Standing orders for Clyffe Pypard & Bushton Parish Council:

1. Meetings

a. Meetings will normally take place at the Village Hall in Bushton or at such other venues in the Parish as the *Council* see fit. Meetings shall not take place in premises 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 day of the *Christmas break*, a day of the *Easter break* 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. In accordance with standing order 1(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 shall raise their hand when requesting to speak.

h. A person who speaks at a meeting shall direct their comments to the *chair of the meeting*.

i. 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.

j. Subject to standing order 1(k), 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.

k. A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

l. 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.

m. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the *Chair* may in their absence be done by, to or before the *Vice-Chair* (if there is one).

n. The *Chair*, if present, shall preside at a meeting. If the *Chair* is absent from a meeting, the *Vice-Chair* (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.

o. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the *councillors* present and voting.

p. The *chair of the 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 the *chair of the meeting* gave an original vote.

q. 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.

r. 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*;

iv. the grant of dispensations (if any) to *councillors*;

v. whether a *councillor* 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.

s. A *councillor* who has a disclosable pecuniary interest or another interest as set out in the 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.

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.

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. Wherever possible, a meeting shall not exceed a period of 2 hours.

2. 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 *chair of the meeting*.

b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c. A motion on the agenda that is not moved by its proposer may be treated by the *chair of the meeting* as withdrawn.

d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f. f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if so requested, is expressed in writing to the *chair of the meeting*.

h. A *councillor* may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the *chair of the meeting*.

j. Subject to standing order 2(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the *chair of the meeting*.

k. One or more amendments may be discussed together if the *chair of the meeting* considers this expedient, but each amendment shall be voted upon separately.

l. A *councillor* may not move more than one amendment to an original or substantive motion.

m. The mover of an amendment has no right of reply at the end of debate on it.

n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o. Unless permitted by the *chair of the meeting*, a *councillor* may speak once in the debate on a motion except:

i. to speak on an amendment moved by another *councillor*;

ii. to move or speak on another amendment if the motion has been amended since such *councillor* last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

p. During the debate on a motion, a *councillor* may interrupt only on a point of order or a personal explanation and the *councillor* who was interrupted shall stop speaking. A *councillor* raising a point of order shall identify the standing order which such *councillor* considers has been breached or specify the other irregularity in the proceedings of the meeting such *councillor* is concerned by.

q. A point of order shall be decided by the *chair of the meeting* and his decision shall be final.

r. When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s. Before an original or substantive motion is put to the vote, the *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 his right of reply.

t. Excluding motions moved under standing order 2(r), the contributions or speeches by a *councillor* shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the *chair of the meeting*.

3. 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 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. Committees and sub-committees

a. The *Council* may appoint and dissolve standing or other committees as necessary and shall determine their membership and terms of reference.

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

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

d. Unless the *Council* determines otherwise, all the members of an advisory *committee* may be non-*councillors*.

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

e. The 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*.

f. The *Chair*, unless they resign or become disqualified, shall continue in office and preside at the annual meeting until a successor is elected at the next annual meeting of the *Council*.

g. The *Vice-Chair*, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the *Chair* at the next annual meeting of the *Council*.

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

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

j. Following the election of the *Chair* and *Vice-Chair* (if there is one) at the annual meeting, the business shall include:

   i. In an *election year*, delivery by the *Chair* 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 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*, 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 4;

   ix. Review and adoption of appropriate standing orders and financial regulations;

   x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

   xi. Review of representation on or work with external bodies and arrangements for reporting back;

   xii. In an *election year*, to make arrangements with a view to 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;

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*.

6. Extraordinary meetings of the *Council*, committees and sub-committees

a. The *Chair* may convene an extraordinary meeting of the *Council* at any time.

b. If the *Chair* 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*.

c. The chair of a *committee* may convene an extraordinary meeting of the *committee* at any time.

d. If the chair of a *committee* does not call an extraordinary meeting within seven days of having been requested to do so by two members of the *committee*, any two members of the *committee* may convene an extraordinary meeting of the *committee*.

7. Previous resolutions

a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least three *councillors* to be given to the *Proper Officer* in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a *committee*.

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

8. Voting on appointments

a. Where more than two persons have been nominated for a position to be filled by 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*.

9. Motions for a meeting that require written notice to be given to the *Proper Officer*

a. A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of 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 five *clear days* before the meeting (not including the day of the notice is given or the day of the meeting).

c. The *Proper Officer* may, before including a motion on the agenda received in accordance with standing order 9(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 9(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 five *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 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.

i. The following motions may be moved at a meeting without written notice to the *Proper Officer*:

   i. to correct an inaccuracy in the draft minutes of a meeting;

   ii. to move to a vote;

   iii. to defer consideration of a motion;

   iv. to refer a motion to a particular committee or sub-committee;

   v. to appoint a person to preside at a meeting;

   vi. to change the order of business on the agenda;

   vii. to proceed to the next business on the agenda;

   viii. to require a written report;

   ix. to appoint a committee 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.

10. 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 9(i)(i).

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

d. If the *chair 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 council held on [date] in respect of (minute) 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. The *Council* and *committees* 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.

f. Subject to the publication of draft minutes in accordance with standing order 10(e) and standing order 18(f) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

11. Code of Conduct and dispensations

See also standing order 1(s).

a. All *councillors* shall observe the *Code of Conduct*.

b. Unless granted a dispensation, a *councillor* shall withdraw from a meeting when it is considering a matter in which that *councillor* has:

   i. a disclosable pecuniary interest; or

   ii. another interest if so required by the *Code of Conduct,*

   and the *councillor* may return to the meeting after it has considered the matter in which that *councillor* had the interest.

c. 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.

d. A dispensation request shall confirm:

   i. the description and nature of the relevant interest;

   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.

e. A dispensation request shall be considered at the start of the meeting for which the dispensation is required. A decision as to whether to grant a dispensation shall be made by the *Proper Officer* and that decision is final.

f. A dispensation may be granted in accordance with standing order 11(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.

12. Code of conduct complaints

a. Upon notification by Wiltshire *Council* that it is dealing with a complaint that a *councillor* has breached the Code of Conduct, the *Proper Officer* shall, subject to standing order 18, report this to the *Council*.

b. Where the notification in standing order 12(a) relates to a complaint made by the *Proper Officer*, the *Proper Officer* shall notify the *Chair* 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 12(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 Wiltshire *Council* that a *councillor* has breached the Code of Conduct, the *Council* shall consider what, if any, action to take against that person. Such action excludes disqualification or suspension from office.

13. 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*,

- 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 (such as the public notice boards at the village hall and in Clyffe Pypard), 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).

ii. subject to standing order 9, include on the agenda all motions in the order received unless a *councillor* has given written notice at least 5 days before the meeting confirming his 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 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. 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;

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;

xv. refer a planning application received by the *Council* to the *Chair* or in his absence the *Vice-Chair* (if there is one) 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*; and

xvi. manage access to information about the *Council* via the [publication scheme].

14. 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.

15. 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 (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 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 (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.

d. 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.

16. 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 in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the *Council* to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity 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 or 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 with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

17. Handling staff matters

a. A matter personal to a member of staff that is being considered by a meeting of *Council* is subject to standing order 18.

b. The *Chair* or in their absence, the *Vice-Chair* shall upon a resolution conduct a review of the performance and annual appraisal of the work of the *Clerk*. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the *Council*.

c. Subject to the *Council's* policy regarding the handling of grievance matters, the *Clerk* shall contact the *Chair*, in respect of such matter and this matter will be progressed by resolution of the *Council*.

d. Subject to the *Council's* policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the *Clerk* relates to the *Chair* or *Vice-Chair* the *Clerk* shall contact another *councillor*, in respect of such matter and this matter will be progressed by resolution of the *Council*.

e. 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.

f. In accordance with standing order 18(a), persons with line management responsibilities shall have access to staff records referred to in standing order 17(e).

18. Information Management and Data Protection

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.

b. 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.

f. 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*.

g. The *Council* shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015[1].

h. The *Council* may appoint a Data Protection Officer.

i. The *Council* shall:

   i. have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data;

   ii. shall have a written policy in place for responding to and managing a personal data breach;

   iii. keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken;

   iv. ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date; and

   v. maintain a written record of its processing activities.

19. Execution and sealing of legal deeds

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

b. Subject to standing order 19(a), any two *councillors* may sign, on behalf of the *Council*, any deed required by law and the *Proper Officer* shall witness their signatures.

20. Communicating with Wiltshire councillors

a. An invitation to attend a meeting of the *Council* shall be sent, together with the agenda, to the ward *councillor* of Wiltshire *Council* representing the area of the *Council*.

b. Unless the *Council* determines otherwise, a copy of each letter sent to Wiltshire *Council* OR Unitary *Council* shall be sent to the ward *councillor* representing the area of the *Council*.

21. Restrictions on *councillor* activities

a. Unless duly authorised 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.

22. 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 three *councillors* to be given to the *Proper Officer* in accordance with standing order 9.

c. The decision of the *chair of the meeting* as to the application of standing orders at the meeting shall be final.

Adopted 14 January 2026

[1]See link here to the underlying Transparency code for smaller authorities

Annex

In these standing orders the terms in *italics* have the following meanings:

annual meeting	The annual meeting of the *Council*.
the ***Chair***	The chairman or chairwoman of the *Council*.
chair of the meeting	person presiding over the meeting of the *Council* or the *committee* in question.
Christmas break	The period beginning with the last week day before Christmas Day and ending with the first week day after Christmas Day which is not a bank holiday.
clear day	A day which is not a Saturday, Sunday or a bank holiday in England.
the ***Clerk***	The clerk to the *Council* as appointed from time to time.
Code of Conduct	The code of conduct adopted by the *Council* from time to time.
committee	A committee or a sub-committee of the *Council*.
the ***Council***	The parish council of Bushton & Clyffe Pypard.
councillor	A member of the *Council* including the *Chair* and the *Vice-Chair*.
Easter break	The period beginning with the Thursday before and ending with the Tuesday after Easter Day.
election year	A year in which full elections are held for the *Council*. The last *election year* was 2025.
the ***Parish***	The parish of Bushton & Clyffe Pypard.
the ***Proper Officer***	The person responsible for formal and statutory duties of the *Council.*
proper practices	The practices set out in the most recent version of "[Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide]" (link here).
Vice-Chair	The vice-chairman or vice-chairwoman of the *Council*.