



**Willaston**  
Parish Council

# **STANDING ORDERS of the Council**

## 1.Meetings

- a) Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct.
- b) Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- c) The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- d) A meeting shall not exceed a total period of three hours. After a period of two hours the Chairman may adjourn the meeting for a short comfort break.

## 2. The Statutory Annual Meeting

- a) In an election year shall be held on or within 14 days following the day on which the councillors elected take office and
- b) In a year which is not an election year shall be held on such day in May as the Council may direct.
- c) In addition to the Statutory Annual Meeting at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.
- d) The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.
- e) The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until the successor is elected at the next annual meeting of the Council.
- f) The Vice-Chairman of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- g) In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of

**the Council but shall give a casting vote in the case of an equality of votes.**

- h) In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chairman of the Council has been elected. They may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- i) At each Annual Meeting the first business shall be:-**
  - i. To elect a Chairman of the Council**
  - ii. To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
  - iii. In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**
  - iv. To decide when any declarations of acceptance of office and written undertakings to comply with the Code of Conduct adopted by the Council which have not been received as provided by law shall be received.**
  - v. To elect a Vice-Chairman of the Council.**
  - vi. To appoint representatives to outside bodies.**
  - vii. To appoint committees and sub-committees.**
  - viii. To consider the payment of any subscriptions falling to be paid annually.**
  - ix. To inspect any deeds and trust investments in the custody of the Council as required; and shall thereafter follow the order set out in the Standing Order 7.**

### 3. Chairman of the Meeting

- a) The person residing at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.**
- b) Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in thier absence be done by, to or before the Vice-Chairman of the Council.**
- c) The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) 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.**

#### 4. Proper Officer

- a) Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, he shall be the clerk or nominated officer:-
- i. To receive declarations of acceptance of office.
  - ii. To receive and record notices disclosing personal and prejudicial interests.
  - iii. To receive and retain plans and documents.
  - iv. To sign notices or other documents on behalf of the Council.
  - v. **To receive copies of bylaws made by the Borough Council.**
  - vi. **To certify copies of bylaws made by the Council.**
  - vii. To sign summons to attend meetings of the Council.
  - viii. To keep proper records for all Council meetings.
- b) The Proper Officer shall **at least three clear days before a meeting of the council, a committee** or a sub-committee:
- i. **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**
  - ii. **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

#### 5. Quorum of the Council

- a) **Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum.**
- b) **If a quorum is not present or if during a meeting the number of councillors present** (not counting those debarred by reason of a declared prejudicial interest) falls below the required quorum, **the meeting shall be adjourned and business not transacted shall be transacted at the next meeting** or on such other day as the Chairman may fix.
- c) For a quorum relating to a committee or sub-committee, please refer to standing order 23 g).

## 6. Voting

- a) Members shall vote by show of hands or, if at least two members so request, by signed ballot.
- b) **If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request may be made before or after the vote but in any event before moving on to the next business.**
- c) **Subject to (d) and (e) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not the Chairman gave an original vote.** In the case that an original vote was made, the casting vote is permitted to be different.
- d) **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 Chairman and Vice-Chairman until the end of their term of office they may not give an original vote in an election for Chairman.**
- e) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.**

## 7. Order of Business

- a) **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.**
- b) In every year, not later than the financial year end, the Council shall review the pay and conditions of service of existing employees. Standing Order 19 a). must be read in conjunction with this requirement.
- c) 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 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 and approval, the signature of the person presiding shall be given as a correct record.**

- 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 resolutions or recommendations in the order in which they have been notified.
- ix. To authorise the sealing of documents.
- x. If necessary, to authorise the signing of orders for payment.

#### 8. Urgent Business

- a) A motion to vary the order of business on the ground of urgency:
  - i. 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
  - ii. Shall be put to the vote without discussion.

#### 9. 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 has given notice in writing of its terms and has delivered the notice to the Clerk at least ten clear days before the next meeting of the Council.
- b) The Clerk shall date every notice of resolution or recommendation when received by the member, 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.
- 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 the member intends to move at some later meeting or that the member 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 they consider 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 duties which affects its area.

#### 10. Resolutions Moved Without Notice

Resolutions dealing with the following matters may be moved without notice:-

- a) To appoint a Chairman 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 amendment.
- m) To extend the time limit for speeches.
- n) To exclude the public. (See Standing Order 32.)
- o) To silence or eject from the meeting a member named for misconduct. (See Standing Order 14.c) )
- p) To give the consent of the Council where such consent is required by these Standing Orders.
- q) To suspend any Standing Order. (See Standing Order 32.a) )
- r) To adjourn the meeting.

#### 11. Questions

- a) A member may ask the Chairman of the Council or the Clerk any question concerning the business of the Council, provided ten clear days notice of the question has been given to the person to whom it is addressed.

- b) No questions not connected 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.

## 12. Rules of Debate

- a) 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 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 reduced to writing and handed to the member before it is further discussed or put to the meeting.
- c) A member when seconding a resolution or amendment may, if he there in declares his intention to do so, reserve his speech until a later period of the debate.
- d) A member shall direct their 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 ten minutes and no other speech shall exceed ten 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 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 five minutes.

- k) 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.
- l) A member may raise their hand to make a point of order or a personal explanation. A member raising their hand for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by the member which may have been misunderstood.
- 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:-
  - 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.
- o) Members shall remain seated 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 and indicate they wish to speak by raising their hand
- r) If two or more members raise their hand, the Chairman shall call upon one of them to speak.
- s) Whenever the Chairman speaks during a debate all other member shall be silent.

### 13. Closure

- a) 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 Chairman shall put the motion but, in the case of a motion “that the question be now put”, only if he 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, he shall call upon the mover to

exercise or waive his 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.

#### 14. Disorderly Conduct

- a) **All members must behave in a manner required by the Code of Conduct which was adopted by the Council on 16<sup>th</sup> May 2023 a copy of which is annexed to these Standing Orders.**
- b) 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.
- c) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (a) or (b) 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.
- d) If either of the motions mentioned in paragraph (c) is disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

#### 15. Right of Reply

- a) 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 a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

#### 16. Alteration of Resolution

- a) A member may, with the consent of their seconder, move amendments to the members own resolution.

#### 17. Rescission of Previous Resolution

- 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 three 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.

#### 18. 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.

#### 19. 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 decided whether or not the public shall be excluded. (See Standing Order 32. a )

#### 20. 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 (if one exists)) and which, if carried, would, in the opinion of the Chairman substantially increase the expenditure upon any service which is under the management of the Council 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 matters (if one exists)).

#### 21. Expenditure

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

#### 22. 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.

### 23. Committees

- a) **The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary clearly defining roles of the committees and any delegated powers, but subject to any statutory provision in that behalf:-**
- b) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- c) May appoint persons other than members of the Council to any Committee; and
- d) may subject to the provisions of Standing Order 17 above at any time dissolve or alter the membership of committee.
- e) The Chairman and Vice-Chairman ex-office shall be members of every committee.
- f) Every committee 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.
- g) 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 subcommittee, the quorum of a committee or sub-committee shall be onehalf of its members.

### 24. Sub-Committees

- a) **Every committee may appoint sub-committees for purposes to be specified by the committee.**
- b) The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
- c) 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.

### 25. Advisory Committees

- a) The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.

- b) The Clerk 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.

#### 26. Voting in Committees

- a) Members of committees and sub-committees entitled to vote shall by show of hands, or, if at least two members so request, by signed ballot.
- b) Chairman of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**
- c) 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.

#### 27. Extraordinary meeting of the Council, Committees and Sub-committees

- a) The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b) If the Chairman of the Council does not 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 chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d) If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

## 28. Financial matters

- a) For all financial matters refer to the Financial Regulations of the Council.

## 29. Interests, Code of Conduct and Dispensations

- a) **If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 16<sup>th</sup> May 2023 then the member shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of that interest as required.**
- b) All councillors shall observe the code of conduct adopted by the Council.
- c) Unless the member has been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which the member has a disclosable pecuniary interest. The member may return to the meeting after it has considered the matter in which the member had the interest.
- d) Unless the member has been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which the member has another interest if so required by the Council's code of conduct. The member may return to the meeting after it has considered the matter in which the member had the interest.
- e) **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- f) A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- g) A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- h) Subject to standing orders 29 (e) and (g), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not

possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].

- i) **A dispensation may be granted in accordance with standing order 29(f) 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 it is otherwise appropriate to grant a dispensation.**
  - iii. The Clerk shall hold a copy of the Register of Member's Interests in accordance with instructions received from the Monitoring Officer of the Responsible Authority and/or as required by statute.
  - iv. If a candidate for any appointment under the Council is to their knowledge related to any member of or the holder of any office under the Council, the member and the person to whom the member 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 this Standing Order shall apply (the Clerk shall make known the purport of this Standing Order to every candidate).

### 30. 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) If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- c) The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

- d) If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, the chairman shall sign the minutes and include a paragraph in the following terms or to the same effect:  
“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e) **The Council 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) **All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**

### 31. Unauthorised Activities

- a) No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:-
- i. Inspect any lands or premises which the Council has a right or duty to inspect; or
  - ii. Issue orders, instructions or directions unless authorised to do so by the Council or the relevant committee or sub-committee.

### 32. Admission of The Public and Press to Meetings

- a) **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 resolutions:-**  
“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”.
- b) The Council shall state the special reason for exclusion.
- c) At all meetings of the Council the Chairman may at their discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.
- d) **Subject to standing order 32 (a), 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.**

- e) A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- f) The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.**
- g) If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that the member of the public be removed from the meeting.

### 33. Confidential Business

- 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) All email correspondence between members and the Clerk, and between members shall be deemed as confidential business unless otherwise declared by the Clerk, Chairman of the Council or chairman of the relevant committee.
- c) Any member in breach of the provisions of paragraph (a) and (b) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

### 34. Liaison with Borough Councillors

- a) A notice of meeting shall be sent together with an invitation to attend to the Borough Councillor for the appropriate ward(s).
- b) Unless the Council otherwise orders, a copy of each letter ordered to be sent to the Borough Council or Planning Authority shall be transmitted to the Borough Councillor for the division or to the Planning Authority Councillor for the ward as the case may require.

### 35. Planning Applications

- a) The Clerk 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 planning application number;
  - iii. the place to which it relates;
  - iv. The Clerk shall inform all members of the Council (or all members of a planning committee if one exists) of all planning applications notified by the Local Planning Authority.
- b) The Clerk shall have delegated responsibility to reply to planning applications notified by the Local Planning Authority where the deadline for comments falls prior to the next meeting of the planning committee or meeting of the Council.
- i. In this situation The Clerk shall take soundings from Members via email and shall make comment with a quorate response.
  - ii. The Clerk shall respond with due regard to the policies within the Neighbourhood Plan.
  - iii. At the next meeting of the planning committee/Council the comments submitted shall be resolved and minuted.

### 36. 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 accordance with the Code of Practice for Handling Complaints adopted by the Council on 24<sup>th</sup> February 2009 except for those complaints which should be properly directed to the Monitoring Officer at Cheshire East Council.
- b) Upon notification by the Cheshire East Council that it is dealing with a complaint that a councillor has breached the Council's code of conduct, the Proper Officer shall report this to the Council.
- c) Where the notification in standing order 36(b) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 36(e).
- d) 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;

- e) **Upon notification by the Borough Council that a councillor 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.**

### 37. Variation, Revocation and Suspension of Standing Orders

- a) 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.
- b) 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.

### 38. Standing Orders to be Given to Members

- a) An electronic 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 and written undertaking to comply with the Code of Conduct adopted by the Council.

ENDS

*These Standing Orders were resolved at the meeting of the Council held this 30<sup>th</sup> day of January 2024. .*



Chairman of the Council: