

STANDING ORDERS

1. Meetings

- a) Meetings of the Council will be held during each year on dates and times and in a place that the Council decides.
- b) The ORDINARY meeting of the Council will be held during each year on dates and times and in a place that the Council decides.
- c) Except where the Council decides otherwise, all meetings will be held in the Council Chamber, South Street, Farnham
- d) All meetings will begin at 7.00pm and will end no later than 10.00pm. Any unfinished business will be included in the agenda of the next meeting unless dealt with in the interim.
- e) The Council shall meet at least six times in each year.

2. Extraordinary Meetings of the Council

- a) The Town Mayor/Chairman of the Council may call an extraordinary meeting of the Council at any time.
- b) If the office of the Town Mayor/ Chairman is vacant, or the Town Mayor/ Chairman is unable to act for any reason, the Deputy Mayor/ Vice-Chairman of the Council may call an extraordinary meeting of the Council at any time.
- c) Any two members of the Council can call an extraordinary meeting of the Council if a request for such a meeting has been signed by those members and has been presented to the Town Clerk or proper officer.
- d) If a person or persons decide to call an extraordinary meeting, the Town Clerk must be informed of that decision with a clear description of the important business. The Town Clerk will then make sure that the notices and summonses giving three clear working days' notice of the extraordinary meeting are published and sent as soon as practical.
- e) An Extraordinary meeting called with less than one months notice will be held in the Council Chamber, South Street, Farnham.

3. The Statutory Annual Meeting

- a) *In an election year the Annual Town Council Meeting 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 the Annual Town Council Meeting shall be held on such day in May as the Council may direct.*
- c) In addition to the Statutory Annual Town Council 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.*

4. Chairman of the Meeting

The person presiding at a meeting may exercise all the powers and duties of the Chairman/Town Mayor in relation to the conduct of the meeting.

- a) If it is necessary to choose a member of the Council to preside in the absence of the Chairman/Town Mayor and Vice-Chairman/Deputy Town Mayor the Town Clerk shall call for a nominee from the floor to take the chair.
- b) If discussion arises on the motion (in 4 (a) above) the Town Clerk shall exercise the powers of the person presiding to regulate that discussion, and to maintain order at the meeting. In that event, for the avoidance of doubt, the Town Clerk shall not have the right to vote on any nomination or matter.

5. Delegation to the Town Clerk, Responsible Financial Officer and Proper Officer

The Town Council has adopted a scheme of delegation to the Town Clerk, Responsible Financial Officer, Proper Officer for the management of the Town Council.

6. Proper Officer

Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, it shall be the Town Clerk or nominated officer: -

To receive declarations of acceptance of office.

To receive and record notices disclosing personal and prejudicial interests.

To receive and retain plans and documents.

To sign notices or other documents on behalf of the Council.

To receive copies of bylaws made by another local authority.

To certify copies of bylaws made by the Council.

To sign and issue the summons to attend meetings of the Council.

To keep proper records for all Council meetings.

7. Quorum of the Council

Six members shall constitute a quorum at meetings of the Council.

- a) If a quorum is not present or if during a meeting the number of councillors present falls below the quorum, the meeting shall be postponed and any business not completed will be completed at the next meeting or on a day that the Town Mayor/Chairman agrees with the Council's responsible officer.

8. Voting

Members shall vote by show of hands or by electronic recording or, if at least two members so request, by signed ballot or named ballot using the electronic recording system.

- a) ***If a member so requires, the Town 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 must be made before moving on to the next business.***
- b) ***Subject to (c) and (d) below the Town Mayor 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 he gave an original vote.***
- c) ***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 Town Mayor and Deputy Town Mayor until the end of their term of office he may not give an original vote in an election for Town Mayor.***
- d) ***The person presiding must give a casting vote whenever there is an equality of votes in an election for Town Mayor.***
- e) When an existing Town Mayor/ Chairman is put forward for re-election to that position, he must vacate the Chair prior to the election taking place and a Councillor – not put up for election – must take over the Chair until after the election.

9. Order of Business

Annual Town Meeting

At each Annual Town Council Meeting the first business shall be:-

- a) *To elect a Town Mayor*
- b) *To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received.*
- c) *In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.*
- d) *To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.*
- e) To elect a Deputy Town Mayor.
- f) To receive the Deputy Town Mayor's declaration of acceptance of office or, if not received, to decide when it shall be received.
- g) To appoint committees.
- h) To appoint representatives to outside bodies.
- i) To inspect any deeds and trust investments in the custody of the Council as required;

and then after will follow the order set out in the Standing Order 17.

Ordinary Council Meetings

10. *At every meeting other than the Annual Town Council Meeting the first business shall be to appoint a Chairman if the Town Mayor and Deputy Town Mayor be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received* (refer to Standing Order 4 (a) & (b).
11. Every year, no later than when the estimates for next year are agreed, the Council will review pay and conditions of service of existing employees. Standing Order 37 must be read in conjunction with this.
12. 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:-

- a) To receive apologies for absence
- b) Disclosures of interests by members and employees on items on the agenda
- c) To read and consider the Minutes; provided that if a copy has been circulated to each member with the agenda.
- d) *After consideration to approve the signature of the Minutes by the person presiding as a correct record.***
- e) Public questions on the agenda.
- f) *To deal with business expressly required by statute to be done.***
- g) To deal with, any, remaining from the last meeting.
- h) To receive communications as the person presiding may wish to lay before the Council.
- i) To receive petitions.
- j) To answer questions from Councillors (subject to the appropriate notice being given, see Standing Order 22 (b)).
- k) To receive and consider reports and minutes of committees.
- l) To receive and consider resolutions or recommendations in the order in which they have been notified.
- m) To authorise the sealing of documents.
- n) If necessary, to authorise the signing of orders for payment.

13. Urgent Business

A motion to vary the order of business on the ground of urgency:

- a) Can be proposed by the Town Mayor/Chairman or by any other member and, if proposed by the Town Mayor/Chairman, can be put to the vote without being seconded, and
- b) will be voted on without discussion.

14. Resolutions Moved On Notice

No resolution can be moved and no matter can be discussed unless the business to which it relates has been put on the Agenda by the Town Clerk or

the mover has given notice in writing of its terms and has given notice to the Town Clerk at least 10 clear working days before the next meeting of the Council, except as stated in these Standing Orders.

15. The Town Clerk will date every notice of resolution or recommendation when received, will number each notice in the order received.
16. The Town Clerk will include in the summons for each meeting, all notices of motion or recommendation given in the order in which they have been received unless the member giving a notice of motion has stated in writing that they intend to move at some later meeting or that they will withdraw it.
17. If a resolution or recommendation listed on the agenda is not moved either by the member who gave notice of it or by any other member, it will, unless postponed by the Council, be withdrawn and not be moved without new notice.
18. If a resolution comes under the Terms of Reference of a committee of the Council, it will, once it has been proposed and seconded, be referred without discussion to a committee determined the Council for report; provided that the Chairman of the committee agrees.
19. Every resolution or recommendation must come under the powers and duties of the Council.

20. 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 resolution.
- l) To give leave to withdraw a resolution or amendment.
- m) To extend the time limit for speeches.
- n) To exclude the press and public (see Order 75 below).
- o) To silence or eject from the meeting a member named for misconduct (see order 33 below).
- p) To give the consent of the Council where such consent is required by these Standing Orders.
- q) To suspend any Standing Order (see Order 85 below).
- r) To adjourn the meeting.

21. Petitions

- a) Petitions may be received at (Ordinary) meetings of the Council provided that the petition is received by the Town Clerk no later than midday three working days before the day of the meeting and is signed by at least 10 electors within the parish.
- b) Petitions may only be about a matter for which the Council has a responsibility or which affects the parish.
- c) Petitions will not be received by the Council which are in furtherance of a persons individual circumstance or which are about a matter where there is a right of appeal to the courts, tribunal or government minister.
- d) A Petition will not be received by the Council where the issue it concerns has been the subject of a Petition in the last six months or a decision of the Council in the last six months.
- e) One signatory to the Petition may speak on the Petition for no more than three minutes.
- f) No discussion shall take place on the Petition. A member may move that the Petition be referred to the next meeting or to a committee or to a body. Once seconded the motion will be voted on without discussion.
- g) No more than three Petitions may be received at one meeting.

22. Questions

- a) At a Council meeting, any member of the Council or of the public may ask a question of the Chairman/Town Mayor or the Town Clerk which relates to a matter which affects a function of the Council or its area or the inhabitants of the area or some of them, provided proper notice has been given.
 - b) Notice of the question must be given in writing and delivered to the Town Clerk at least five clear working days before the meeting, signifying to whom the question is put.
 - c) A reply to the question can be given verbally at the meeting or by written reply or by indicating that the question will be referred to a future meeting of the Council or of a committee or sub-committee.
23. Questions not connected with business under discussion will not be asked except during the part of the meeting set aside for questions.
24. Each question will be put and answered without discussion.
25. The person questioned may decline to answer.

26. Open Session

At the start or end of each Council meeting if the Chairman/Town Mayor is of the opinion that time permits, there shall be a period of no more than fifteen minutes during which any resident of the Council's area or anyone who practices any trade or profession or is employed within the area may raise any matter relevant to the Council, its functions or area, or inhabitants or some of them.

27. Rules of Debate

Minutes will not be discussed except upon the accuracy of their content. Corrections to the minutes will be made by inclusion in the minutes of the meeting which approves the minutes with corrections (refer to Standing Order 12).

28. a) 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/Town Clerk, be reduced to writing and handed to him before it is further discussed or put to the meeting.
- b) An amendment shall be either:-
- i) To leave out words.
 - ii) To leave out words and insert others

- iii) To insert or add words.
- c) 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.
- d) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
- e) No speech by a mover of a resolution shall exceed 5 minutes and no other speech shall exceed 3 minutes except by consent of the Council.
- f) An amendment shall not have the effect of negating the resolution before the Council.
- g) If an amendment is 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, not exceeding 3 minutes.
- j) A member, other than the mover of a resolution, shall not, without leave of the Town Mayor/Deputy Town Mayor or Chairman 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.
- k) A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.
- l) 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.
- 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 leave the meeting.
 - vii. That the resolution be referred to a committee.
 - viii. To exclude the public and press.
 - ix. To adjourn the meeting.
29. A member shall remain seated when speaking unless requested to stand by the Chairman/Town Mayor.
30. a) the ruling of the Chairman/Town Mayor on a point of order or on the admissibility of a personal explanation shall not be discussed.
- b) Members shall address the Chairman/Town Mayor. If two or more members wish to speak, the Chairman shall decide who to call upon.
- c) Whenever the Chairman/Town Mayor speaks during a debate all other members shall be silent.

31. Closure

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.

32. Conduct at Meetings

Smoking is not permitted at any meeting of the Council. The Council Chamber is a public building and comes under "Smoking in Certain Premises (England) Regulations 2007".

33. Disorderly Conduct

- a) *All members must observe the new Code of Conduct which was adopted by the Council on 10 May 2007, a copy of which is annexed to these Standing Orders.*
- b) At a meeting no member will persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or ***in such a manner as to bring the Council into disrepute*** or act in such a manner as to breach the Code of Conduct adopted by the Council.
- c) If, in the opinion of the Chairman, a member has ignored paragraph (b) of this Order, the Chairman shall indicate to the Council his opinion and after that, any member may move that the member named not be heard or that the member named leaves the meeting, and the motion, if seconded, shall be agreed without discussion.
- d) If either of the motions mentioned in paragraph (c) are disobeyed, the Chairman may adjourn the meeting or take such further steps as necessary to enforce them.

34. Right of Reply

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.

35. Alteration of Resolution

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

36. Reversing a Decision

- a) A decision (whether positive or negative) of the Council will not be reversed within six months except by a special resolution, the written notice given to the Town Clerk at least eight days before a meeting at which it is to be considered and has the names of at least 10 members of the Council, or by a resolution moved by recommendation of a report or committee.

- b) When a special resolution or any other resolution agreed under the provisions of paragraph (a) of this Order has been agreed, no similar resolution may be moved within a further six months.

37. Voting On Appointments

Where more than two people have been nominated for a position to be filled by the Council and out of the votes received there is not an absolute majority in favour of one person, the name of the person having the least number of votes will be removed from the list and a new vote will take place, and so on until a majority of votes is given in favour of one person.

38. Discussions and Resolutions Affecting Employees of the Council

If at a meeting a question arises relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it will not be considered until the Council or committee (as the case may be) has decided whether the press and public will be excluded (see Standing Order No. 75).

39. Resolutions on Expenditure

Any resolution which, if carried, would in the opinion of the Town Mayor/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, will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

40. Expenditure

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

41. 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) The Councils Common seal alone shall be used for sealing documents. It shall be applied by the proper officer in the presence of two members who shall sign the document as witnesses.

42. Committees

The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees and task/work groups which will meet as and when required, but will be subject to any statutory provision in that behalf:-

- a) Will not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- b) May appoint persons other than members of the Council to any Committee or Task/Work Group. Such persons have the right to speak but not vote and will not form part of the quorum.
- c) Will be subject to the provisions of Standing Order 36 above at any time to dissolve or alter the membership of committee.
- d) The Council may at any time appoint such committees and task/work groups as are necessary to the extent laid down in terms of reference.
- e) The following task/work groups will meet as and when required to work with officers to develop papers and policies for consideration by the Town Council:

Staffing Group

Cemeteries Appeal Group

Corporate Development/Audit Group

- f) The membership of the Staffing Group and Cemeteries Appeal Group will consist of 3 Members and the Town Mayor with the Deputy Mayor presiding in the Town Mayor's absence will act as chairman.
- g) The Membership of the Corporate Development/Audit Group will consist of 4 Members and the Town Mayor and Deputy Town Mayor presiding in the Town Mayor's absence will act as chairman.
- h) Members can be appointed to a committee annually by a Selection Committee which will comprise of the Town Mayor/Chairman, Deputy Town Mayor/Vice-Chairman and such other members to reflect as far as possible, the political composition of the Council.
- i) The quorum for a Committee will be half the membership of the Committee.
- j) Planning Applications will be considered by a standing Planning Consultative Group of nine members, with an elected Chairman and Vice-Chairman, to consider contentious/significant applications. The group will have delegated powers to submit observations to Waverley Borough Council. The group may refer a planning application Full Council or an appropriate committee to

consider and make observations. The quorum of the Planning Consultative Group shall be three members with one officer in attendance.

- k) A Leader of the Council can be elected at the Annual Council Meeting and if elected will have the following approved powers
- 1) To act as the liaison between the members of the Council and the Town Clerk in indicating the priorities and programmes for inclusion in Council business and the Council's likely reaction to new policies or projects.
 - 2) To be the first point of contact for the Town Clerk when an issue arises that requires a political or policy response from the Council and the issue does not naturally fall within the terms of reference of Full Council
43. Town Mayor/Chairman and the Deputy Mayor/Vice Chairman and the Chairmen, of standing committees, ex-officio, shall be members of every committee but will have no voting right or the ability to propose motions on the Committee(s) on which their membership is ex-officio. They will not therefore form part of the quorum as an ex officio member
44. The membership of committees and task groups should reflect the political composition of the Council. Any changes will be dealt with at Full Council.
45. Every committee will at its first meeting before proceeding to any other item on the agenda, elect a Chairman and can elect a Vice-Chairman who will hold office until the next Annual Meeting of the Council, and will settle its programme of meetings for the year.
46. The Chairman of a committee or the Chairman/Town mayor of the Council may summon an additional meeting of that committee or Council as appropriate at any time by requesting the Town Clerk to issue a summons for the meeting. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
47. Every committee may appoint sub-committees for the purposes to be specified by the committee with the terms of reference specified by the committee.
48. The Chairman and/or 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.
49. The Standing Orders regarding the calling and procedures of meetings of the Council will apply to committee and sub-committee meetings. They will apply unless they conflict with more particular standing orders relating to committees.

50. Committee agendas will be assembled in three parts. Part 1 – items for decision, Part 2 – Items for information Part 3 – confidential items. Items appearing in Part 2 – items for information, cannot be moved to Part 1 – items for decision, once the agenda has been published.

51. Urgent action taken by the Town Clerk in consultation with the appropriate Chairman in accordance with the scheme of delegation will be reported to the next meeting of the relevant committee or Full Council meeting.

52. Task/Working Groups

Every Committee and Full Council can appoint Task Groups, from the committee or Council members, with specific Terms of Reference and its activities shall be task/time limited. Non-Council members who are invited to attend a Task Group can be invited to speak but not vote and will not form part of the quorum.

53. The Chairman and/or Vice-Chairman of the committee shall be members of every Task Group appointed by it unless they signify that they do not wish to serve. The membership should as far as possible, reflect the political composition of the Council.

54. The quorum of a Committee will be one half of its members and where a Committee comprises an odd number, the higher number will be taken. The quorum of the Planning Consultative Group will be three members with one officer in attendance.

55. 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 meetings.

56. Advisory Committees

- 1) The Council can create Advisory Committees. The name, number of members and any bodies/outside organisations invited to nominate members shall be specified.
- 2) The Town Clerk will give the terms of reference of the Advisory Committee to each member of that committee.
- 3) An advisory committee can make recommendations to the Council
- 4) An advisory committee can consist wholly of people who are not members of the Council.

Voting in Committees

57. Members of committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.

58. ***Chairmen of committees shall in the case of an equality of votes have a second or casting vote*** whether or not they have exercised their original right to vote.

59. Presence of Non-Members of Committees at Committee Meetings

1) 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.

2) Any member of the Council who is not a member of a committee shall nevertheless be entitled to attend any meeting of that committee but he shall not be entitled to vote, and he shall not take part in the consideration of any business save by leave of the Chairman.

3) Any Council member attending in accordance with Standing Order 59 (2), may be invited to speak on matters under discussion of which he may have special knowledge, such an invitation would be at the discretion of the Chairman.

60. Accounts and Financial Statement

Except as provided in Standing Orders (2) or by statute, all accounts for payment and claims upon the Council shall be approved by the required number of members as per the Financial Regulations and the report of their approval will be presented to the Council.

61. The Responsible Financial Officer shall supply to each member as soon as practical after 31 March in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of June.

62. Estimates / Precepts

a) The Council shall approve written estimates for the coming financial year at a meeting before the end of the month of January.

- b) Any committee desiring to incur expenditure shall give the Town Clerk a written estimate of the expenditure recommended for the coming year no later than November.

63. Interests

Members shall observe the requirements of the Council's Code of Conduct which is annexed to these Standing orders.

If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 7 March 2002 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

64. *If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates.*

65. *The Town Clerk may be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.*

66. The obligations and disabilities imposed by this standing order shall also apply to a member of a committee who is not also a member of the Council who has a personal or prejudicial interest in a matter under consideration at a meeting.

67. 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 Town Clerk. A candidate who fails so to do will be disqualified from the appointment and, if appointed, will be dismissed without notice. The Town Clerk shall report to the Council or to the appropriate committee any such disclosure. Where a relationship to a member is disclosed, Standing Orders 63, 64 and 65 shall apply as appropriate.

68. The Town Clerk shall make known the purpose of Standing Order 63 to every candidate for appointment.

69. Canvassing of And Recommendations By Members

- a) Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Town Clerk will make known the importance of this sub-paragraph of this Standing Order to every candidate.

- b) A member of the Council or of any committee will not solicit for any person any appointment under the Council or recommend any person for an appointment or promotion; but, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

70. Standing Order Nos. 63 to 66 shall apply to tenders as if the person making the tender were a candidate for an appointment.

71. Inspection of Documents

A member may only inspect a document in possession of the Council or a committee, or request a copy (if available) if they have a duty to do so.

72. All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council. Minutes shall also be open to the inspection of any local government elector of the parish as required by section 228 Local Government Act 1972.

73. *All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.*

74. Unauthorised Activities

No member of the Council or of any 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, instructions or directions (including to Council staff) unless authorised to do so by the Council or the relevant committee.

75. Admission of The Public and Press to Meetings

The public and press shall be admitted to all meetings of the Council and its 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 press and public be temporarily excluded and they are instructed to withdraw"

76. The Council shall state the special reason for exclusion.

77. a) At 7pm, immediately before the start of each ordinary full Council meeting, Farnham Town Council will invite members of the public present at that time, to ask questions on any local government matter,

and if the matter is one for principal councils, the questioner will be informed of the appropriate contact details. If the matter is appropriate to be dealt with by Farnham Town Council, then an answer may be given, or if necessary a written reply will follow. A maximum of 15 minutes will be allowed for the whole session.

- b) A standard item will appear on all Council and Standing Committee agendas whereby the Town Mayor/Chairman will invite members of the public present to indicate on which item, if any, they would like to speak. At the discretion of the Town Mayor/Chairman, those members of the public, residing or working within the Council's boundary, will be invited to speak forthwith in relation to the business to be transacted at the meeting for a maximum of 3 minutes per person or 15 minutes overall.

78. The Town Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.

79. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

80. Confidential Business

- a) No member of the Council or a committee or Task Group will disclose to any person in any form who is not a member of the Council any business that is declared confidential by the Council, the committee or the Task Group.
- b) Any member who disobeys Standing Order 80(a) will be removed from any committee or Task Group of the Council by the Council and the matter will be reported to the Standards Board for England.

81. Liaison with County and District Councillors

A summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.

82. Planning Applications

- 1) The Town Clerk will, as soon as it is received, record the following information for each planning application notified to the Council:
 - (a) the date on which it was received
 - (b) the name of the applicant
 - (c) the place to which it refers;

- 2) The Town Clerk shall refer every planning application received to the Planning Consultative Group.

83. Financial Matters

The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer.

- 1) Such Regulations shall include detailed arrangements for the following:
 - a) the accounting records and systems of internal control;
 - b) the assessment and management of risks faced by the Council;
 - c) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
 - d) the financial reporting requirements of members and local electors and
 - e) procurement policies (subject to (2) below) including the setting of values for different procedures where the contract has an estimated value less than £50,000.
- 2) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised in (3) below.
- 3) Any formal tender process shall comprise the following steps:
 - a) a public notice of intention to place a contract to be placed in a local newspaper;
 - b) a specification of the goods, materials, services and the execution of works shall be drawn up;
 - c) tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;
 - d) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of Council;
 - e) tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- 4) The Council, nor any Committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 63, 69, 70 & 74 regarding improper activity.
- 5) The Financial Regulations of the Council shall be subject to regular review, at least once every four years.

{Council is reminded that the European Union Public Sector Procurement Rules are likely to apply to contracts with a value in excess of £140,000 and advice should be sought at this level}

84. Code of Conduct on Complaints

The Council will deal with complaints against the Council or any officer or member in the manner as adopted by the Council except for those complaints which should be properly directed to the Standards Board for England or Commission (Wales) for consideration.

85. Variation, Revocation and Suspension of Standing Orders

Any or every part of the Standing Orders except those printed in ***bold italic type*** can be suspended by resolution in relation to any specific item of business.

86. A resolution permanently to add, change or cancel a Standing Order will be proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

87. Standing Orders to be Given to Members

A copy of these Standing Orders will be given to each member of the Town Council by the Town Clerk, once the member's declaration of acceptance of office and agreement to observe the Council's Code of Conduct has been received.