

COTON IN THE ELMS PARISH COUNCIL

STANDING ORDERS

Meetings

1. (a) Meetings of the Council shall be held at the Community Hall, when available, normally on a Monday at 7.00p.m. unless the Council otherwise decides at a previous meeting.

(b) The Chairman may, for certain special or urgent matters, call additional meetings of the Council on such day and at such hour as he may determine.

(c) Special meetings of a Committee may be called by the Clerk at the request of the Chairman of the Committee or on the request of a quarter of the whole number of the Committee delivered in writing to the Clerk. The summons to a special meeting shall set out the business to be discussed and no other business shall be considered at the meeting.

The Statutory Annual Meeting

2. (a) In an election year this shall be held on the Monday, next following the fourth day after the ordinary day of elections to the Council.

(b) In a year, which is not an election year, this shall be held on the 2nd or 3rd Monday in May.
3. The other statutory meetings shall be held on a Monday in the months of June, July, September, October, November, December, January, February and March unless the Council otherwise decides at a previous meeting.

Chairman of Meeting

4. The person presiding at the meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

Proper Offices

5. Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he shall be the Clerk:-
 - (a) to receive declarations of acceptance of office
 - (b) to receive and record notices disclosing pecuniary interests
 - (c) to receive and retain plans and documents

- (d) to sign notices or other documents on behalf of the Council
- (e) to receive copies of byelaws made by a Borough Council
- (f) to certify copies of byelaws made by the Borough Council
- (g) to sign summonses to attend meetings of the council

Quorum

- 6. Three members shall constitute a quorum, but a motion to suspend standing orders shall not be moved without written notice signed by twice as many members as constitute the quorum.
- 7. If a quorum is not present when the Council meets or if during a meeting the number of Councillors present falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.

Voting

- 8. Members shall vote by show of hands, or, if at least two members so request, by signed ballot.
- 9. 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.
- 10. (1) Subject to 2 and 3 below, the Chairman may give an original vote on any matter put to the vote.

(2) Subject to 3 below the Chairman may not give an original vote in the election of the Chairman on any occasion when he will himself immediately after such election retire from the Council.

(3) In any case of an equality of votes, the Chairman may give a casting vote provided always that he has rendered an original vote.

Order of Business

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

- 11. At each Annual Meeting the first business shall be:-
 - (a) To elect a Chairman

- (b) To receive the Chairman's Declaration of Acceptance of Office, or if not then received, to decide when it shall be received.
 - (c) To elect a Vice-Chairman – Only if deemed necessary.
 - (d) To consider the payment of any subscriptions falling to be paid annually, and all bills and financial matters which need to be dealt with before the next ordinary meeting.
 - (e) To inspect any deeds and trust instruments in the custody of the Council, and shall thereafter follow the order set out in Standing Order 15.
12. 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.
13. At the second annual meeting after the ordinary elections the first business shall include consideration of the question whether the pay and conditions of service of existing employees of the Council shall be reviewed. (See Standing Order 38)
14. After the first business has been completed, the order of business and that of all ordinary meetings, unless the Council otherwise decides on the grounds of expediency, shall be as follows:
- (a) 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.
 - (b) After consideration to approve the signature of the Minutes by the presiding Chairman as a correct record.
 - (c) To deal with business expressly required by statute to be done
 - (d) To receive such communications as the presiding Chairman may wish to lay before the Council.
 - (e) To answer questions
 - (f) To dispose of business, if any, remaining from the last meeting
 - (g) To receive and consider reports and minutes of committees and advisory committees

- (h) To receive and consider reports from officers of the Council
 - (i) To authorise the sealing of documents
 - (j) To authorise the signing of orders for payment
 - (k) To consider motions or recommendations in the order in which they have been notified
 - (l) Any other business specified in the summons. (See Standing Order 37)
15. A motion to vary the order of business on the ground of expediency
- (a) 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
 - (b) shall be put to the vote without discussion

Resolutions Moved on Notice

16. Except as provided by these Standing Orders, no resolution may be moved unless the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 7 clear days before the next meeting of the Council.
17. The Clerk shall date every notice of motion or recommendation when received by him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
18. 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.
19. If a resolution or recommendation specified in the summons be not moved, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
20. 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.

21. Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.

Resolutions Moved Without Notice

22. 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
 - (j) To receive bills and authorise payments required to be paid within 30 days
 - (k) To amend a motion
 - (l) To give leave to withdraw a motion or an amendment
 - (m) To extend the time limit for speeches
 - (n) To consider otherwise than in committee a question affecting an employee of the Council
(The two following resolutions are governed by the Standing Orders on the admission of public to meetings:)
 - (o) To exclude the press
 - (p) To exclude the public (The next resolution is governed by the Standing Order on Disorderly Conduct)

- (q) To silence or eject from the meeting a member named for misconduct
(The next resolution is governed by the Standing Order on members interested in contracts and other matters)
- (r) To invite a member having an interest in the subject matter under debate to remain
- (s) To give the consent of the Council where such consent is required by these Standing Orders

Questions

- 23. A member may ask the Chairman any questions concerning the business of the Council.
- 24. A member with or without notice may ask the Chairman of a Committee any question upon the proceedings of the Committee then before the Council if the question is put before the Council's consideration of those proceedings is finished.
- 25. Every question shall be put and answered without discussion.
- 26. A person to whom a question has been put may decline to answer.

Rules of Debate

- 27. No discussions 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.
- 28. (a) A resolution or amendment shall not be discussed unless it has been proposed and seconded
 - (b) A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate
 - (c) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
 - (d) No speech shall exceed 10 minutes, except by consent of the Council
(The mover of a resolution is sometimes allowed a longer time than others)
 - (e) An amendment shall be either:
 - i) To leave out words
 - ii) To leave out words and insert or add others

iii) To insert or add words

- (f) An amendment shall not have the effect of negating the motion before the Council
 - (g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved
 - (h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
 - (i) The mover of a resolution or of an amendment shall have a right of reply.
 - (j) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move the closure.
 - (k) A member may rise to make a point of order or a personal explanation a personal explanation shall be confined to some material part of a former speech by him, which may have been misunderstood. A member rising for these purposes shall be heard forthwith.
 - (l) A motion or amendment may be withdrawn by the proposer with the unanimous consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
 - (m) When a resolution is under debate no other resolution shall be moved except the following:
 - i) To amend the resolution
 - ii) To proceed to the next business
 - iii) To adjourn the debate
 - iv) That the question be now put
 - v) That a member named be not further heard
 - vi) That a member named do leave the meeting
 - vii) That the resolution be referred to a committee
 - viii) To exclude the public or the press or both
 - ix) To adjourn the meeting
29. (a) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed
- (b) Members shall address the Chairman
- (c) If two or more members rise, the Chairman shall call upon one of them to speak

Closure

30. 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 and if the Chairman is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), he shall forthwith put the motion. 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.

Disorderly Conduct

31. (a) No member shall misconduct himself at a meeting by persistently disregarding the ruling of the Chairman, by willfully obstructing business, or by behaving irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.
- (d) If, in the opinion of the Chairman, a member has so misconducted himself 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.
- (e) 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.

Right of Reply

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

Alteration of Resolution

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

Recission of Previous Resolution

34. (a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special resolution, the written notice whereof bears the names of at least three members of the Council
- (c) When a special resolution has been disposed of, no similar resolution may be moved within a further six months.
- (f) This Standing Order shall not apply to resolutions moved in pursuance of the report or recommendation of a committee.

Voting On Appointments

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

Discussions and Resolutions Affecting Employees of the Council

36. If any question arises at a meeting of the Council or of a committee thereof
- (a) relating to the appointment, promotion, disposal, salary or conditions of service or as to the conduct of any persons represented by the Council, or
- (b) relating to an identifiable individual, or
- (c) which would be prejudicial to the public interest if discussed in public, a motion to exclude the press and public shall be moved forthwith by the Chairman and put without debate.

Resolutions on Expenditure

37. Any motion 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.

Expenditure

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

Sealing of Documents

39. (a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution
- (b) The Chairman and Clerk may seal on behalf of the Council, any document required by law to be issued under seal.

Committees

40. The Council may at the Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-
- (a) shall not appoint any member of a committee so as to hold office later than the next Annual meeting, and
- (b) may at any time dissolve or alter the membership of a committee
41. The Chairman and Vice-Chairman shall be members of every committee
42. 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.
43. The Chairman of a committee or the Chairman of the Council may summon a special meeting of that committee at any time. A special 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.
44. Every committee may appoint sub-committees for purposes to be specified by the committee.

45. The Chairman and Vice-Chairman of the committee shall be members of every subcommittee appointed by it unless they signify that they do not wish to serve
46. Except where ordered by the Council in the case of a committee or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one-half of its members.
47. 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 insofar as they are appropriate.

Voting in Committees

48. Members of committees and sub-committees shall vote by show of hands.
49. Chairman of committees and sub-committees shall have a second or casting vote

Presence of Non-Members of Committees at Committee Meetings

50. A member who has proposed a motion which has been referred to any committee of which he is not a member, may explain his motion to the committee but shall not vote 52 Any Council member shall, unless the Council otherwise orders, be entitled to be present as a spectator at the meetings of any committee or sub-committee of which he is not a member.

Financial Regulations

51. The Council will adopt Financial Regulations that govern the conduct of he financial transactions of the Council and may only be amended or varied by resolution of the Council.
52. It shall be the duty of the Council to review the Financial Regulations from time to time.

Interests

53. If any member has a personal or prejudicial interest in any matter to be discussed within the meaning of the Local Government Act 2000, then

he/she is under obligation to declare that fact and, if the interest is prejudicial, to withdraw from the meeting room.

54. The Clerk shall maintain a register of interests declared by members of the Council which will be available at all meetings of the Council. The register shall be open during reasonable hours of the day for inspection by any member of the public.
55. If a candidate for any 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 from 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 the Standing Orders on interests of members in contracts and other matters shall apply. The Clerk shall make known the purport of this Standing Order to every candidate.

Canvassing of and Recommendations by Members

- 56 (a) Canvassing of members 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 subparagraph of this Standing Order to every candidate.

(c) A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion but, nevertheless, a member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
57. Standing Orders No 57 and 58 shall apply to tenders as if the person making the tender were a candidate for an appointment.

Inspection of Documents

58. 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
59. In accordance with the Freedom of Information Act 2000, the Council has published a scheme whereby members of the public may inspect specified

documents and, on payment of the set charge, receive a copy of the same.

Unauthorised Activities

60. No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:
- (a) inspect any lands or premises which the Council has a right or duty to inspect; or
 - (b) issue orders - unless authorised to do so by the Council or the relevant committee or sub-committee.

Admission of the Public and Press to Meetings

61. The public and the press shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public or the press or both. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior (written) consent.
62. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
63. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that s/he be removed from the Council Chamber or that the part of the Chamber open to the public be cleared.

Confidential Business

64. 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.

Planning Applications

65. 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.

66. Planning Applications will normally be considered in the course of regular meetings. However, where the time between the receipt of an application and its return, normally three weeks, prevents such discussion taking place the Clerk will dispatch the application to the Chairman who will then circulate it to individual councillors. On its return to the Clerk, s/he will prepare a response based on councillors' comments, discuss with the Chairman if there are any opposing views to be resolved, and then despatch it to the Planning Department of the Borough.

Variation, Revocation and Suspension of Standing Orders

67. Any one or more of the Standing Orders in any case of emergency or upon motion made or on notice duly given, may be suspended at any meeting so far as necessary, and business at such a meeting, provided that the majority of the members of the Council present or voting shall so decide.
68. A motion permanently to vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

Authority to Act between Meetings

69. At the beginning of each year, the Council may decide that executive powers be delegated to the clerk of the council for matters which require a decision before the next ordinary meeting. Under these powers the Clerk may, following consultation with the Chairman or Vice-Chairman of the Council or committee as appropriate, deal with urgent business. No such action may involve expenditure not already agreed in the budget or be in conflict with agreed Council policy. All actions taken under executive powers must be reported to the next meeting of the Council.

Standing Orders to be given to Members

70. printed copy of these Standing Orders and the Financial Regulations shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office.

Most recently amended: July 05

APPENDIX A: Code of Conduct

The Council resolved to adopt the following model code of conduct at the meeting on 12 March 2002 as minute reference 206. Members signing a declaration of acceptance of office are agreeing to abide by this code of conduct.

THE MODEL CODE OF CONDUCT - PARISH COUNCILS

PART 1

GENERAL PROVISIONS

Scope

1. (1) A member must observe the authority's code of conduct whenever he -
 - (a) conducts the business of the authority;
 - (b) conducts the business of the office to which he has been elected or appointed; or
 - (c) acts as a representative of the authority, and references to a member's official capacity shall be construed accordingly.
- (2) An authority's code of conduct shall not, apart from paragraphs 4 and 5(a) below, have effect in relation to the activities of a member undertaken other than in an official capacity.
- (3) Where a member acts as a representative of the authority –
 - (a) on another relevant authority, he must, when acting for that other authority, comply with that other authority's code of conduct; or
 - (b) on any other body, he must, when acting for that other body, comply with the authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.
- (4) In this code –
 - (a) "member" includes a co-opted member of an authority; and
 - (b) "responsible authority" means a district council or a unitary county council which has functions in relation to the parish councils for which it is responsible under section 55(12) of the Local Government Act 2000.

General Obligations

2. A member must -
 - (a) promote equality by not discriminating unlawfully against any person;
 - (b) treat others with respect; and
 - (c) not do anything which compromises or which is likely to compromise the impartiality of those who work for, or on behalf of, the authority.
3. A member must not -
 - (a) disclose information given to him in confidence by anyone, or information acquired which he believes is of a confidential nature, without the consent of a person authorised to give it, or unless he is required by law to do so; nor
 - (b) prevent another person from gaining access to information to which that person is entitled by law.

4. A member must not in his official capacity, or any other circumstance, conduct himself in a manner which could reasonably be regarded as bringing his office or authority into disrepute.
5. A member -
 - (a) must not in his official capacity, or any other circumstance, use his position as a member improperly to confer on or secure for himself or any other person, an advantage or disadvantage; and
 - (b) must, when using or authorising the use by others of the resources of the authority -
 - (i) act in accordance with the authority's requirements; and
 - (ii) ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the authority or of the office to which the member has been elected or appointed.
6. A member must, if he becomes aware of any conduct by another member which he reasonably believes involves a failure to comply with the authority's code of conduct, make a written allegation to that effect to the Standards Board for England as soon as it is practicable for him to do so.

PART 2
INTERESTS
Personal Interests

7. - (1) A member must regard himself as having a personal interest in any matter if the matter relates to an interest in respect of which notification must be given under paragraphs 12 and 13 below, or if a decision upon it might reasonably be regarded as affecting to a greater extent than other council tax payers, ratepayers, or inhabitants of the authority's area, the well-being or financial position of himself, a relative or a friend or -
 - (a) any employment or business carried on by such persons;
 - (b) any person who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
 - (c) any corporate body in which such persons have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or
 - (d) any body listed in sub-paragraphs (a) to (e) of paragraph 13 below in which such persons hold a position of general control or management.(2) In this paragraph -
 - (a) "relative" means a spouse, partner, parent, parent-in-law, son, daughter, stepson, stepdaughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons; and
 - (b) "partner" in sub-paragraph (2)(a) above means a member of a couple who live together.

Disclosure of Personal Interests

8. A member with a personal interest in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

Prejudicial Interests

9. (1) Subject to sub-paragraph (2) below, a member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest.

(2) A member may regard himself as not having a prejudicial interest in a matter if that matter relates to -

- (a) another relevant authority of which he is a member;
- (b) another public authority in which he holds a position of general control or management;
- (c) a body to which he has been appointed or nominated by the authority as its representative;
- (d) any functions of the authority in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where the member is in receipt of, or is entitled to the receipt of such pay from a relevant authority; and
- (e) any functions of the authority in respect of an allowance or payment made under sections 173 to 173A and 175 to 176 of the Local Government Act 1972 or section 18 of the Local Government and Housing Act 1989.

Participation in Relation to Disclosed Interests

10. A member with a prejudicial interest in any matter must -
- (a) withdraw from the room or chamber where a meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless he has obtained a dispensation from the standards committee of the responsible authority; and
 - (b) not seek improperly to influence a decision about that matter.
11. For the purposes of this Part, "meeting" means any meeting of -
- (a) the authority; or
 - (b) any of the authority's committees, sub-committees, joint committees or joint subcommittees.

PART 3 **THE REGISTER OF MEMBERS' INTERESTS** *Registration of Financial and Other Interests*

12. Within 28 days of the provisions of an authority's code of conduct being adopted or applied to that authority or within 28 days of his election or appointment to office (if that is later), a member must register his financial interests in the authority's register maintained under section 81(1) of the Local Government Act 2000 by providing written notification to the monitoring officer of the responsible authority of -
- (a) any employment or business carried on by him;
 - (b) the name of the person who employs or has appointed him, the name of any firm in which he is a partner, and the name of any company for which he is a remunerated director;

- (c) the name of any person, other than a relevant authority, who has made a payment to him in respect of his election or any expenses incurred by him in carrying out his duties;
 - (d) the name of any corporate body which has a place of business or land in the authority's area, and in which the member has a beneficial interest in a class of securities of that body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body;
 - (e) a description of any contract for goods, services or works made between the authority and himself or a firm in which he is a partner, a company of which he is a remunerated director, or a body of the description specified in sub-paragraph (d) above;
 - (f) the address or other description (sufficient to identify the location) of any land in which he has a beneficial interest and which is in the area of the authority;
 - (g) the address or other description (sufficient to identify the location) of any land where the landlord is the authority and the tenant is a firm in which he is a partner, a company of which he is a remunerated director, or a body of the description specified in sub-paragraph (d) above; and
 - (h) the address or other description (sufficient to identify the location) of any land in the authority's area in which he has a licence (alone or jointly with others) to occupy for 28 days or longer.
- 13.** Within 28 days of the provisions of the authority's code of conduct being adopted or applied to that authority or within 28 days of his election or appointment to office (if that is later), a member must register his other interests in the authority's register maintained under section 81(1) of the Local Government Act 2000 by providing written notification to the monitoring officer of the responsible authority of his membership of or position of general control or management in any -
- (a) body to which he has been appointed or nominated by the authority as its representative;
 - (b) public authority or body exercising functions of a public nature;
 - (c) company, industrial and provident society, charity, or body directed to charitable purposes;
 - (d) body whose principal purposes include the influence of public opinion or policy; and
 - (e) trade union or professional association.
- 14.** A member must within 28 days of becoming aware of any change to the interests specified under paragraphs 12 and 13 above, provide written notification to the monitoring officer of the responsible authority of that change.

Registration of Gifts and Hospitality

- 15.** A member must within 28 days of receiving any gift or hospitality over the value of £25, provide written notification to the monitoring officer of the responsible authority of the existence and nature of that gift or hospitality.

APPENDIX B: Policies and Practices

This appendix records policies and practices, which, although they may not be required by law or formally defined in the Standing Orders, are considered by the Council to be useful statements that direct or support the effective running of meetings or other Council activities.

B1 Working Groups

Although Committees and Sub-committees are permitted by Standing Orders, the normal practice of the Council will be to appoint informal Working Groups that will gather and analyse information but not take decisions. The findings and recommendations of Working Groups will be reported back to a meeting of the Council before any decision is made.

B2 Anonymous Communications

No anonymous communication received by the Clerk or a member of the Council will be considered at a meeting. No action will be taken on any such communication unless the nature was such that ignoring it would be a breach of the law.

B3 Race Relations

The Council acknowledges the general duty placed on it by the Race Relations (Amendment)

Act 2000. The Council will continue within its' functions and policies to have due regard to the need to eliminate discrimination, promote equality of opportunity and promote racial equality. (Resolution passed 30 April 2003 as minute 9)

B4 Ten O'Clock Rule

When business is not completed by 10pm, any member present may ask that the Council consider adjourning part, or all, of the remaining business until the next meeting.