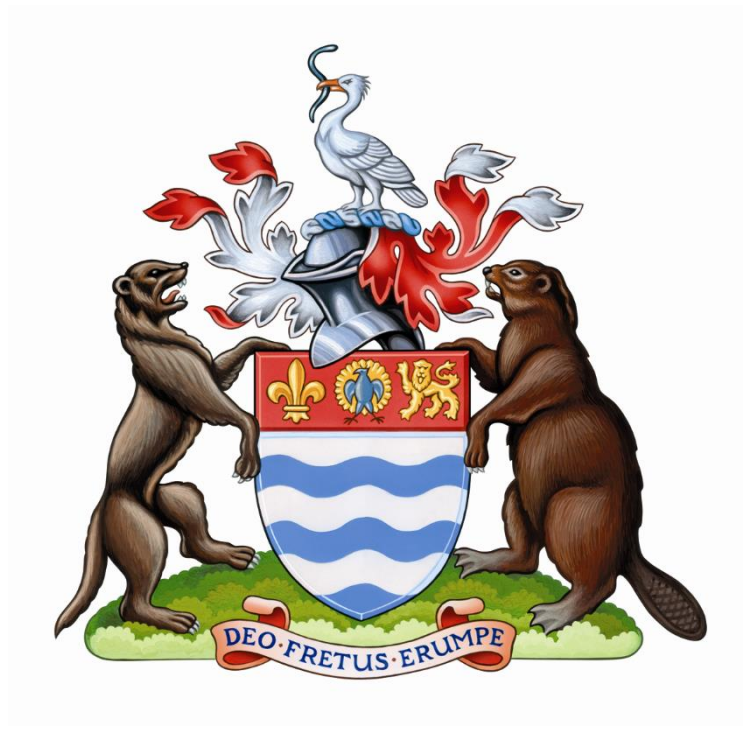


NEWARK TOWN COUNCIL



STANDING ORDERS

Revised February 2022

1.	<u>Meetings of the Council</u>
(a)	The Annual Meeting of the Town Council, in an election year, shall be held on the Sunday next following the fourth day of election to the Council and in a year which is not an election year shall be held on the second Sunday in May.
(b)	The ordinary meetings of the Town Council, including those prescribed by statute, shall be held on such dates as shall be fixed by the Town Council on the recommendation of the Finance & General Purposes Committee.
(c)	All meetings of the Council shall be held at such time as shall be determined from time to time by the Town Council except the Annual Meeting, which shall be held at 12 noon. Prior to the commencement of business at a meeting of the Town Council prayers will be said.
(d)	At least 3 clear working days before any meeting of the Council, or its committees or sub-committees, a notice and agenda for the meeting shall be received by Members of the of the Council. A copy of the minutes of every Town Council Meeting shall be sent to each member of the Council in advance of the next meeting
(e)	Each Member of Council shall, before the Annual Meeting of the Council, receive a copy of the current Standing Orders and Financial Regulations.
2.	<u>Chairman of Meeting</u>
(a)	At the Annual Meeting of the Town Council a Mayor and Deputy Mayor shall be elected from those Council Members present.
(b)	The Town Mayor, if present, must preside at each meeting of the Town Council. In the absence of the Town Mayor, any power or duty, in relation to the conduct of a meeting, may be exercised by the person presiding at the meeting. In the Town Mayor's absence the Deputy Mayor shall preside.

(c)	In the absence of both the Town Mayor and the Deputy then the Town Clerk, or his nominee, shall call for the election of a Member to preside.	
3.	<u>Quorum</u>	
(a)	The quorum for a Town Council meeting is normally one third of the whole number of members of the Town Council. Should more than one third of the members become disqualified from acting, at the same time, the quorum is one third of the number of members remaining qualified. The quorum would therefore be not less than three, except in respect of the Planning Committee where in certain circumstances two could be acceptable subject to the provisions of Standing Order 32(2).	
(b)	If during any meeting of the Council the Town Mayor, after counting the number of persons present, declares that there is not a quorum present the meeting shall be adjourned	
(c)	The consideration of any business not transacted shall be adjourned to a time, fixed by the Town Mayor in consultation with the Leader of the Council or his/her representative at the time the meeting is adjourned, or if he/she does not fix a time to the next ordinary meeting of the Council.	
4.	<u>Order of Business*</u>	
(1)	(A)	Except as otherwise provided by paragraph (3) of this standing order, the order of business at every meeting of the Council shall be;
	(i)	To approve as a correct record, or amend accordingly, and sign the minutes of the previous meeting of the Council.
	(ii)	To dispose of business (if any) remaining from the minutes of the previous meeting
	(iii)	To receive minutes and decisions of Committees, Sub-Committees and Working Parties taken under delegated powers.

		(iv)	To consider decisions of Committees, Sub-Committees and Working Parties referred to Town Council in accord with Standing Order 29(a).
		(v)	To deal with business expressly required by statute to be done.
		(a)	Town Mayor's Announcements
		(b)	Town Clerk's Announcements
		(c)	Leader of the Council's announcements.
		(vi)	To answer questions asked under Standing Order 8, Questions from Town Councillors.
		(vii)	To consider motions in order in which notice has been received.
		(viii)	To answer questions asked under Standing Order 9, Questions from Members of the Public.
		(ix)	Other business, if any specified on the summons.
	(B)	Business falling under item (A) shall not be displaced but subject thereto, the foregoing order of business may be varied (a) by the Town Mayor at his/her discretion, or (b) by a resolution passed on a motion duly moved and seconded, which shall be moved and put without discussion. (In accordance with Standing Order 7(c).	
	(C)	*At the Annual Meeting the order of business is subject to Section 15(2) of the Local Government Act, 1972 which states:- 'The election of a Chairman shall be the first business transacted at the Annual Meeting of the Parish Council'.	
(2)	The order of business may be varied at the discretion of the Town Mayor or Chairman of the Meeting.		

(3)	A special meeting of the Council shall not address any business not referred to in the resolution of the Council directing the summoning of such a meeting, or in the requisition requiring the summoning.
5.	<p><u>Leader of Council/Opposition Spokesperson</u></p> <p>At the Annual Meeting the selection of the Leader of the Council shall be announced by the Leading Group on the Town Council and the Opposition Spokesperson(s) by the minority group(s) provided that any changes in those nominations may be made at any time during the Civic Year at a meeting of the Town Council.</p>
6.	<u>Notice of Motion</u>
(1)	Every notice shall be in writing, stating distinctly the nature or substance thereof, signed by the member or members of the Council giving notice and by the seconder of the motion, and delivered not later than 12 noon on the seventh day before the next meeting of the Council, at the office of the Town Clerk by whom it shall be dated, numbered in the order in which it is received, and entered in a book which shall be open to the inspection of every member of the Council.
(2)	The Town Clerk shall insert in the summons for every meeting of the Council all motions of which notice has been duly given in the order in which they have been received, unless the member giving such notice intimated in writing, when giving it, that he/she proposed to move it at some later meeting, or has withdrawn it in writing.
(3)	If a motion thus set out in the summons be not moved either by a member who gave notice thereof or by some other member on his behalf it shall, unless postponed by consent of the Council, be treated as withdrawn and shall not be moved without fresh notice.
(4)	If the subject matter of any motion of which notice has been duly given comes within the province of any Committee or Committees it shall, upon being moved and seconded, stand referred without discussion to such Committee or Committees, or to such Committee

	<p>or Committees as the Council may determine for consideration and report. Provided that the Town Mayor, in consultation with the Leader of the Council or his/her representative may, if he/she considers it convenient and conducive to the despatch of business, allow the motion to be dealt with at the meeting at which it is brought forward, except that any motion to add to, vary or revoke these Standing Orders other than a motion moved in pursuance of a recommendation of the Finance and General Purposes Committee shall upon being formally moved and seconded, stand referred without discussion to the Finance and General Purposes Committee for consideration and report at the next meeting of the Council.</p>	
7.	<u>Motions and Amendments which may be moved without Notice</u>	
	The following motions and amendments may be moved without notice:	
	a.	Appointment of a Chairman of the Meeting at which the motion is made.
	b.	Motions relating to the accuracy of the minutes.
	c.	That an item of business specified in the summons has precedence.
	d.	Remissions to a Committee.
	e.	Appointment of a Committee or members thereof, occasioned by an item mentioned in the summons to the meeting.
	f.	Adoption of reports and recommendations of Committees or officers and any consequent resolutions.
	g.	(i) Adoption of decisions of Committees and Sub-Committees referred to the Town Council in accord with Standing Orders.
		(ii) That leave be given to withdraw a motion.
	h.	Extending the time limit for speeches.

	i.	Amendments to motions.
	j.	That the Council proceed to next business.
	k.	That the question be now put.
	l.	That the debate be now adjourned.
	m.	That the Council do not adjourn.
	n.	Authorising the sealing of documents.
	o.	Suspending standing orders, in accordance with Standing Order 39.
	p.	Motion under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 to exclude the public and press.
	q.	That a member named under Standing Order 11(12) (f) and (g) be not heard or do leave the meeting.
	r.	Inviting a member to remain under Standing Order 18 (1) (c) (prejudicial or personal interest).
	s.	Giving consent of the Council where the consent of the Council is required by these Standing Orders.
8.	<u>Questions from Town Councillors</u>	
(1)	Any Member of the Council may ask the Chairman of a Committee any question upon any item of the minutes of the Committee then before the Council when that item is under consideration by the Council. When a question upon a minute has been raised and answered all further questions on that minute and any related minute shall be taken and individual replies given by the Chairman of the Committee before the Council's consideration of the minute is concluded.	
(2)	Any Member of the Council may, if notice in writing has been given to the Town Clerk not later than 12 noon on the seventh day before the next meeting, ask the Chairman of any Committee any question on any matter in relation to which the Council have powers or duties or which affects the town, provided that, if the Town	

	Mayor, in consultation with the Leader of the Council or his representative, shall be of the opinion that the question is of a personal character or that in the corporate interest it is undesirable, he/she shall so inform the member and shall not allow the question to be put.
(3)	Every question shall be put and answered without discussion, but the person to whom a question has been put may decline to answer. If after a reply to a question a member considers that the reply requires further clarification he/she may ask for a further reply but otherwise no further question may be put except by leave of the Town Mayor.
(4)	An answer may take the form of (a) a direct oral answer; or (b) where the desired information is contained in a publication of the Council, a reference to that publication; or (c) where the reply to the question cannot conveniently be given orally, a written answer circulated to members of the Council.
9.	<u>Questions from Members of the Public</u>
(1)	A member of the public who lives or works within the Town Council boundary may, if notice in writing has been given to the Town Clerk not later than 12 noon on the seventh day before the next meeting, ask the Chairman of any Committee any question on any matter in relation to which the Council have powers or duties or which affects the town, provided that, if the Town Mayor, in consultation with the Leader of the Council or their representative, shall be of the opinion that the question is of a personal character, he/she shall so inform the member of the public and shall not allow the question to be put.
(2)	An answer may take the form of (a) a direct oral answer; or (b) where the desired information is contained in a publication of the Council, a reference to that publication; or (c) where the reply to the question cannot conveniently be given orally, a written answer circulated to the person submitting the question, members of the

	Council and any other members of the public present at the meeting.
(3)	The member of public has no right of reply and cannot ask a supplementary question following the answer given.
10.	<u>Minutes</u>
(1)	The Town Mayor shall put the question 'that the minutes of the meeting of the Council held on the day of be approved as a correct record'.
(2)	No discussion shall take place upon the minutes except upon their accuracy and any question upon their accuracy shall be raised by motion under Standing Order 7b.
(3)	If no such question is raised, or if it is raised, then as soon as it has been disposed of the Town Mayor shall sign the minutes.
11.	<u>Rules of Debate for Council Meetings</u>
(1)	A motion or amendment shall not be discussed unless it has been proposed and seconded, and unless notice has already been given in accordance with Standing Order 6 it shall, if required by the Town Mayor, be put into writing and handed to the Town Mayor before it is discussed or put to the meeting.
(2)	A member when seconding a motion or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.
(3)	A member when speaking shall stand and address the Town Mayor. If two or more members rise, the Town Mayor shall call on one to speak; the other or others shall then sit. While a member is speaking the other members shall remain seated, unless rising to a point of order or in personal explanation.

(4)	A member shall direct his/her speech to the question under discussion or to a point of order. No speech shall exceed five minutes except by consent of the Council.
(5)	A member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:
	[a] To speak once on an amendment moved by another member;
	[b] If the motion has been amended since he/she last spoke to move or speak on a further amendment;
	[c] If his/her first speech was on an amendment moved by another member, to speak on the main issue, whether or not the amendment on which he/she spoke was carried;
	[d] In exercise of a right of reply given by paragraph (11) or (13) of this Standing Order;
	[e] On a point of order;
	[f] By way of personal explanation.
(6)	An amendment shall be relevant to the motion and shall be either:
	[a] To refer a subject of debate to the Committee for consideration or re-consideration;
	[b] To leave out words;
	[c] To leave out words and insert or add others;
	[d] To insert or add words;
	[e] Any such omission, or insertion or addition of words shall not have the effect of negating the motion before the Council.
(7)	Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of, provided that the Town Mayor may permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the Council's business.

(8)	If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.	
(9)	A member may with the consent of the Council signified without discussion:-	
	[a]	alter a motion of which he/she has given notice, or
	[b]	with the further consent of his/her seconder alter a motion which he/she has moved;
	if in either case the alteration is one which could be made as an amendment thereto.	
(10)	A motion or amendment may be withdrawn by the mover with the consent of his/her seconder and of the Council, which shall be signified without discussion, and no member may speak upon it after the mover has asked for permission for its withdrawal, unless such permission shall have been refused.	
(11)	The mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment and shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on his/her amendment.	
(12)	When a motion is under debate no other motion shall be moved except the following:	
	[a]	To amend the motion;
	[b]	To proceed to next business;
	[c]	That the question be now put;
	[d]	To adjourn the debate;
	[e]	To adjourn the meeting;
	[f]	Under Standing Order 12(1), that a member be not further heard;

	[g]	By the Town Mayor under Standing Order 13(2) that a member do leave a meeting;
	[h]	A motion under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 to exclude the public and press.
(13)		A member may move without comment at the conclusion of a speech of another member; "That the Council proceed to the next business"; "That the question be now put"; "That the debate be now adjourned", or "That the Council do now adjourn", on the seconding of which the Town Mayor shall proceed as follows:
	(a)	On a motion to proceed to next business: unless in his/her opinion the matter before the meeting has been sufficiently discussed, he/she shall first give the mover of the original motion a right of reply, and then put to the vote the motion to proceed to next business;
	[b]	On a motion that the question be now put: unless in his/her opinion the matter before the meeting has been insufficiently discussed, he/she shall first put to the vote the motion that the question be now put, and if it is passed then give the mover of the original motion his/her right of reply under paragraph 11 of this standing order before putting his/her motion to the vote;
	[c]	On a motion to adjourn the debate or meeting: if in his/her opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion he/she shall put the adjournment motion to the vote without giving the mover of the original motion his/her right of reply on that occasion.
(14)		A member may rise on a point of order or in personal explanation and shall be entitled to be heard forthwith. A point of order shall relate only to a procedural question or to an alleged breach of a standing order or statutory provision and the member shall if so required by the Town Mayor specify the standing order or

	statutory provision and the way in which he/she considers it to have been broken. A personal explanation shall be confined to some material point of a former speech by him/her which may appear to have been misunderstood in the present debate.
(15)	The ruling of the Town Mayor on a point of order, or on the admissibility of a personal explanation shall not be open to discussion.
(16)	Whenever the Town Mayor rises during a debate a member then standing shall resume his/her seat and the Council shall be silent.
12.	<u>Motions Affecting Persons Employed by the Council</u>
	If any question arises at a meeting of the Council (or of a Committee thereof) to which the Public Bodies (Admission to Meetings) Act, 1960 applies by virtue of Section 2(1), as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person, currently or formerly, employed by the Council, such question shall not be the subject of discussion until the Council or Committee, as the case may be, has decided whether or not the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 shall be exercised.
13.	<u>Disorderly Conduct</u>
(1)	If at any meeting any member of the Council, in the opinion of the Town Mayor notified to the Council, misconducts himself/herself by persistently disregarding the ruling of the Town Mayor, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Council, the Town Mayor or any other member may move "That the member named be no further heard", and the motion if seconded shall be put and determined without discussion.

(2)	<p>If the member named continues his/her misconduct after a motion under the foregoing paragraph has been carried the Town Mayor shall:</p> <p>either move “that the member named do leave the meeting” in which case the motion shall be put and determined without seconding or discussion, or adjourn the meeting of the Council for such period as he/she in his/her discretion shall consider expedient.</p>
(3)	<p>In the event of general disturbance which in the opinion of the Town Mayor renders the due and orderly dispatch of business impossible, the Town Mayor in addition to any other power vested in him/her may, without question put, adjourn the meeting of the Council for such period as he/she in his/her discretion shall consider expedient.</p>
<p>14. <u>Disturbance by Members of the Public</u></p>	
	<p>If a member of the public interrupts the proceedings at any meeting the Town Mayor shall warn him/her. If he/she continues the interruption the Town Mayor shall order his/her removal from the Council Chamber, by the macebearer. In the case of general disturbance in any part of the Chamber open to the public the Town Mayor shall order that part to be cleared.</p>
<p>15. <u>Rescission of Preceding Resolution</u></p>	
	<p>No motion to rescind any resolution passed within the preceding six months, and no motion or amendment to the same effect as one which has been rejected within the preceding six months, shall be proposed unless notice thereof given in pursuance of Standing Order 6 bears the names of at least one third of the Council. When any such motion has been disposed of by the Council it shall not be open within a further period of six months.</p>
<p>16. <u>Voting</u></p>	
(1)	<p>The mode of voting at meetings of the Council shall be by show of hands.</p>

(2)	On the requisition of any member of the Council, made before the vote is taken, the voting on any question shall be via a RECORDED vote. The Town Clerk shall note the vote by each Councillor and enter in the minutes so as to show whether each member present gave his/her vote for or against that question or abstained from voting.
(3)	On the requisition of any member of the Council, made before the vote is taken, the voting on any question shall be via a NAMED vote. Members will be called by name and asked to announce their vote which shall be recorded by the Town Clerk and entered in the minutes so as to show whether each member present gave his/her vote for or against that question or abstained from voting.
(4)	Subject to (5) and (6) below the Town Mayor may give an original vote on any matter put to the vote.
(5)	Subject to (6) below the Town Mayor may not give an original vote in the election of the Town Mayor on any occasion when he/she will himself/herself immediately after such election retire from the Council.
(6)	In any case of an equality of votes, the Town Mayor may give a casting vote.
17.	<p><u>Voting on Appointments</u></p> <p>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.</p>
18.	<p><u>Interest of Members in Contracts and other Matters</u></p> <p>(1) If any member of the Council has any pecuniary interest direct or indirect within the meaning of Section 94 of the Local Government Act 1972 (other than an indirect interest described in Section 97 (6) of the Act), in any contract, proposed contract, or other matter, that</p>

	<p>member shall withdraw from the meeting while the contract, proposed contract, or other matter is under consideration by the Council unless:</p>
	<p>[a] The disability to discuss that matter imposed on him/her by the section has been removed by the Newark and Sherwood District Council under Section 97(1) of the Act;</p>
	<p>[b] The contract, proposed contract, or other matter is under consideration by the Council as part of the report of a Committee and is not itself the subject of debate; or</p>
	<p>[c] The Council invite him/her to remain.</p>
(2)	<p>The Town Clerk shall record in a book to be kept for the purpose, particularly of any notice given by any member or any officer of the Council of a pecuniary interest in a contract, and this book shall be open during reasonable hours of the day for the inspection of any member.</p>
19.	<p><u>Custody of Seal</u></p> <p>The Common Seal of the Council shall be kept in a safe place in the custody of the Town Clerk.</p>
20.	<p><u>Sealing of Documents</u></p>
(1)	<p>The Common Seal of the Council shall not be affixed to any document unless the sealing has been authorised by a resolution of the Council or of a Committee or Sub-Committee to which the Council have delegated their powers in this behalf, but a resolution of the Council (or of a Committee or Sub-Committee where that Committee or Sub-Committee has the power) authorising the acceptance of any tender, the purchase, sale, letting or taking of any property, the issue of any stock, the presentation of any petition, memorial, or address, the making of any rate or contract, or the doing of any other thing shall be sufficient authority for sealing any document necessary to give effect to the resolution.</p>
(2)	<p>The seal shall be attested by one of the following persons, viz, the Town Mayor or Deputy Town Mayor; the Town Clerk or Deputy Town Clerk and an entry of</p>

	every sealing of a document shall be made and consecutively numbered in a book kept for the purpose and shall be signed by a person who has attested the seal.
21.	<u>Authentication of Documents for Legal Proceedings</u> Where any document will be a necessary step in legal proceedings on behalf of the Council it shall be signed by the Town Clerk unless any enactment otherwise requires or authorises, or the Council give the necessary authority to some other person for the purpose of such proceedings.
22.	<u>Inspection of Documents</u>
(1)	A member of the Council may for purposes of his/her duty as such member, but not otherwise, on application to the Town Clerk inspect any document which has been considered by a Committee or by the Council and if copies are available shall on request be supplied for the purposes with a copy of such document; provided that a member shall not knowingly inspect and shall not call for a copy of any document relating to a matter in which he/she is professionally interested or in which he/she has directly or indirectly any pecuniary interest within the meaning of Section 94 of the Local Government Act 1972.
(2)	All reports made or minutes kept by the Council and by any Committee shall be open for inspection of any member of the Council subject however to strict observance by such member of Standing Order 25.
(3)	The minutes of the Council shall be open to inspection by any local government elector of the town without charge.
23.	<u>Unauthorised Activities</u> A member of the Council or any Committee or Sub-Committee shall not issue any order respecting any works which are being carried out by or on behalf of the Council.

24.	<u>Appointment of Committees</u>
(1)	The Council shall at the Annual Meeting appoint such Committees as they are required to appoint by or under any statute or under Standing Order 27 (Standing Committees), and may at any time appoint such other Committees as are necessary to carry out the work of the Council but subject to any statutory provision in that behalf:
	[i] shall not appoint any member of a Committee so as to hold office later than the next Annual Meeting of the Council;
	[ii] may at any time dissolve a Committee or alter its membership.
	The Council shall at the Annual Meeting following the appointment of Committees appoint from the membership of each Committee a Chairman and Vice-Chairman for that Committee and the minority groups will announce their spokesmen.
25.	<u>Proceedings of Committees to be Confidential</u>
	All agenda, reports and other documents and all proceedings of Committees and Sub-Committees shall be treated as confidential to the members and the officers of the Council until they become public in the ordinary course of the Council's business.
26.	<u>Planning Committee</u>
(1)	The consideration of all planning applications made available to the Council by the Newark and Sherwood District Council under Article 21 of the General Development Order 1988 shall stand referred to the Planning Committee to consider them and to meet as often as will ensure exercising the Council's powers of comment within the period prescribed by law.
(2)	Public Speaking is permitted at meetings of the Planning Committee but only in connection with a specific Planning Application. It is limited to one speech

	<p>in favour and one speech against an individual Planning Application.</p> <p>Each speech will be for a maximum of three minutes.</p> <p>Speeches will only be permitted from people who either live or work within the Town Council boundary or the applicant, or applicants' agent.</p> <p>The purpose of a speech is to provide the Committee with views as to why a Planning Application should be supported or not. It is not an opportunity for people to engage in the debate by Members of the Committee leading to a decision being taken.</p>
27.	<u>Constitution of Standing Committees</u>
(1)	<p>The following Committees shall be the Standing Committees of the Council and each shall consist of the number of members as the Town Council shall from time to time determine:-</p> <p>Planning</p> <p>Finance and General Purposes</p>
(2)	<p>Subject to the provisions of Standing Order 24, Committees shall continue until the next Annual Meeting of the Council and shall retain their powers and membership except as regards members who are not re-elected in a year of ordinary election of members.</p>
28.	<u>Delegated Powers</u>
(1)	<p>Committees appointed in accord with Standing Order 27 shall be deemed to have delegated authority to act on behalf of the Town Council in respect of those functions and duties of the Town Council for which it is responsible (provided that approved budgets are not exceeded).</p> <p>These functions and responsibilities are defined in detail within the approved Scheme of Delegation.</p> <p>No Committee however shall have the power to act on behalf of the Town Council on the following matters:</p>
	[a] Levying a precept

	[b]	Borrowing money
	[c]	Approving estimates, except where allowed by Standing Orders
	[d]	Matters reserved to the Council by Standing Orders or Financial Regulations
	[e]	Except as otherwise provided in these Standing Orders, making and revising the Standing Orders
	[f]	This list is not exhaustive and in any area of doubt Committees shall refer to the approved Scheme of Delegation.
	[g]	Except when in any particular case there is some law forbidding it when any matter arises or happens within the province of a Committee or Sub-Committee which calls for immediate action, such action may be taken on behalf of the Committee or Sub-Committee by the Town Clerk, or, in his absence, by his duly nominated substitute after consultation with the Chairman or Vice-Chairman of the appropriate Committee or Sub-Committee. Such action must, however, be stated at the next meeting of the Committee(s) or Sub-Committee(s) concerned as a matter of report.
29.	<u>Use of Delegated Powers by Committee</u>	
	Any Committee or Sub-Committee when making a decision within the scope of its delegated authority shall be held to be exercising that authority and the decision shall be implemented accordingly unless:-	
	[a]	it shall have resolved prior to making that decision that it is not so exercising that authority; or
	[b]	during the meeting at which the decision is made or before 5.00pm on the next working day, the Leader of the Council or the designated Spokesman for a Group at that meeting or any three members of the Committee or Sub-Committee shall state in writing to the Town Clerk or his/her representative that he/she or they require that the decision or part of it shall be

		reserved to the Council or in the case of a Sub-Committee to the Committee if that next meets before the Council, then in any such event the said decision or if only part has been reserved that part thereof shall not be implemented unless and until it shall have been approved at a meeting of the Council.
	[c]	A reservation may be lifted subsequent to the meeting in connection with which it is made, subject to the request for its lifting being in writing and subject to the agreement of the Town Clerk in consultation with the Leader of the Council.
	[d]	The process of reserving decisions of Committees or Sub-Committees shall not extend to matters of procedure or decisions taken in connection therewith.
30.	<u>Special Meetings of Council, Committees and Sub-Committees</u>	
(1)	The Town Mayor may summon an extraordinary meeting of the Council at any time. An extraordinary meeting may also be called by the Town Mayor on the requisition in writing of two members of the Council. If the Town Mayor does not call an extraordinary meeting within seven days after such a requisition has been presented to him/her any two members may forthwith convene an extraordinary meeting of the Council.	
(2)	The Town Clerk in consultation with the Leader of the Council, may summon a special meeting of any Committee or Sub-Committee at any time on the request of the Chairman or the request in writing of four members of the Committee or upon any occasion which in his or her opinion may require a meeting of such Committee or Sub-Committee.	
31.	<u>Sub-Committees and Working Groups</u>	
(1)	Every Committee appointed by the Council may appoint Sub-Committees for the purpose to be specified by the Committee and may delegate to that Sub-Committee	

	such powers and duties as the Committee itself, has been delegated by the Town Council.
(2)	The Chairman of the Committee shall be ex-officio a member of every Sub-Committee appointed by that Committee.
(3)	Every Committee appointed by the Council may appoint Working Groups of Officers, Members and advisors for the purpose to be specified by the Committee but without any powers of delegation. The Chairman of the Committee shall be ex-officio a member of every working group appointed by that Committee.
32.	<u>Quorum of Committees and Sub-Committees</u>
(1)	Except where authorised by a statute or ordered by the Council, business shall not be transacted at a meeting of any Committee with the exception of the Planning Committee, unless at least four members of the Committee are present.
(2)	Except where authorised by Statute or ordered by the Council, business shall not be transacted at a meeting of the Planning Committee unless at least two members of the Committee are present, one of whom must be the Chairman or vice-Chairman.
(3)	Except as aforesaid or otherwise ordered by the Committee which has appointed it, business shall not be transacted at a meeting of a Sub-Committee unless at least two members of the Sub-Committee are present.
33.	<u>Mover of Motion may attend Committee Meeting</u> A member of the Council who has moved a motion which has been referred to any Committee shall, if he/she is not a member of that Committee, have notice of the meeting of the Committee at which it is proposed to consider the motion, and if he/she attends shall have an opportunity of explaining it but shall not be entitled to vote.

34.	<p><u>Standing Orders to apply to Committees and Sub-Committees</u></p> <p>Standing Order 8 headed “Questions”, Standing Order 11 headed “Rules of Debate for Council Meetings” (except those parts which relate to standing, to a time limit for speeches and to speaking more than once), Standing Order 12 headed “Motions affecting persons employed by the Council”, Standing Order 13 headed “Disorderly Conduct”, Standing Order 14 headed “Disturbance by Members of the Public”, and Standing Order 18 headed “Interests of Members in Contracts and other Matters”, shall with any necessary modification apply to Committee and Sub-Committee Meetings.</p>
35.	<p><u>Staff Vacancies</u></p> <p>All vacancies for permanent officers to be employed by the Town Council, shall be advertised in the local media, except where the appropriate Committee otherwise determine. However, those posts which are temporary (less than a year contracts), weekly waged, or are to be filled by internal promotion or transfer are exempt from this requirement.</p>
36.	<p><u>Accounts and Claims</u></p> <p>All accounts for payment by and claims upon the Council shall be duly examined and certified as correct by the appropriate Officers and shall be presented to the Finance and General Purposes Committee for consideration and noting.</p>
37.	<p><u>Submissions of Estimates and Statements</u></p> <p>Every Committee shall submit to the Finance and General Purposes Committee not later than the meeting of that Committee scheduled for the January/February cycle an estimate, in a form approved by the Council, of the proposed expenditure to be recommended by such Committee for the ensuing year, and as soon as possible after the end of each Quarter the Town Clerk shall submit to the Finance and General Purposes Committee a statement of the revenue received and the</p>

	expenditure incurred in that Quarter. A Committee shall before incurring any expenditure not included in an approved estimate submit to the Finance and General Purposes Committee a supplementary estimate accompanied by a detailed statement in support of the expenditure.
38.	<u>Tenders and Contracts</u>
(1)	Where it is estimated that a contract for the supply of goods or materials or the execution of works will exceed £3,000 but not £20,000 in value or amount at least three quotations shall be obtained. Where it is not possible due to lack of suitable firms prepared to quote or for some other valid reason the Town Clerk shall report such reason together with the quotations received to the appropriate Committee or Sub-Committee of the Town Council. Quotations shall also be obtained for contracts estimated to cost less than £3,000 where the Town Clerk considers it desirable in the interest of economy or efficient management.
(2)	Where it is estimated that the value of an intended contract for the supply of goods or materials or for the execution of works will exceed £20,000 the Town Clerk shall give at least ten days public notice in one or more local newspapers and in such trade journals as he/she considers desirable.
(3)	The notice shall state the general nature of the intended contract and shall in addition state the name and address and the last date by which those tenders should reach that person in the ordinary course of post.
(4)	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.
39.	<u>Standing Orders</u>
(1)	<u>Suspension of Standing Orders</u>
(i)	Subject to paragraph (2) of this standing order any of the preceding standing orders may be suspended so far

	as regards any business at the meeting when its suspension is moved.
(ii)	<p>The motion to suspend standing orders shall not be moved without notice under Standing Order 7(o) unless there shall be present at least one half of the whole number of members of the Council.</p> <p>N.B. This Standing Order has been amended to allow the suspension of Standing Order 38 (Tenders and Contracts) when the Town Council deems it necessary.</p>
(2).	<p><u>Record of Attendance</u></p> <p>Every Member of the Council attending a meeting of the Council, its Committees or Sub-Committees shall be required to sign their name in the attendance register.</p>
(3).	<p><u>Interpretation of Standing Orders</u></p> <p>The ruling of the Town Mayor as to the construction or application of any of these Standing Orders, or as to any proceedings of the Council, shall not be challenged at any meeting of the Council.</p>