation and Suspension of Standing Orders

- a. Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b. A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

30 Standing Orders to be Given to Councillors

- a. The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his or her declaration of acceptance of office.
- b. The Chairman's decision as to the application of standing orders at meetings shall be final.
- c. A councillor's failure to observe standing orders more than 3 times in one meeting may result in him or her being excluded from the meeting in accordance with standing orders.

ADOPTED BY COLERNE PARISH COUNCIL

DATE: 17th September 2019

CHAIRMAN:

SIGNATURE:

