

STANDING ORDERS for COLD ASHTON PARISH COUNCIL

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**DERIVED FROM MODEL STANDING ORDERS 2018
(ENGLAND) – UPDATED APRIL 2022**

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29.0 STANDING ORDERS GENERALLY25

1.0 INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders 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 them.

Local councils operate within a wide statutory framework. The NALC model standing orders, on which the specific Standing Orders for Cold Ashton Parish Council are based, incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

2.0 RULES OF DEBATE AT MEETINGS

For all meetings (Ordinary, Annual General and Extraordinary) an agenda will be collated by the Clerk of the Council in consultation with the Chair of the Council.

- a. Motions (or items) on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b. For each item the Chair determines whether:
 - i. to amend the motion/item;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate/discussion on the motion/item in hand;
 - iv. to put the motion/item to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to exclude the public and press;
 - vii. to adjourn the meeting; or
 - viii. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- c. Before an original or substantive motion/item is put to the vote, the Chair of the meeting 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.

3.0 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 Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard(s) the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting 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 standing order 3(b) is ignored, the Chair of

the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

4.0 RULES RELATING TO MEETINGS GENERALLY

Cold Ashton Parish Council holds three types of meetings: an Annual General Meeting (AGM) the specific rules of which are regulated by standing order 5; ordinary meetings the specific rules of which are regulated by standing order 6; and extraordinary meetings the specific rules for which are regulated by standing order 7. This standing order (4) covers the rules that apply to all three types of meeting.

- 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 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 of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear 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 (see standing order 7.0 extraordinary meetings)
- d 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.
- 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 In accordance with standing order 4(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- g A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- h Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of

speaking.

- i Subject to standing order 4(m), 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 is available as the meeting takes place or later to persons not present.
- j A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- k 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.
- l Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).
- m The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- n Subject to a 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. In the case of Cold Ashton Parish Council, we need 3 voting members to be present (and in the room) to be quorate.
- o The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise a casting vote whether or not they gave an original vote. So, the Chair of the meeting has a second vote in the case of a vote being tied.

See standing orders 6(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- p 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.

- q 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; and
 - vii. the resolutions made.
- r A councillor or a 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 their right to participate and vote on that matter.
- s We will be defining personal or pecuniary interests following guidance in the DCLG Guidance for Councillors (2013) on "Openness and transparency on personal interests" (see https://assets.publishing.service.gov.uk/media/5a748e08ed915doe8bf193c8/Openness_and_transparency_on_personal_interests.pdf - URL correct as of March 2025). Pecuniary interests relate to those of councillors, their spouses or their civil partners. They are defined in Annex A of the Guidance.
- t 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. In the case of Cold Ashton Parish Council, the quoracy threshold is 3 voting members.
- u If a 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.
- v A meeting (of any type) shall not exceed a period of 2 hours unless specifically agreed by a majority of voting members present.

5.0 COMMITTEES AND SUB-COMMITTEES

- a There are currently no committees or sub-committees to the Parish Council. The Council would be able to convene a committee where one is necessary but at the point of agreeing to the committee the full Parish Council would need to draft the standing orders to regulate how such a body would function. The convening of any committee would require the Full Council to establish terms of reference and membership of any committee.
- b Any committee or sub-committee can include non-councillors unless it is a committee that regulates and controls the finances of the Council.

6.0 ANNUAL PARISH MEETINGS FOR THE COUNCIL

Cold Ashton Parish Council will hold at least one Annual Parish Meeting per administrative year. An administrative year runs from mid-May to mid-May the following year as distinct from the financial year that runs from 1st April to 31st March of the following calendar year.

- 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 councillors elected take office.
- b 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 decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- e The Chair of the Council, unless the Chair has resigned or becomes disqualified in the intervening period, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- f The Vice-Chair of the Council, if there is one, unless the Vice-Chair resigns or becomes disqualified in the intervening period, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- g In an election year, if the current Chair of the Council has not been re-

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

- h In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- i Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chair 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 Chair of the Council of their 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. 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;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 5;
 - 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 the Council 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 the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 13, 22 and 23*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

7.0 ORDINARY MEETINGS FOR THE COUNCIL

- a 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. It has been current practice for the Parish Council to hold 6 (six) bimonthly meetings over the course of a full administrative year.
- b The rules of setting agenda will follow standing order 2 and the rules for holding such ordinary meetings will follow standing order 4.

8.0 EXTRAORDINARY MEETINGS OF THE COUNCIL

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chair of the Council does not 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 shall be signed by the two councillors.

9.0 PREVIOUS RESOLUTIONS

A resolution is a decision made by voting at a Parish Council Meeting. This standing order covers the situation where the Council might be minded to change a decision previously taken by the Council.

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 11 (meetings requiring written notice), or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 9(a) has been disposed of, no similar motion may be moved for a further six months.

10.0 VOTING ON APPOINTMENTS (TO COUNCIL POSITIONS)

- a Where 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. 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 the Chair of the meeting.

11.0 MOTIONS/AGENDA ITEMS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

The Proper Officer role is defined by standing order 17.

- 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 the Council's statutory functions, powers and obligations or an issue which specifically affects the Council'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 2 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 standing order 11(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 standing order 11(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 2 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.

12.0 MOTIONS/AGENDA ITEMS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

For the most part agenda items are determined in relation to standing order 2. Most of the following motions require the Chair of the meeting to determine.

- a The following motions/agenda items 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 or sub-committee 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; or
- xvii. to close the meeting.

13.0 POWERS OF DELEGATION

- a The Council might defined specific matters (such as on development control matters) that might be delegated to specific persons (such as the Clerk) such that Council opinions might be collected outside of either Ordinary or Extraordinary meetings. This power of delegation would be subject to annual renewal at the Annual General Meeting.
- b In either an Annual General or an Ordinary meeting, in the case that the Clerk or the Responsible Financial Officer is unable to attend, the powers of the Clerk and/or the Responsible Financial Officer fall the Chair of the meeting. This delegation only applies to the specific meetings for which the Clerk/RFO is indisposed.

14.0 MANAGEMENT OF INFORMATION

See also standing order 23.

- a The Council 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.

- c The Council 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. The Council'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).
- d 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.
- e Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

15.0 THE PROCESS OF CONFIRMING MINUTES AS AN ACCURATE RECORD OF A MEETING

The minutes of a meeting are the record of decisions taken and actions determined through the discussion of Council business. It is the job of the Proper Officer to record notes of meetings and to draft minutes of Council meetings.

- a The minutes of any meeting are "draft" until such point as they are voted on as being an accurate record of the meeting for which they are a record.
- b 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.
- c 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 12(a)(i).
- d The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- e If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, the 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 their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- f Since the Cold Ashton Parish Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.

16.o CODE OF CONDUCT AND DISPENSATIONS

See also standing order 4(r).

- a Good conduct relates to two areas of behaviour: the first relates to procedural behaviour within Council Meetings; the second relates to a general set of behaviours that extend beyond following the procedural rules of any meeting.
- b All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council. These are based on Local Government Association guidance (LGA 2021 – see <https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct#part-2-general-obligations-under-the-code-of-conduct>)
- c Unless a councillor/non-councillor has 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 the councillor/non-councillor has a disclosable pecuniary interest. The councillor/non-councillor may return to the meeting after it has considered the matter in which they had the interest.
- d Unless the councillor/non-councillor has 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 the councillor/non-councillor has another interest, if required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- e Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, requests can be made verbally at the start of the meeting for which the dispensation is required.

- f A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- g 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; and
 - iv. an explanation as to why the dispensation is sought.
- h Subject to standing orders 15(d) and (f), a dispensation request 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.
- i A dispensation may be granted in accordance with standing order 15(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 the Council's area; or
 - iii. it is otherwise appropriate to grant a dispensation.
- j Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, gender reassignment, sexual orientation, marital status, religion & belief, pregnancy & maternity and disability) Crime and Disorder, Health & Safety and Human Rights.
- k Gross misconduct would include not adhering to (j). In addition, gross misconduct would relate to (not an exhaustive list):
 - i. Bullying
 - ii. Harassment
 - iii. Discrimination (see 16 (j))
 - iv. Failure to respect the impartiality of officers
 - v. Disclosure of information beyond the scope under which you had

access to that information

- vi. Bringing the Council into disrepute
- vii. Misuse of your councillor role for financial advantage either for yourself or others
- viii. Misuse of the Council's resources or material assets.

17.0 CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 13, report this to the Parish Council.
- b Where the notification in standing order 16(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member 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 16(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 investigation of the matter;
- d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

18.0 THE ROLE OF THE PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent. It has been the current practice of the Cold Ashton Parish Council for the Clerk to be the Proper Officer as defined in this standing order.

b The Proper Officer shall:

- i. at least three clear days before a meeting of the council, 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), and
 - 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 the Council convened by councillors is signed by them).

See standing order 4(b) for the meaning of clear days for a meeting of a full council and standing order 4(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 11, include on the agenda all motions in the order received unless a councillor has given written notice at least 2 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, 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. hold a copy of every councillor'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 the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council 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 the Council 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 standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. in the absence of a delegation rule by which certain powers of decision are delegated to the Proper Office, refer a planning application received by the Council to the Chair or in their absence the 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;
- xvi. manage access to information about the Council via the publication scheme; and

19.0 THE ROLE OF THE RESPONSIBLE FINANCIAL OFFICER (RFO)

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent. Currently the Cold Ashton Parish Council only has a single member of staff.

20.0 ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide” (see <https://www.nalc.gov.uk/resource> [URL accessed January 2025])
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon

as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council'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 and
 - iv. 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 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, 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 the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

21.0 FINANCIAL CONTROLS AND PROCUREMENT

- 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 keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - 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 the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).
- d. Subject to additional requirements in the financial regulations of the Council, 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) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council'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. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. 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;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

22.0 HANDLING STAFF MATTERS

Currently the Cold Ashton Parish Council only employs a single member of staff – the Clerk to the Council. This rule covers both how the Council (as a Corporate Body) needs to manage their one member of staff – but would also cover others should that need arise.

- a A matter personal to a member of staff that is being considered by a meeting of the Parish Council is subject to standing order 13.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of Parish Council or, if the Chair is not available, the Vice-Chair of absence occasioned by illness or other reason and that person shall report such absence to Parish Council at its next meeting.
- c The Chair of Parish Council or in their absence, the Vice-Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk to the Parish Council. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Parish Council.
- d 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.

23.0 RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 24.

- 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.

- b. The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.

24.0 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

See also standing order 13. The provisions of standing order 23 are not an exclusive list of responsibilities under this legislation.

- a The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- b The Council shall have a written policy in place for responding to and managing a personal data breach.
- c 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.
- d 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.
- e The Council shall maintain a written record of its processing activities.

25.0 RELATIONS WITH THE PRESS/MEDIA

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

26.0 EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 18(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 26(a), any two councillors may sign, on behalf

of the Council, any deed required by law and the Proper Officer shall witness their signatures.

27.o COMMUNICATING WITH SOUTH GLOUCESTERSHIRE COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Boyd Valley ward councillor(s) of South Gloucestershire Unitary Council representing the area of the Cold Ashton Parish. This invitation will be by email.

28.o RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Cold Ashton Parish Council is a body with corporate responsibilities and consequently, unless duly authorised no individual councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

29.o 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 the Council'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 2 councillors to be given to the Proper Officer in accordance with standing order 11.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.