

# STANDING ORDERS OF DAVENHAM PARISH COUNCIL

## 1. MEETINGS GENERALLY

- a) Meetings of the Council shall be usually held at Davenham Methodist Church commencing at 19.30 unless the Council otherwise decides at a previous meeting or exceptional circumstances prevail.
- b) An open public session shall be held at least 15 minutes prior to the Council meeting.
- c) Smoking is not permitted at any meeting of the Council.
- d) Meetings shall not take place in premises which at the time of meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable rate.
- e) In an election year, the annual meeting of the council shall be held on or within 14 days (not counting Bank Holidays) following the fourth day after the election
- f) In a year which is not an election year they must be held on the penultimate Monday in May, or such other date in May as shall be agreed.
- g) In addition to the Annual Meeting of the Council , at least three statutory meetings shall be held in each year on such dates and times as the council directs but usually on the last Monday of the month.
- h) Other Council meetings shall be normally held on the last Monday in each month except where this falls on a Bank Holiday when the meeting shall be held on the preceding or following Monday or in the event of extenuating circumstances, such other day as the Chairman may decide. No meeting will usually be held in August or December but may be held on the first Monday of September and/or January should council business require it.
- i) The minimum three clear days 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 thanksgiving or mourning.
- j) 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.
- k) Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent.
- l) 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.
- m) 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.
- n) 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 no case shall the quorum of a meeting be less than three.
- o) 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.
- p) Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.
- q) The chairman 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 his casting vote whether or not he gave an original vote.

- r) A meeting shall not exceed a period of 2 hours.

## **2. CHAIRMAN OF MEETING**

- a) 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. If councillors cannot agree on this the Clerk shall decide who will Chair the meeting.
- b) The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the Meeting.

## **3. PROPER OFFICER**

- a) The Proper Office 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, a committee and a sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and agenda.
  - 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)
  - iii. receive declarations of acceptance of office.
  - iv. receive and record notices disclosing personal or pecuniary interests.
  - v. To receive and retain plans and documents.
  - vi. sign notices or other similar documents on behalf of the Council.
  - vii. receive and retain bylaws made by other local authorities.
  - viii. certify copies of byelaws made by the Council.
  - ix. convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his/her office;

## **4. ORDER OF BUSINESS**

- a) 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
- b) At each Annual Meeting the first business shall be
  - i) To elect a Chairman.
  - ii) To receive the Chairman's declaration of acceptance of office or if not then to decide when it shall be received.
  - iii) 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.
  - iv) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.

- v) To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
  - vi) To elect a Vice-Chairman.
  - vii) To appoint committees, working groups and such others as shall be required to be created by the council.
  - viii) To consider the payment of any subscriptions falling to be paid annually.
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- c) At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman 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.
  - d) 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 13)
  - e) 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:
    - i. To read and consider the accuracy of 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.
    - ii. After consideration to approve the signature of the Minutes by the person presiding as a correct record. Each separate page to be initialled by the person presiding.
    - iii. To deal with business expressly required by statute to be done.
    - iv. To dispose of business, if any, remaining from the last meeting.
    - v. To receive such communications as the person presiding may wish to lay before the Council.
    - vi. To answer questions from Councillors
    - vii. To receive and consider reports and minutes of committees.
    - viii. To receive and consider reports from officers of the Council.
    - ix. To authorise the sealing of documents.
    - x. To authorise the signing of orders for payment.
    - xi. To consider resolutions or recommendations in the order in which they have been notified.
    - xii. Any other business which is either specified in the summons, accepted by the Chairman or submitted in writing before commencement of the meeting.
  - f) A motion to vary the order of business on the ground of urgency may be proposed by the Chairman or by any member and if proposed by the Chairman may be put to the vote without being seconded and shall be put to the vote without discussion.

## **5. COMMITTEE AND SUB-COMMITTEES**

- a) Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b) The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.
- c) Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL**

- 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 two councillors.

## **7. RESOLUTIONS MOVED ON NOTICE**

- a) 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 or the mover and seconder have given notice in writing of its terms and have delivered the notice to the Clerk at least three clear days before the next meeting of the Council.
- b) The Clerk 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 keep a record of such resolutions, which shall be open to the inspection of every member of the Council.
- c) The Clerk 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.
- d) 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.
- e) 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 Chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- f) Every resolution or recommendation shall be relevant to some subject over which the Council has power or which affects its area.

## **8 RESOLUTIONS MOVED WITHOUT NOTICE**

- a) Resolutions dealing with the following matters may be moved without notice:
  - i. To appoint a Chairman of the meeting.
  - ii. To correct the Minutes.
  - iii. To approve the Minutes.
  - iv. To alter the order of business.
  - v. To proceed to the next business.
  - vi. To close or adjourn the debate.
  - vii. To refer a matter to a committee.
  - viii. To appoint a committee or any members thereof.
  - ix. To adopt a report.
  - x. To authorise the sealing of documents.
  - xi. To amend a motion.
  - xii. To give leave to withdraw a resolution or an amendment.
  - xiii. To extend the time limit for speeches.
  - xiv. To exclude the public. (See Order 25 below.)
  - xv. To silence or eject from the meeting a member named for misconduct. (See Order 30 below.)
  - xvi. To invite a member having an interest in the subject matter under debate to remain. (See Order 22 below.)
  - xvii. To give the consent of the Council where such consent is required by these Standing Orders
  - xviii. To suspend any Standing Order. (See Order 31 below.)
  - xix. To adjourn the meeting.

## **9. QUESTIONS**

- a) A member may ask the Chairman or the Clerk 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.
- b) No questions unconnected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- c) Every question shall be put and answered without discussion.
- d) A person to whom a question has been put may decline to answer.

## 10. RULES OF DEBATE

- a) No discussion shall take place upon the Minutes except upon their accuracy as a record of the meeting. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.
- b) 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 Chairman, be submitted in writing and handed to him before it is further discussed or put to the meeting.
- c) A member when seconding a resolution or amendment may, if he then declare his intention to do so, reserve his speech until a later period of the debate.
- d) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
- e) No speech by a mover of a resolution shall exceed five minutes, except by consent of the Council.
- f) 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.
- g) An amendment shall not have the effect of negating the resolution before the Council.
- h) 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.
- i) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- j) The mover of a resolution or of an amendment shall have a right of reply, not exceeding three minutes.
- k) A member, other than the mover of a resolution shall not, without leave of the Chairman, 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.
- l) 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 or any alleged misrepresentation by another member.
- m) 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.
- n) When a resolution is under debate no other resolution shall be moved except the following:
  - iv. To amend the resolution.
  - v. To proceed to the next business.

- vi. To adjourn the debate.
  - vii. That the question be now put.
  - viii. That a member named be not further heard.
  - ix. That a member named do leave the meeting.
  - x. That the resolution be referred to a committee.
  - xi. To exclude the public and press.
  - xii. To adjourn the meeting.
- o) A member may stand when speaking.
  - p) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
  - q) Members shall address the Chairman.
  - r) If two or more members indicate a wish to speak the Chairman shall call upon one of them to speak in order.
  - s) Whenever the Chairman rises during a debate all other members shall be seated and silent.

## **11. DISORDERLY CONDUCT**

- a) No member shall at a meeting persistently disregard the ruling of the Chairman, 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 Chairman, a member has broken the provisions of paragraph (a) of this Order, the Chairman 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 do 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 Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

## **12. VOTING ON APPOINTMENTS**

- a) 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.

## **13. DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL**

- 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 excluded the public and press. (See Standing Order No. 24.)

## **14. RESOLUTIONS ON EXPENDITURE**

- a) 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 Chairman, 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 and the Finance Committee shall report on the financial aspect of the matter.

## **15. EXPENDITURE**

- a) Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

## **16. SEALING OF DOCUMENTS**

- a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b) Any two members of the Council named in a resolution moved under the provisions of paragraph (a) of this Order may seal, on behalf of the Council any document required by law to be issued under seal.

## **17. COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS**

- a) 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 regard.
- b) The Council shall not appoint any member of a committee or working group so as to hold office later than the next Annual Meeting.
- c) The Council may not appoint persons other than members of the Council to any Committee or Sub Committee.
- d) The Council may at any time dissolve or alter the membership of a committee.
- e) Written minutes of Committees and Working Groups shall be submitted to the next available Council meeting. General work in progress may be reported verbally at the discretion of the Council.
- f) Every committee or working group shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year. A committee or working group must convene at least once during the year.
- g) The Chairman of a committee or the Chairman 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.
- h) Except where specifically delegated by resolution of the Council, a committee or working group may not make decisions, binding or on behalf of, the Council.
- i) Except where ordered by the Council the quorum of a committee or working group shall be one-half of its members.
- j) 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 meetings of committees and working groups.
- k) The Council may from time to time set up working groups whose name, number of members, the bodies to be invited to nominate members and the Terms of Reference shall be agreed by resolution of the Council. Working groups generally should be set a specific task and will cease to exist once the task has been completed and accepted by the Council.
- l) The Council may appoint non-members of the Council to a working group where their expertise or experience would be valuable to the Council and not otherwise available from among council members. Such members must be subject to the same standards and disciplines as elected members.

- m) The first order of any new working group/committee will be to agree the terms of reference.
- n) A working group may make recommendations and give notice thereof to the Council.
- o) A working group must include two or more members of the Council.

## **18. VOTING IN COMMITTEES AND WORKING GROUPS.**

- a) Where delegated powers apply, 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.
- b) Chairmen of committees and working groups shall in the case of an equality of votes have a second or casting vote.

## **19. PRESENCE OF NON-MEMBERS OF SUB COMMITTEES AT COMMITTEE MEETINGS**

- a) A member who has proposed a resolution, which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

## **20. ACCOUNTS AND FINANCIAL STATEMENT**

- a) Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer for payments with the approval of the Chairman or Vice-Chairman of the Council.
- c) All payments ratified under sub-paragraph (b) of this Standing Order shall be separately included in the next schedule of payments laid before the Council.
- d) The Clerk shall supply to each member at the ordinary meeting next after the end of the Financial Year a statement of receipts and payments.

## **21. ESTIMATES**

- a) The Council shall formally approve or reject written estimates.
- b) Any committee desiring to incur expenditure shall, not later than the second Monday of November give to the Clerk a written estimate of the expenditure recommended for the coming year.

## **22. INTERESTS**

- a) Any member who has a personal interest, or pecuniary interest as set out in the Council's Code of Conduct, in any matter which is under consideration by the Council, shall declare that interest at the start of the meeting or as soon as the interest comes to light within the meeting. If the personal interest is a prejudicial interest the member shall withdraw from the meeting.
- b) Dispensation requests shall be in writing and submitted to the Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- c) A decision as to whether to grant a dispensation shall be made{by the Proper Officer/Clerk} PR {by a meeting of the council, or committee or sub-committee for which the dispensation is required} and that decision is final

- d) A dispensation may be granted in accordance with standing order 22c above if having regard to all relevant circumstances the following applies:
  - i) without the dispensation the number of persons prohibited from participating in transacting business as to impeded 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.
- e) The Clerk shall record in the minutes any declaration of interest made by a member.
- f) Members shall provide a record of their interests as required by the Local Government Code of Conduct. The register of members interests shall be maintained by the Clerk and be available for public inspection.
- g) If a candidate for an appointment under the Council is, to his knowledge related, to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment and if appointed may be dismissed without notice. The Clerk shall report to the council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed Standing Order 22e shall apply.

## **23. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS**

- 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 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.
- c) Standing Orders Nos. 22g, 23a and 23b shall apply to tenders as if the person making the tender were a candidate for an appointment.

## **24. INSPECTION OF DOCUMENTS**

- a) 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.
- b) All Minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

## **25. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS**

- a) The public shall be admitted to all meetings of the Council and its committees, which may, however, temporarily exclude the public by means of the following resolution:  
"That in view of the [special], [personal], [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.)
- b) The press shall be provided with reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
- c) If a member of the public interrupts the proceedings at any meeting, the chairman may, after warning, order that he be removed from the meeting.

## 26. CONFIDENTIAL BUSINESS

- a) No member of the Council or of any committee or working groups' 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.
- c) A member unable or unwilling to maintain confidentiality shall declare this fact and leave the meeting before the confidential item is discussed and shall be denied access to the relevant minutes and records whilst the matter remains confidential.

## 27. LIAISON WITH UNITARY DISTRICT COUNCILLORS

- a) A notice of the Annual meeting shall be sent together with an invitation to attend to the Councillor or Councillors for the unitary district ward.

## 28. PLANNING APPLICATIONS

- a) The Clerk shall, as soon as it is received, record 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. (v) the decision of the council
- b) The Clerk shall refer every planning application to the Chairman of the Planning Committee or in the Chairman's absence to the Vice-Chairman within 72 hours of receiving it.
- c) In the case of an ambiguous response from the committee, the Clerk shall seek guidance from the Chairman or Vice Chairman of the Planning Committee

## 29. CONTRACTS & TENDERS

- a) Where the total value of goods or service to be supplied is more than £2,500 but less than £15,000, quotations must be sought where practicable from at least three parties who meet appropriate standards of technical and financial competence, in addition to any in-house bid.
- b) Where the total value of goods or service to be supplied is more than £15,000 at least three tenders are required where practicable from parties/organisations who meet appropriate standards of technical and financial competence. At least one of the tenderers should normally be a local organisation.

These are **minimum** requirements; the number of tenders invited should reflect individual contract values and associated levels of risk.

- c) Tenders shall be opened by the Clerk or other person to whom tenders are required to be addressed in the presence of the Chairman or Vice-Chairman together with at least one other member on the date specified within the tender documents. The results of the tenders shall be reported by the person who opened them to the Council.
- d) The Council or any committee is not bound to accept the lowest or any tender.
- e) If no tenders are received or if all the tenders are identical the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.

## 30. CODE OF CONDUCT ON COMPLAINTS

- a) The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in the manner recommended in the National Association of Local Council's Code of

Practice.

- b) 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.

### **31. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS**

- a) 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
- b) A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office..

### **32. MEMBERS ALLOWANCES AND EXPENSES**

- a) Members shall have no entitlement to 'allowances' for time in attending meetings , committees or working groups of the Council or to any outside bodies.
- b) The following allowances may be payable or out of pocket expenses for Council business outside the area of the 'Parish':.
- Travel costs outside the Parish by the members in their own Car or by public transport. Mileage rates will be the same as those paid to elected members of CW&C Council
  - Fees and charges for 'approved' events attended on behalf of the Council.
- c) Expenses will only be paid (except in exceptional circumstances) for events previously approved by the Council and on production of a prescribed and signed expenses form.
- d) The Council may also make a discretionary payment in kind to members, for abnormal material costs incurred on behalf of the Council.
- e) The Council may, from time to time, amend the scope and scale of expenses payments.

### **33. CIRCULATION OF DOCUMENTS**

- a) Documents circulated to members and necessary for their Councillor duties shall be served on them as paper copies unless a member specifically requests that documents be circulated to them by electronic means. Hard copies of other 'information' documents may be 'set circulated', between meetings, to named councillors.

*These standing orders consist of eleven pages.*

*Approved by Davenham Parish Council on .....*

*Received by Councillor ..... on .....*