

BIRCHWOOD TOWN COUNCIL

STANDING ORDERS FOR THE COUNCIL

March 2020

BIRCHWOOD TOWN COUNCIL STANDING ORDERS EFFECTIVE FROM MARCH 2020

MEETINGS

1. (a) Meetings of the Council shall be held at 6.00 p.m. unless the Council otherwise decides at a previous meeting.
- (b) Recording of meetings

On 6th August 2014 the Public Bodies (Admission to Meetings) Act 1960 ('the 1960 Act') was amended. Until 5 August 2014, the 1960 Act provided that members of the public had no statutory right to film, take photographs or record full council or committee meetings without the Council's prior written consent.

On 6 August 2014, the 1960 Act was amended by the Openness of Local Government Bodies Regulations 2014 ("the 2014 Regulations"). The amended 1960 Act provides that a person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a Parish Council or its committees but otherwise may:

 - i) film, photograph or make an audio recording of a meeting;
 - ii) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
 - iii) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
2. The Statutory Annual Meeting shall usually* be held on the fourth Tuesday in May **except** in an election year when it must take place within fourteen days after the day on which Councillors (known as Members in Council Meetings) are elected to take office. Councillors actually 'take office' three days after the election day.

* In the event of extraordinary circumstances, such as a health pandemic, this meeting may be postponed and/or held remotely, if authorised by emergency government legislation.
3. The other statutory meetings shall usually * be held on the fourth Tuesday of each month, unless resolved otherwise (except August, when the Council is usually in recess) and-December. The date of the December meeting will be agreed at either the October/November Council meeting.

* In the event of extraordinary circumstances, such as a health pandemic, this meeting may be postponed and/or held remotely, if authorised by emergency government legislation.
4. All Sub-committee meetings/dates as required will be agreed at the monthly Council meeting.

CHAIR OF MEETING

5. The person presiding at a meeting may exercise all the powers and duties of the Chair in relation to the conduct of the Meeting.

PROPER OFFICER

6. Where a statute, regulation or legal order confers functions or duties on the proper officer of the Council in the following cases. It will normally be the Clerk or, as designated, the Deputy Clerk and/or the Business and Finance Officer to deal with the following matters:-

- (a) To receive declarations of acceptance of office.
- (b) To receive and record notices disclosing pecuniary interests.
- (c) To receive and retain plans and documents.
- (d) To sign notices or other documents on behalf of the Council.
- (e) To receive copies of byelaws made by the Borough Council.
- (f) To certify copies of byelaws made by the Council.
- (g) To sign summonses to attend meetings of the Council.

In any other case the **proper officer** shall be the person nominated by the Council and, in default of nomination, the Clerk/Deputy Clerk/Business and Finance Officer.

QUORUM

7. Four members shall constitute a quorum for Council meetings. Half of the nominated members designated shall constitute a quorum for a sub-committee; unless a sub-committee has over eight members, when four members shall constitute a quorum. (See also paragraph 48.)
8. If a quorum is not present when the Council meets or if during a meeting the number of councillors present and not debarred by reason of a declared pecuniary interest falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chair may fix.

VOTING

9. Members shall vote by show of hands, or, if at least two members so request, by signed ballot.
10. If a member so requires, the Clerk/Deputy Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it.
11. (a) Subject to (b) and (c) below the Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though no original vote was made

- (b) If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chair and Vice-Chair until the end of their term of office they may not give an original vote in an election for Chair.
- (c) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.

ORDER OF BUSINESS

(In an election year councillors should execute Declarations of Acceptance of Office in each others presence, or in the presence of a proper officer previously authorised by the Council to take such declaration, before the annual meeting commences).

12. At each Annual Meeting the first business shall be

- (a) To elect a Chair.

A Chair may not serve for more than two consecutive years without a break in service and the position being filled by nomination at the appropriate Annual meeting normally held in May each year.
- (b) To receive the Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received.
- (c) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- (d) To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
- (e) To elect a Vice-Chair.
- (f) To elect a Leader of the Council (* see note below).
- (g) To appoint committees.
- (h) To consider the payment of any subscriptions falling to be paid annually.
- (i) To inspect any deeds and trust instruments in the custody of the council: and shall thereafter follow the order set out in Standing Order 15
- * The nomination of the appointment of a Leader of the Council (if made) is an honorary appointment made by the Members of the majority party of the Council. These Members will seek guidance from the Leader on general policy and objectives of the majority Council Members prior to and in between Council meetings.

The post of Leader, whilst having an important status, does not replace the procedural and statutory status of the formal appointment of the Council Chair during that person's year of office.

In the absence of the formal Chair and Vice-Chair, the person holding the post of Leader of the Council, is voted as Chair for the meeting. That person will have all the statutory and voting provisions as available to the Council Chair.

13. At every meeting other than the Annual Meeting the first business shall be to appoint a Chair if the Chair and Vice-Chair be absent and to receive such declarations of acceptance of office (if any) as are required by law to be made, or if not then received to decide when they shall be received.
14. In every year not later than the meeting at which the estimates for next year are settled the Council shall review the pay and conditions of service of existing employees (See Standing Order 38, below).
15. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-
 - (a) To allow public participation for the presentation, by a resident, of any items they wish to bring as an issue to the Council (a time limit of 5 minutes will apply to each resident's issue) and to allow for the Police to give their monthly update report. There will be a maximum time of 30 minutes allowed for recess.
 - (b) To read and consider the Minutes: provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - (c) To receive the monthly Police report and action plan.
 - (d) After consideration to approve the signature of the Minutes by the person presiding as a correct record.
 - (e) To deal with business expressly required by statute or regulator e.g. Code of Conduct, Declarations of Interest, issues regarding the Complaints Procedure to be done.
 - (f) To dispose of business, if any, remaining from the last meeting.
 - (g) To receive such communications as the person presiding may wish to lay before the Council.
 - (h) To answer questions from Members (via a Member's referral which should be submitted to the Chair for approval in time for it to then be confirmed to the Clerk/Deputy Clerk in order to be included in the Council papers; which are circulated 4 clear working days prior to the Council meeting).
 - (i) To receive and consider reports and minutes of committees.
 - (j) To receive and consider reports from officers of the Council.

- (k) To authorise the sealing of documents.
 - (l) To authorise the signing of orders for payment. (This will be unnecessary if there is a Finance Committee).
 - (m) To consider resolutions or recommendations in the order in which they have been notified.
 - (n) Any other business specified in the summons.
16. A motion to vary the order of business on the ground of urgency
- (a) may be proposed by the Chair or by any member and, if proposed by the Chair, may be put to the vote without being seconded, and
 - (b) shall be put to the vote without discussion.

RESOLUTIONS MOVED ON NOTICE

17. Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk/Deputy Clerk or Business and Finance Officer or the mover has given notice in writing of its terms and has delivered the notice to the Clerk/Deputy Clerk or Business and Finance Officer (at least 5 clear days) before the next meeting of the Council.
18. The Clerk/Deputy Clerk or Business and Finance Officer shall date every notice of resolution or recommendation when received by him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
19. The Clerk/Deputy Clerk or Business and Finance Officer shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
20. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
21. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chair, considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
22. Every resolution or recommendation shall be relevant to some subject over which the Council has power or which affects its area.

RESOLUTIONS MOVED WITHOUT NOTICE

23. Resolutions dealing with the following matters may be moved without notice:-
- (a) To appoint a Chair of the meeting.
 - (b) To correct the Minutes.
 - (c) To approve the Minutes.
 - (d) To alter the order of business.
 - (e) To proceed to the next business.
 - (f) To close or adjourn the debate.
 - (g) To refer a matter to a committee.
 - (h) To appoint a committee or any members thereof.
 - (i) To adopt a report.
 - (j) To authorise the sealing of documents.
 - (k) To amend a motion.
 - (l) To give leave to withdraw a resolution or an amendment.
 - (m) To extend the time limit for speeches (10 minute maximum – see rules of debate para 29 (d)).
 - (n) To exclude the public. (See Order 63 below).
 - (o) To silence or eject from the meeting a member named for misconduct. (See Order 33 below).
 - (p) To invite a member having an interest in the subject matter under debate to remain. (See Order 54 below).
 - (q) To give the consent of the Council where such consent is required by these Standing Orders.
 - (r) To suspend any Standing Order. (See Order 71 below).
 - (s) To adjourn the meeting.

QUESTIONS

24. A member may ask the Chair or the Clerk/Deputy Clerk/Business and Finance Officer any question concerning the business of the Council, provided notice of the question has been given to the person to whom it is addressed before the meeting begins.
25. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
26. Every question shall be put and answered without discussion.
27. A person to whom a question has been put may decline to answer.

RULES OF DEBATE

28. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chair.
29. (a) A resolution or amendment shall not be discussed unless it has been proposed (and seconded) and, unless proper notice has already been given, it shall, if required by the Chair, be reduced to writing and handed in before it is further discussed or put to the meeting.

- (b) A member when seconding a resolution or amendment may, declare an intention to do so and reserve any speech until a later period of the debate.
- (c) A member shall direct a speech to the question under discussion or to a personal explanation or to a question of order.
- (d) No speech by a mover of a resolution shall exceed ten minutes, and no other speech shall exceed 5 minutes except by consent of the Council.
- (e) An amendment shall be either:-
 - (i) To leave out words.
 - (ii) To leave out words and insert or add others.
 - (iii) To insert or add words.
- (f) An amendment shall not have the effect of negating the resolution before the Council.
- (g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- (h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- (i) The mover of a resolution or of an amendment shall have a right of reply, not exceeding 5 minutes.
- (j) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- (k) A member may rise to make a point of order or a personal explanation. A member rising for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.
- (l) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- (m) When a resolution is under debate no other resolution shall be moved except the following:-
 - (i) To amend the resolution.
 - (ii) To proceed to the next business.
 - (iii) To adjourn the debate.
 - (iv) That the question be now put.
 - (v) That a member named be not further heard.
 - (vi) That a member named do leave the meeting.

- (vii) That the resolution be referred to a committee.
 - (viii) To exclude the public and press.
 - (ix) To adjourn the meeting.
30. (a) The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.
- (b) Members shall address the Chair.

31 *Reserved*

CLOSURE

32. At the end of any speech a member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council do now adjourn”. If such motion is seconded the Chair shall put the motion but, in the case of a motion “to put the question”, only if the Chair is of the opinion that the question before the Council has been sufficiently debated. If the motion “that the question be now put” is carried, the Chair shall call upon the mover to exercise or waive right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

(Note: Where a meeting is adjourned the subsequent proceedings are part of the original meeting and no new, notices or agendas need to be issued except a notification to members not present of the date of the continuation of the meeting).

DISORDERLY CONDUCT

33. (a) No member shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.
- (b) If, in the opinion of the Chair, a member has broken the provisions of paragraph (a) of this Order, the Chair shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named shall leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- (c) If either of the motions mentioned in paragraph (b) is disobeyed, the Chair may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

RIGHT OF REPLY

34. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF RESOLUTION

35. A member may, with the consent of his seconder, move amendments to his own resolution.

RESCISSION OF PREVIOUS RESOLUTION

36. (a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least four members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
- (b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

VOTING ON APPOINTMENTS

37. Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

38. (a) If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the public shall be excluded (See Standing Order No. 63).
- (b) The Clerk/Business and Finance Officer are designated to deal with most day-to-day management issues affecting employees other than themselves regarding absence, conduct, discipline etc for senior staff issues or general employee grievance/discipline appeal issues. In such an instance, then a Sub-Committee will be formed to hear the matter.

RESOLUTIONS ON EXPENDITURE

39. Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance Committee or of another committee after recommendation by the Finance Committee) and which, if carried, would, in the opinion of the Chair, substantially increase the expenditure upon any service which is under the management of or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon.

EXPENDITURE

40. Orders for the payment of money shall be authorised by resolution of the Council.

SEALING OF DOCUMENTS

41. (a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- (b) The Council's Common Seal shall alone be used for sealing documents. It shall be applied by the proper officer in the presence of the Chair/Vice Chair together with the Clerk/Deputy Clerk or Business and Finance Officer who shall sign the document as witness.

COMMITTEES AND SUB-COMMITTEES

42. The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-
- (a) shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- (b) may appoint persons other than members of the Council to any Committee; and
- (c) may subject to the provisions of Order 36 above at any time dissolve or alter the membership of a committee.
43. The Chair and Vice-Chair ex officio shall be members of every committee.
44. Every committee shall at its first meeting before proceeding to any other business, elect a Chair and may elect a Vice-Chair who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year.
45. The Chair of a committee or the Chair of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
46. Every committee may appoint sub-committees for purposes to be specified by the committee.
47. The Chair and Vice-Chair of a committee/sub-committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
48. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one-half of its members, unless a committee or sub-committee has over eight members, when four members shall constitute a quorum.

49. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.
- (a) The terms of Reference for each Sub-Committee shall be :-
To consider all matters referred for detailed consideration by the Town Council and all decisions and recommendations made by the Sub-Committee be referred back to the next relevant Town Council meeting for resolution and approval. (Other than where specific powers of delegation for decision making are passed to the Sub-Committee by the Town Council.)
50. (a) There may be advisory committees where necessary and whose name, and number of members shall be recorded when established.
- (b) The Clerk/Deputy Clerk or Business and Finance Officer shall inform the members of each advisory committee of the terms of reference of the committee.
- (c) An advisory committee may make recommendations and give notice thereof to the Council.
- (d) An advisory committee may consist wholly of persons who are not members of the Council.

VOTING IN COMMITTEES

51. Members of committees and sub-committees entitled to vote shall vote by show of hands, or, if at least two members so request, by signed ballot.
52. The Chair of a committees or sub-committee shall, in the case of an equality of votes, have a second or casting vote.

PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

53. A member who has proposed a resolution which has been referred to any committee of which they are not a member, may explain the resolution to the committee but shall not vote.

INTERESTS

54. If any member has any pecuniary interest, direct or indirect, within the meaning of sections 94-95 of the Local Government Act, 1972, in any contract proposed contract or other matter, they shall, while it is under consideration by the Council, withdraw from the meeting unless the interest is trivial.
- (a) The Council invite him to remain; or
- (b) The contract, proposed contract or other matter is under consideration as part of the report of a committee and is not itself the subject of debate.
55. The Clerk/Deputy Clerk or Business and Finance Officer shall record in a book to be kept for the purpose, particulars of any notice given by any member or any officer of the Council of a pecuniary interest in a contract, and the book shall be open during reasonable hours of the day for the inspection of any member.

56. If any member has a non-pecuniary interest within the Regulations ambit of the National Code of Local Government Conduct it shall be declared and thereupon the member shall be invited to withdraw from the meeting.
57. If a candidate for any appointment under the Council is related to any member of or the holder of any office under the Council, that person he and the person to whom they are related shall disclose the relationship in writing to the Clerk/Deputy Clerk or Business and Finance Officer. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice.

The Clerk/Deputy Clerk or Business and Finance Officer shall report to the council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed Standing Order 59 shall apply.

The Clerk/Deputy Clerk or Business and Finance Officer shall make known the purport of this Standing Order to every candidate.

CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

58. (a) Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk/Deputy Clerk or Business and Finance Officer shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
- (b) A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
59. Standing Orders 57 and 58 shall apply to tenders as if the person making the tender were a candidate for an appointment.

INSPECTION OF DOCUMENTS

60. A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
61. All Minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

UNAUTHORISED ACTIVITIES

62. No member of the Council or of any committee or sub-committee shall act in the name of or on behalf of the Council without prior authorisation
- (a) inspect any lands or premises which the council has a right or duty to inspect;
or
- (b) issue orders, instructions or directions unless authorised to do so by the Council or the relevant committee or sub-committee.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

63. The public shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public by means of the following resolution:

“That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw”.

*(Notes: The special reasons should be stated. If a person’s advice **or** assistance is needed they may be invited (by name) to remain after the exclusion resolution is passed).*

64. The Clerk/Deputy Clerk or Business and Finance Officer shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
65. If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that they be removed from the Council Chamber.

CONFIDENTIAL BUSINESS

66. (a) No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- (b) Any member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

LIAISON WITH BOROUGH COUNCILLORS

67. A notice of meeting shall be sent together with an invitation to attend to the Borough Councillor or Councillors for the district ward.
68. *Reserved*

PLANNING APPLICATIONS

69. (a) The Clerk/Deputy Clerk/Business and Finance Officer shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:-
- (i) the date on which it was received;
 - (ii) the name of the applicant;
 - (iii) the place to which it relates;
 - (iv) a summary of the nature of the application.

- (b) On receipt of a planning application, the Clerk/Deputy Clerk or Business and Finance Officer shall email it directly to all Members for their perusal. In addition, each planning application will be entered on the official paperwork for a Town Council meeting. Refer every urgent or perceived controversial planning application to the Chair or in the Chair's absence to the Vice-Chair within 48 hours of receiving it.
- (c) The Clerk/Deputy Clerk/Business and Finance Officer shall, if necessary (due to recess, etc.) request an extended time limit for response to a planning application from the Borough Council.

CODE OF CONDUCT AND COMPLAINTS

Code of Conduct for Parish and Town Councils

New laws governing the conduct of elected members in Local Government came into effect on 1 July 2012, with Local (Parish and Town) Councils required to have their own local codes of conduct.

70. (a) The Town Council shall at every Annual Council meeting adopt a Model Code of Conduct

At its meeting held on the 26th June 2012, the Town Council resolved to adopt the same Model Code of Conduct as adopted by Warrington Borough Council. This is published on the Town Council's website.

- (b) The Town Council will at each Council meeting remind members of their obligations under the Code and will ask for any declarations of interest (personal or prejudicial) in regard to any matter on the agenda.

The Code shall apply to Councillors in respect of the entire meeting.

- (c) The Council shall deal with complaints of infringement of the Code of Conduct and maladministration allegedly committed by the Council or by any officer or member in the manner recommended by the National Association of Local Councils and/or the Borough Council

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- 71. Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.
- 72. A resolution permanently to add, vary, or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

BUSINESS CONTINUITY

73. In the event of any disaster, such as fire, flood, extreme weather, epidemic/pandemic, etc., that could significantly disrupt the normal operations of the Council, the Clerk (as proper Officer of the Council) and/or Deputy Clerk and/or the RFO shall be delegated powers to take decisions on matters of urgency in consultation with the Chair and/or Vice Chair and/or the Leader of the Council. This will ensure that actions can be taken to ensure continuity of service and any unexpected business can be dealt with.

STANDING ORDERS TO BE GIVEN TO MEMBERS

74. A copy of these Standing Orders shall be given to each member by the Clerk/Deputy Clerk or Business and Finance Officer upon delivery to them of the member's Declaration of Acceptance of Office.