RISBY PARISH COUNCIL

STANDING ORDERS

These updated Standing Orders were adopted by Risby Parish Council at its meeting on 3rd July 2025. Sections in bold denote legal and statutory requirements.

1. MEETINGS

a) Meetings of the Council will be held on the first Thursday (excluding Bank Holidays) in January, March, May, July, September and November unless otherwise notified. Dates of meetings can only be changed with the agreement of the chairman and clerk if a meeting is not going to be quorate. Meetings will commence at 7.15p.m.

b) A public session will be held near the start of the meeting. The public session will not exceed 15 minutes unless directed by the chair of the meeting. A member of the public shall not speak for more than 3 minutes and should direct their comments to the chair of the meeting

Members of the public may make representations, answer questions and give evidence about items on the agenda. If a member of the public asks a question, it shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

c) If public meetings are not allowed (as for example during the Coronavirus outbreak in 2020), remote meetings will be held. Members of the public are welcome to join remote meetings. Login details will be included on the published agenda. A public session will be held near the start of the meeting at which members of the public are invited to speak to councillors about any items on the agenda.

d) The Annual Parish Meeting shall normally be held on the first Thursday in May after the Annual Parish Council meeting.

e) The chairman of the Council or a committee may call an additional meeting of the Council/committee at any time. An extraordinary meeting may also be called at the request of 2 councillors. A minimum of 3 clear days' notice should be given and the reason for the meeting clearly stated.

f) Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.

g) The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

h) Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

i) No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

j) If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

k) A person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary

about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

l) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

m) The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

n) **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

o) **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.**

p) **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors (and non-councillors with voting rights) present and voting.**

q) **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

r) **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

s) **A councillor (or a non-councillor with voting rights) who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the Code on his right to participate and vote on that matter.**

t) No meeting shall last more than 2 hours and any business not transacted by that time shall be held over to the next meeting. However, by agreement the meeting can be extended for a further 15 minutes.

u) The minutes of a meeting shall include an accurate record of the following:

- The time and place of the meeting.
- The names of councillors who are present and the names of councillors who are absent.
- Interests that have been declared by councillors (and non-councillors with voting rights).
- The grant of dispensations (if any) to councillors and non-councillors with voting rights.
- Whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered.
- If there was a public participation session; and.
- The resolutions made.

2. ANNUAL MEETING OF THE PARISH COUNCIL

a) **The Statutory Annual Meeting of the Parish Council will normally take place on the first Thursday in May. In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b) **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c) **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d) **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**

e) **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**

f) The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.

g) In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.

h) Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting, the business shall include:

- **i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
- **ii.** Confirmation of the accuracy of the minutes of the last meeting of the Council;
- **iii.** In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.

i) In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.

3. REVIEW OF POLICIES AND PROCEDURES

a) The following policies and procedures will be reviewed at the March meeting when the audit paperwork is discussed:

- **i.** Review of assets including land, buildings and office equipment.
- **ii.** Confirmation of arrangements for insurance cover in respect of all insurable risks.
- **iii.** Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- **iv.** Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

b) The following policies and procedures will be reviewed at the July meeting:

- **i.** Review of the Council's Financial Regulations and Standing Orders.
- **ii.** Review of the Council's complaints procedure.
- **iii.** Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.
- **iv.** Review of the Council's policy for dealing with the press/media.
- **v.** Review of the Council's employment policies and procedures.

4. RULES OF DEBATE AT MEETINGS

a) Items on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.

b) Unless permitted by the chair of the meeting, a councillor may speak once in the debate on an agenda item except:

- i. to make a point of order;
- ii. to give a personal explanation; or
- iii. to exercise a right of reply.

c) A point of order shall be decided by the chair of the meeting and their decision shall be final.

d) No discussion shall take place on the minutes of previous meetings except upon their accuracy.

e) All remarks shall be addressed to the chairman.

f) A councillor shall direct his speech to the question under discussion or to a personal explanation or to a point of order.

g) No speech shall exceed 5 minutes except by consent of the Council.

h) A councillor may ask the chairman of the council or the clerk any question concerning the business of the council, provided 8 clear days notice of the question has been given to the person to whom it is addressed.

i) Questions unconnected with agenda items shall not be asked except during the public session.

j) A person to whom a question has been put may decline to answer.

k) A representative of the local constabulary shall be allowed to speak at council meetings at the discretion of the chairman.

5. CONDUCT AT MEETINGS

All councillors must observe the Code of Conduct as adopted by the Council.

a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

b) If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c) If a person's conduct does not improve, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

d) **If a councillor reasonably believes another councillor is in breach of the Code of Conduct, that councilor is under a duty to report the breach to the Monitoring Officer at West Suffolk Council**.

6. COMMITTEES AND SUB-COMMITTEES

a) The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision.

b) **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

c) **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

d) The Council may at any time dissolve or alter the membership of committee.

e) The chairman and vice-chairman, ex-officio, shall be voting members of every committee.

f) Every committee shall at its first meeting before proceeding to any other business, elect a chairman.

g) The chairman of a committee or the chairman of the Council may summon an additional meeting of that committee at any time.

h) The quorum of a committee shall be three members.

i) The rules of debate within these standing orders shall apply to committee meetings.

j) Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.

k) **The chairman of a committee shall in the case of an equality of votes have a second or casting vote.**

7. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

a) **The chairman of the Council may convene an extraordinary meeting of the Council at any time.**

b) **If the chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

c) The chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

d) If the chairman of a committee (or a sub-committee) does not call an extraordinary meeting within 3 days of having been requested to do so by 2 members of the committee (or the sub-committee), any 2 members of the committee (or the sub-committee) may convene an extraordinary meeting of the committee (or a sub-committee).

8. PREVIOUS RESOLUTIONS

A decision of the council shall not be reversed within 6 months except by a majority vote following a specific proposal included on the agenda.

9. VOTING ON APPOINTMENTS

Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

10. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

a) No motion may be discussed at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

b) The Proper Officer may, before including a motion on the agenda received in accordance with standing order 8(a), correct obvious grammatical or typographical errors in the wording of the motion.

c) If the Proper Officer considers the wording of a motion received in accordance with standing order 8(a) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.

d) If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

e) The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

f) Motions received shall be recorded and numbered in the order that they are received.

g) Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

11. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

The following motions may be moved at a meeting without written notice to the Proper Officer:

- To correct an inaccuracy in the draft minutes of a meeting.
- To request a vote.
- To defer consideration of a motion.
- To refer a motion to a particular committee or sub-committee.
- To appoint a person to preside at a meeting.
- To change the order of business on the agenda.
- To proceed to the next business on the agenda .
- To require a written report.
- To appoint a committee or sub-committee and their members.
- To extend the time limits for speaking.
- To exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest.
- To not hear further from a councillor or a member of the public.
- To exclude a councillor or member of the public for disorderly conduct.

- To temporarily suspend the meeting.
- To suspend a particular standing order (unless it reflects mandatory statutory or legal requirements)
- To adjourn the meeting.
- To close the meeting.

12. MANAGEMENT OF INFORMATION

a) The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

b) The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

c) The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

d) Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

13. DRAFT MINUTES

a) If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b) There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy.

c) The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d) If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
"The chairman of this meeting does not believe that the minutes of the meeting held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

e) If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.

14. CODE OF CONDUCT AND DISPENSATIONS

a) All councillors (and non-councillors with voting rights) shall observe the code of conduct adopted by the Council.

b) Unless they have been granted a dispensation, a councillor (or non-councillor with voting rights) shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

c) Unless he has been granted a dispensation, a councillor (or non-councillor with voting rights) shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.

d) **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e) A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

f) A dispensation request shall confirm:

- the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates
- whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote
- the date of the meeting or the period (not exceeding four years) for which the dispensation is sought
- an explanation as to why the dispensation is sought

g) A dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

h) **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**

- **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business.**
- **granting the dispensation is in the interests of persons living in the Council's area; or**
- **it is otherwise appropriate to grant a dispensation.**

15. CODE OF CONDUCT COMPLAINTS

a) **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

16. PROPER OFFICER

The Proper Officer shall be the Clerk. The Proper Officer shall

- **At least three clear days before a meeting of the council, a committee or a sub-committee serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
- **Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office.**
- **Facilitate inspection of the minute book by local government electors.**
- **Receive and retain copies of byelaws made by other local authorities.**
- Hold acceptance of office forms from councillors.
- Hold a copy of every councillor's register of interests.
- Assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures.
- Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- Assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980)

- Arrange for legal deeds to be executed.
- Arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations.
- Record every planning application notified to the Council and the Council's response to the local planning authority.
- Refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council.
- Manage access to information about the Council via the publication scheme.

17. RESPONSIBLE FINANCIAL OFFICER

The Responsible Financial Officer shall be the clerk, unless a separate Responsible Financial Officer is appointed.

18. ACCOUNTS AND ACCOUNTING STATEMENTS

"Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

a) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.

b) The Responsible Financial Officer shall supply to each councillor at every meeting:
- The Council's receipts and payments made since the last meeting.
- The balances held at the end of the period being reported.

c) The Responsible Financial Officer shall supply to each councillor at least twice a year:
- the Council's aggregate receipts and payments for the year to date which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d) As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- each councillor with a statement summarising the Council's receipts and payments for the year to date for information; and
- to the Council the accounting statements for the year in the form of Section 1 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.

e) The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (income and expenditure) for the year to 31 March. The Annual Governance and Accountability return of the Council, which is subject to external audit, including the Annual Governance Statement, shall be presented to the Council for consideration and formal approval before 30 June.

19. FINANCIAL CONTROLS AND PROCUREMENT

a) The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- The keeping of accounting records and systems of internal controls.
- The assessment and management of financial risks faced by the Council.
- The work of the independent internal auditor in accordance with proper practices and the receipt of a report from the internal auditor, which shall be required at least annually.
- The inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
- whether contracts with an estimated value below **£50,000** due to special circumstances are exempt from a tendering process or procurement exercise.

b) Financial regulations shall be reviewed at least annually.

c) Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- a specification for the goods, materials, services or the execution of works shall be drawn up.
- an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process.
- the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate.
- tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer.
- tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed.
- tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

e) Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f) **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

20. HANDLING STAFF MATTERS

a) A matter personal to a member of staff that is being considered by a meeting of the Council is subject to standing order 12 (Management of Information).

b) The chairman of the Council shall upon a resolution conduct a review of the performance and annual appraisal of the work of the proper officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.

c) Subject to the Council's policy regarding the handling of grievance matters, this matter shall be reported back and progressed by resolution of Council.

d) Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Clerk relates to the chairman or vice-chairman of the Council this shall be communicated to another member of the Council and shall be reported back and progressed by resolution of the Council.

e) Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

21. RESPONSIBILITIES TO PROVIDE INFORMATION

In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council. If gross annual income or expenditure (whichever is higher) does not exceed £25,000, the Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.

22. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

a) **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

b) **The Council shall have a written policy in place for responding to and managing a personal data breach.**

c) The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

d) The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

e) The Council shall maintain a written record of its processing activities.

23. RELATIONS WITH THE PRESS/MEDIA

Requests from the press or other media for an oral or written comment or statement from the Council or its councillors shall be handled by the clerk in consultation with the chairman.

24. EXECUTION AND SEALING OF LEGAL DEEDS

a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b) Any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

25. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.

26. RESTRICTIONS ON COUNCILLOR ACTIVITIES

Unless duly authorised no councillor shall:

- inspect any land and/or premises which the Council has a right or duty to inspect; or
- issue orders, instructions or directions.

27. STANDING ORDERS GENERALLY

a) All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b) The Proper Officer shall provide a copy of the Council's standing orders to each councillor.

c) The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Next review date: July 2026

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