

PETTAUGH PARISH COUNCIL

STANDING ORDERS

and

POLICIES AND PROCEDURES

Adopted: 19th January 2015

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PETTAUGH PARISH COUNCIL

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 chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- d If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- e An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- f Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- g One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- h A councillor may not move more than one amendment to an original or substantive motion.
- i A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- j 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 for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.

- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.









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 chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

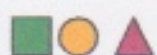
3. Meetings generally

- ▲ Full Council meetings
- Committee meetings
- Sub-committee meetings

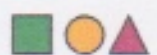
- ▲ a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- ▲ b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, 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.

-   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 The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 10 minutes unless directed by the chairman of the meeting.
- g In accordance with standing order 3(e) above, a question made in the part of the meeting allocated for public participation shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- h A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- i Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
-   j **Filming, photographing, recording, broadcasting or transmitting the proceedings of any meeting of Council, or a committee should be conducted in accordance with the Council's Protocol for Reporting at Meetings.**
-   k **Any person wishing to report on the proceedings of a meeting as in paragraph (j) above shall be provided with reasonable facilities for the making 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 Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**
-  m **The Chairman, if present, shall preside at a meeting. 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.



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

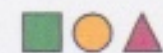


- o **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman 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 his 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 present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.



- 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 his right to participate and vote on that matter.**



- s **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.**

See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.



- t **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.**

- u **A meeting shall not exceed a period of 2 hours.**

4. Committees and sub-committees

The council may appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. may dissolve a committee.

5. Ordinary council meetings

- 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.
- 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 may direct.
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.
- 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 directs.
- e The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.
- g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.

- i In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of 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 (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:
 - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;
 - 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. 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.
 - v. Confirmation of arrangements for insurance cover in respect of all insured risks;

6. Extraordinary meetings of the council and committees

- a The Chairman of the Council may convene an extraordinary meeting of the council at any time.
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.

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 3 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee.

- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- 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 chairman of the meeting.

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 which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b A motion to add a new standing order, vary a standing order or remove a standing order (except it reflects mandatory statutory requirements), shall be proposed by written notice.

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;
 - 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 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 sensitive 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 requirements);*
- xvi. *to adjourn the meeting; or*
- xvii. *to close a meeting.*

11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information.
- b Councillors and staff shall not disclose confidential or sensitive information which would not be in the public interest.

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 standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
"The chairman 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

his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e Upon 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(t) above.

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he 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 he has a disclosable pecuniary interest. He may return to the meeting after it has considered and voted on the matter in which he had the interest.
- c Unless he 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 he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he 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 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.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is require] OR [at the beginning of the meeting of the council, or committee for which the dispensation is required].

- h** A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:
- i.** without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
 - ii.** granting the dispensation is in the interests of persons living in the council's area or
 - iii.** it is otherwise appropriate to grant a dispensation.

14. 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 11 above, report this to the council.
- b** Where the notification in standing order 14(a) above 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 staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined [(England) and the council has agreed what action, if any, to take in accordance with standing order 14(d) below].
- c** The council may:
- i.** provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - 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.

15. 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.

- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, or a committee serve on councillors, by delivery or post or e-mail at their residences, a signed summons confirming the time, place and the agenda.**
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.
 - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.
 - iii. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his 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. retain acceptance of office forms from councillors;
 - vii. retain a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
 - ix. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - x. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
 - xi. arrange for legal deeds to be executed;
See also standing order 22 below.
 - xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
 - xiii. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
 - xiv. refer a planning application received by the council to the Chairman or in his absence the Vice-Chairman of the Council 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 the council.
 - xv. manage access to information about the council via the publication scheme; and
See also standing order 22 below.

16. Responsible Financial Officer

- 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.

17. Accounts and accounting statements

- a All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- b 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 for each quarter;
 - ii. the council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- c 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 for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- d The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of [£60,000] shall be procured on the basis of a formal tender.**
- d Neither the council, nor a 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 £138,893 (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.**

19. Handling staff matters

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

20. Requests for information

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Parish Council. The said Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

**Pettaugh Parish Council
Standing Order regarding the appointment
of a Pettaugh Parish Representative to act
as Trustee of the Metcalf Educational
Foundation.**

Following receipt of notification from The Metcalf Charities of the expiry of the current term of appointment, notices of the vacancy shall be placed on the Parish Notice Board and the Pettaugh website asking interested candidates to come forward within 21 days of the date of the notice.

Candidates should write to the Parish Council giving reasons for their interest in the appointment and details of any relevant experience. Candidates should be residents of the Parish of Pettaugh.

Once applications have been received the Parish Council will consider the information as quickly as it can and make a resolution appointing the selected candidate as the Trustee to the Metcalf Educational Foundation at the next Parish Council Meeting.

25.1.2014

21. 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.

22. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

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

Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.

23. Communicating with District and County Councils

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the [District and County Council], [County Borough] OR [County Council] representing the area of the council.
- b Unless the council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the council.

24. Restrictions on councillor activities

- a Unless authorised by a resolution, no 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.

25. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- 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 requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Policies and Procedures

Financial Regulations

The Parish Council will follow the procedures (where applicable) laid down in the NALC Model Financial Regulations for Parish Councils dated April 2014 and with reference to Standing Orders 17 and 18.

Freedom of Information

Requests to the Parish Council for information made under the Freedom of Information Act 2000 will be considered in line with procedures under Standing Order 20.

Data Protection

The Parish Council recognise its responsibilities to comply with the Data Protection Act 1998. Its procedures will take into account all necessary measures for storage of data in a safe manner and protecting the confidentiality of data. Data Protection and Freedom of Information guidelines will be followed as necessary to facilitate the availability of Parish Council data.

Handling of Complaints

Any complaint made to the Parish Council will initially be considered following Standing Orders 11 and 14 and the Suffolk Code of Conduct. More detailed responses will need to take into account the councils responsibilities under the Freedom of Information and Data Protection Acts.

Training

Councillors will undertake any training courses that are considered necessary, subject to available funds. All new Councillors are encouraged to attend a councillor training course.

Risk Management and Health and Safety

The Parish Council has in place Financial Risk Assessment procedures and a risk assessment is reviewed and revised if necessary annually.

For any community activity involving the Parish Council a Health and Safety Risk Assessment will be undertaken.

Openness and Accountability

The Parish Council will follow the guidelines set out in the act (The Openness of Local Government Bodies Regulations 2014) as detailed in the Standing Order 'Rules of debate at Meetings' regarding 'filming, photographing and reporting' at all Parish Council meetings. The Parish Council will follow the SALC protocol for reporting at meetings.

Policies and Procedures

Transparency Code for Smaller Authorities

The Parish Council will follow the SALC guidelines regarding the implementation of the Transparency Code for Small Authorities. This code forms part of 'The Local Audit and Accountability Act 2014'. The Parish Council will follow the necessary changes required to the external audit arrangements.

Adopted at Parish Council Meeting 2nd December 2015. Minute 8.

The Electronic Summons

The 'Local Government (Electronic Communications) Order 2015' permits the e-mail of the summons to attend a meeting. The Parish Council will use this format to circulate the agenda, but will also ensure that all paperwork pertaining to meetings is available in a paper format. Any Councillor may indicate a preference to not receive the agenda by e-mail.

Adopted at Parish Council Meeting 2nd December 2015. Minute 8.

Public Participation in Council Meetings

The Parish Council will follow the NALC advice as specified in Legal Topic Note 5 - Parish and Community Council Meetings, paragraphs 44 and 45. These guidelines updated March 2017.

Adopted at Parish Council Meeting 26th April 2017. Minute 9.

Handling Staff Matters - Disciplinary and Grievance Procedure

The Parish Council will adhere to **Standing Order 19 – Handling Staff Matters**. Should any work related concerns arise, the Parish Council will follow the SALC Grievance Procedure and the Policy Statement therein. The Parish Council will also refer to and follow the guidance given in the NALC Legal Topic Note 22 – Disciplinary and grievance arrangements.

Adopted at Parish Council meeting 6th March 2019. Minute 7.