

# BARTON PARISH COUNCIL

## STANDING ORDERS

Adopted by a resolution of Barton Parish Council on 2<sup>nd</sup> July 2024

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(asterisks indicate where a standing order is mandatory as at the time of their adoption)

### **1. Councillors**

- 1.1. Following election or co-option to the Barton Parish Council (“the Council”), each councillor will be issued with a copy of the following documents:
- a) the code of conduct adopted by the Council from time to time (“the Code of Conduct”);
  - b) the Good Councillors Guide;
  - c) the Civility and Respect Policy;
  - d) these Standing Orders of the Council; and
  - e) the financial regulations adopted from time to time by the Council (“the Financial Regulations”).

New councillors will also be required to attend a councillor training course as soon as reasonably possible following their election or co-option and in any event within six months of their appointment. Councillors will be informed how to access important documents and policies on the Barton Parish Council website ([www.bartonvillage.org](http://www.bartonvillage.org) – hereinafter “the Website”). They will sign the form of Declaration of Acceptance of Office in the presence of the Proper Officer of the Council (per Standing Order 11), or of a councillor who has been specifically designated by the Council for this purpose.

- 1.2. All councillors will observe the Code of Conduct at all times when on Council business and no member will act in such a way that will bring the Council into disrepute, behave offensively in meetings or obstruct the Council’s business.
- 1.3. The Council will organise the provision of a Council email address for each councillor. Each councillor will use only their Council email account for Council business and will not use any other email account for Council business. Councillors will observe the provisions of the Barton Parish Council Data Protection and Privacy Policy as adopted from time to time by the Council (“the Data Protection and Privacy Policy”).
- 1.4. The Code of Conduct adopted by the Council will define when a councillor will declare a personal or prejudicial interest in an item for discussion at a Council meeting. The councillor will declare that interest and the nature of the interest at the earliest opportunity.
- 1.5. Upon ceasing to hold office, the former councillor will return all hard copy Council documentation to the Clerk and will forward all electronic documentation to the Clerk before deleting such electronic information (including but not limited to Council email accounts) definitively from all devices on which it is held.

### **2\*. Venue**

- 2.1. Meetings will be held in appropriate, accessible accommodation. Meetings will 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.

- 2.2. In the event that the Council considers it to be contrary to the wellbeing of the residents for physical meetings to take place, the Council will follow appropriate local government guidelines permitting meetings to take place remotely. The Council will ensure that the residents are informed in timely fashion if meetings are to be held remotely and that access information to enable virtual attendance at public meetings is made available within the usual times limits as set out in Standing Orders 3 and 4 below.

### **3\*. Annual meetings**

If the annual meeting is in an election year, it will take place be within 14 days of the elected councillors taking office. All other annual meetings will be held on such day in May as the Council may direct. If no other time is fixed, the annual meeting will begin at 7pm.

### **4. Frequency and notice requirements of ordinary meetings**

- 4.1\* In addition to the annual meeting, ordinary meetings will be held a minimum of three times per year on such dates and times as the Council decides.
- 4.2 If councillors require items to be added to the agenda these must be given to the Proper Officer at least 7 working days before the agenda is due.
- 4.3 Councillors will be advised of the meetings by the issue of a summons and agenda normally by email, but where this is not possible, by post or by hand. In any case the agenda must be issued to councillors at least 5 working days before the meeting.
- 4.4 Notice will be given to the public at least 5 working days before the meeting. Public notices will be posted on the Website and in a conspicuous place on the village noticeboard situated next to the village pond and shops at the junction of Comberton Road and New Road, Barton ("the Noticeboard"), informing members of the public of the venue, time, date and business to be transacted at the meeting.

### **5. Extraordinary meetings**

- 5.1\* The Chairperson may convene an extraordinary meeting of the Council at any time.
- 5.2\* If an extraordinary meeting has not been convened within 5 working days of having been requested to do so in writing by two councillors, any two councillors may convene an extraordinary meeting. In such a case, those two councillors are to sign the public notice giving the time, place and agenda for this meeting.

### **6. Quorum of the Council**

- 6.1\* Three councillors will constitute a quorum at meetings of the Council.
- 6.2\* If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting will be adjourned and any business not dealt with will be added to the next meeting.

### **7. Chair of the meeting**

- 7.1\* The Chairperson of the Council will preside at the meeting and will be responsible for the conduct of that meeting. It will be at the Council's discretion to decide if a Vice chairperson is to be elected. If the Chairperson is absent and a Vice chairperson has

been elected, the Vice chairperson will preside and therefore anything which would have been authorised or required to be done by the Chairperson may be so done by, to or before the Vice chairperson. If neither is present, the first matter on the agenda will be the election of a councillor who will chair the meeting and assume the duties of the Chairperson for such meeting.

- 7.2\* The Chairperson may vote on any matter put to the vote and, in the case of an equality of votes, may exercise a second or casting vote.

## **8. Public participation**

- 8.1\* Meetings will be open to the public and press unless the business to be discussed is declared confidential or for other special reasons meaning their presence would be prejudicial to public interest. Reasons for this must be given.
- 8.2 Members of the public may make representations, ask or answer questions and give evidence at a meeting at which they are entitled to attend in respect of business on the agenda. If a response is required, it can be deferred to a later date and an indication given to the person concerned of when they may expect it.
- 8.3 The total amount of time for the public participation is 20 minutes unless decided otherwise by the Chairperson. An individual can speak for a total of 5 minutes per meeting unless the Chairperson decides to extend the time.
- 8.4 All comments should be directed to the Chairperson.
- 8.5 Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairperson shall direct the order of speaking.
- 8.6\* The proceedings of any part of a meeting which the public are entitled to attend by law may be recorded.
- 8.7\* It is required that the public or press inform the Council via the Proper Officer or the Chairperson that recording will take place and the Council will afford reasonable facilities (but not equipment) for the recording of the meeting.
- 8.8 Any recordings and transmissions must be open and transparent, i.e visible to anyone in attendance at the meeting.
- 8.9\* Oral commentary in the meeting room during a meeting is not permitted unless express permission from the Chairperson has been sought and given.

## **9. Order of Business**

- 9.1 The agenda for the meeting will be agreed by the Proper Officer, Chairperson and Vice Chairperson as appropriate.
- 9.2 The agenda will always include an item to enable councillors to declare interests.
- 9.3 An opportunity for public questions will be made available at the commencement of each meeting.
- 9.4 Motions on the agenda shall be considered in the order they appear unless the order is changed at the discretion of the Chairperson of the meeting.
- 9.5 The Council may only take decisions on items specified on the agenda. If agreed by the Chairperson, any urgent items which are not on the agenda may be discussed, but no decision may be made at that meeting.
- 9.6 At each annual meeting the order of business will be:-
- a)\* to elect a Chairperson;

- b) if so decided by the Council per Standing Order 7.1 above, to elect a Vice chairperson of the Council;
- c)\* the Chairperson and Vice chairperson, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until his or her successor is elected at the next annual meeting;
- d)\* to receive the Chairperson and Vice chairperson's declarations of acceptance of office or, if not then received, to decide when they shall be received;
- e) to receive and adopt the minutes of the previous annual meeting;
- f) in the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations;
- g) to decide when any declarations of acceptance of office which have not been received as provided by law shall be received;
- h) to appoint representatives to outside bodies;
- i) to appoint committees, sub-committees and working groups;
- j) to consider the payment of any subscriptions falling to be paid annually;
- k) to inspect any deeds and trust investments in the custody of the Council as required;

and thereafter the order of business shall follow the order set out in the Standing Order 9.7.

9.7 At ordinary meetings, unless the Council otherwise decides on the grounds of urgency, the order of business will be:

- a) to appoint a Chairperson if the Chairperson and Vice-Chairperson be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Code of Conduct as are required by law to be made or, if not then received, to decide when they shall be received;
- b) to read, consider and sign the Minutes. Provided that a copy has been correctly circulated to each member, the Minutes may be taken as read;
- c) to deal with business expressly required by statute to be done;
- d) to dispose of business, if any, remaining from the last meeting;
- e) to receive such communications as the person presiding may wish to lay before the Council;
- f) to answer questions from councillors;
- g) to receive and consider reports and minutes of the working groups;
- h) to receive and consider motions or recommendations;
- i) to authorise the execution of documents; and
- j) if necessary, to authorise the signing of orders for payment.

9.8 A meeting will not normally exceed a period of two hours although it can be extended by permission of the Chairperson.

9.9 A meeting can be cancelled at short notice so long as notification is placed on the Notice Board and the Website and a majority of 3 non-interested councillors agree to the reasons for the cancellation.

## **10. Motions**

- 10.1 A motion may only be moved if it is on the agenda and then such motions shall be considered in the order that they appear (unless the order is changed at the discretion of the Chairperson).
- 10.2 Save for the matters listed at Standing Order 10.8 below, a motion will be included on the agenda only if the mover has given written notice of its wording to the Proper Officer at least 7 working days before the agenda of the meeting is due to be issued. The Proper Office may correct obvious grammatical or typographical errors and may reject the motion for resubmission if its meaning is unclear. If the motion is considered improper by the Proper Officer, the Proper Officer will consult with the Chairperson to consider whether the motion should be included or not, with the final decision resting with the Proper Officer.
- 10.3 A motion will relate to the responsibilities of the meeting for which it is tabled and relate to the performance of the Council's statutory functions, powers and obligations or an issue specifically affecting Barton or its residents.
- 10.4 A motion (including an amendment) will not be progressed unless it has been moved and seconded.
- 10.5 A motion on the agenda that is not moved by its proposer may be treated by the Chairperson of the meeting as withdrawn.
- 10.6 If a motion (including an amendment) has been seconded it may be withdrawn by the proposer only with consent of the seconder and the meeting.
- 10.7 An amendment is a proposal to add or remove words to a motion. It shall not negate the motion.
- 10.8 Notice is not required for the following motions:
  - a) to appoint a Chairperson of the meeting;
  - b) to correct and approve minutes;
  - c) to alter the order of business;
  - d) to proceed to the next business;
  - e) to close or adjourn a debate;
  - f) to refer a matter to a committee or working group;
  - g) to appoint a committee or working group or any members thereof;
  - h) to require or adopt a report;
  - i) to authorise the execution of documents;
  - j) to move to vote;
  - k) to defer consideration of a motion;
  - l) to adjust the time limits of speaking;
  - m) to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - n) to exclude a councillor or member of the public for disorderly conduct;
  - o) to suspend a non-mandatory standing order (an asterisk denotes those Standing Orders which are mandatory); or
  - p) to suspend or close the meeting.

## **11. Proper Officer**

11.1 Where a statute, regulation or order confers functions or duties on the Proper Officer of the Council, he shall be the clerk or, in the clerk's absence, a nominated member of the Council;

11.2\* The Proper Officer shall:

- a) at least three working days before a non-public meeting of the Council, committee or working group, serve notice on councillors by email (provided the councillor has consented to service by email) or by post or by hand, a signed summons confirming the time, place and agenda;
- b) at least five working days before a public meeting of the Council, serve a summons and agenda on the councillors, again by email, by hand or by post;
- c) at least five working days before a public meeting of the Council, give notice to the public of the meeting. Public notices will be posted in a conspicuous place on the Noticeboard and on the Website informing members of the public of the venue, time, date and business to be transacted at the meeting;
- d) include on the agenda all motions in the order received unless a councillor has given written notice 6 working days before the issue of the agenda of its withdrawal;
- e) convene a meeting of the Council for the election of a new Chairperson of the Council;
- f) receive and retain copies of byelaws made by other local authorities and facilitate inspection of the minute book by local government electors;
- g) 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;
- h) receive and send general correspondence and notices on behalf of the Council (unless there is a resolution to the contrary);
- i) arrange for legal documents to be executed;
- j) receive declarations of acceptance of office;
- k) receive and record notices disclosing interests at meetings;
- l) receive, retain and distribute plans and documents to members of the Council;
- m) keep proper records and minutes of all Council meetings.

## **12. Clerk of the Council**

As an employee of the Council the clerk is covered by employment legislation dealing with employment rights, discrimination in employment, unfair dismissal, redundancy and similar matters. The clerk will therefore have a contract of employment stating the terms and conditions under which he/she is employed. This will effectively be administered by the Chairperson or designated Councillor acting with the authority of Council

### **13. Planning applications**

- 13.1 With regard to planning applications, if a councillor has a personal interest in the application, a statement can be made on receipt of the agenda addressed to the Chairperson or a declaration of interest given at the start of the meeting of the agenda item. A pecuniary interest will be noted in minutes. If the Chairperson deems it reasonably necessary, the councillor declaring the interest will be asked to leave the room when the item is discussed and decided upon.
- 13.2 The Proper Officer will record the details of each planning application notified to the Council as soon as it is received, publishing such details on the Noticeboard and the Website.
- 13.3 The Proper Officer will notify councillors of the reference number of each planning application within 5 working days of receipt.
- 13.3 Councillors who are members of the Planning working group ("Planning Councillors") will review each planning application as soon as reasonably practicable and report to the Council which applications require a more detailed review by the whole Council.
- 13.4 Where a planning application deadline falls between two meetings of the Council, written recommendations by the Planning Councillors will be circulated to the other councillors for their consideration. Where a planning application deadline falls after a meeting of the Council, Planning Councillors will report to that meeting.
- 13.5 Planning applications deemed by the Planning Councillors to be of a more complicated or controversial nature for Barton will be reviewed by the whole Council either at a meeting of the Council or, if the deadline falls before the next meeting, at an Extraordinary Meeting (in accordance with the provisions of Standing Order 5).
- 13.6 Any comments which the councillors may have on a planning application will be reported to the Planning Councillors in writing as soon as reasonably practicable after the Planning Councillors' report.
- 13.6 Planning Councillors will respond to the Proper Officer with their comments on the planning application as soon as reasonably practicable after their review of the application and in any event before the planning application deadline.
- 13.7 Should there cease to be a Planning working group, planning applications shall be considered in accordance with the provisions above but by all councillors.
- 13.8 The Proper Officer will respond within a reasonable time to the planning authority on behalf of the Council with the Council's opinion on the planning application.

### **14. Rules of Debate**

- 14.1 No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairperson.
- 14.2 A motion or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given (save for the matters excepted at Standing Order 10.8 above) it shall, if required by the Chairperson, be reduced to writing and handed to him before it is further discussed or put to the meeting.
- 14.3 An amendment, which is to remove or add words, shall not have the effect of negating the motion before the Council. The amended motion will then take the place of the original motion.
- 14.4 Unless permitted by the Chairperson, a councillor may speak only once on any motion except: to speak on an amendment made by another councillor; to move on an

amendment made since they last spoke; to make a point of order; in personal explanation; or to exercise a right of reply.

- 14.5 A councillor may interrupt only on a point of order or a personal explanation and the councillor interrupted shall stop speaking. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood and in making a point of order, reference must be made to the Standing Order which is considered to have been breached. The Chairperson will have the final decision on points of order.
- 14.6 When a motion is under debate no other motion shall be moved except:
- a) to amend the motion;
  - b) to proceed to the next business;
  - c) to adjourn the debate;
  - d) to put the motion to the vote; .
  - e) to ask that a person named be no longer heard or to leave the meeting;
  - f) to refer the motion to a committee or working group;
  - g) to exclude the public and press;
  - h) to adjourn the meeting.
- 14.7 Councillors shall address the Chairperson. If two or more members wish to speak, the Chairperson shall decide who to call upon.
- 14.8 Whenever the Chairperson speaks during a debate all other members shall be silent.
- 14.9 Before a motion is put to the vote, the Chairperson must be satisfied that the motion has been sufficiently debated and that the mover of that motion has exercised or waived the right to reply.

## **15. Voting**

- 15.1\* Subject to the meeting being quorate, all questions at the meeting shall be decided by a simple majority of the councillors and non-councillors with voting rights who are present and voting.
- 15.2\* Councillors shall vote by show of hands or, if at least two councillors so request, by signed ballot.
- 15.3\* If a councillor so requires, the Proper Officer 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.
- 15.4\* The Chairperson may give an original vote on any matter put to the vote, and in any case of an equality of votes, may give a second or casting vote.
- 15.5\* 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.
- 15.6 When voting on appointments, 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.

## **16. Disorderly conduct**

- 16.1 All councillors must observe the Code of Conduct.
- 16.2 No person shall at a meeting persistently disregard the ruling of the Chairperson, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute. The Chairperson shall request such person(s) to moderate or improve their conduct.
- 16.3 If a person or persons disregard the request to moderate or improve their conduct, any councillor or the Chairperson may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- 16.4 If a resolution made under Standing Order 16.3 is disobeyed, the Chairperson may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

## **17. Civility and Respect**

Councillors must observe such Civility and Respect Policy as the Council may adopt from time to time. In so doing, councillors agree that intimidation, abuse, bullying and harassment of councillors, clerks and council staff, in person or online, is unacceptable, whether by councillors, clerks, council staff or public members. Councillors agree to call out bullying and harassment as and when it happens, to seek professional help where necessary and to ensure that good governance, practice and training are in place to prevent it.

## **18. Minutes**

- 18.1\* The Council shall publish draft minutes on the Noticeboard and the Website no later than one month after a public meeting has taken place .
- 18.2 The minutes of a meeting shall include an accurate record of the following:
  - a) the time and place of the meeting;
  - b) the names of councillors who are present and the names of councillors who are absent;
  - c) interests that have been declared by councillors and non-councillors with voting rights;
  - d) the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - e) whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - f) if there was a public participation session; and
  - g) the resolutions made.
- 18.3 The draft minutes of a preceding meeting, having been served on councillors with the agenda, shall be taken as read.
- 18.4 There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy will be moved in accordance with Standing Order 10.8.
- 18.5 The accuracy of the draft minutes, including any amendments made, will be confirmed by resolution and signed by the Chairperson and stand as an accurate record of that

meeting. If the Chairperson does not consider the minutes to be an accurate record, he or she will sign the minutes with the addition of a paragraph to that effect.

## **19. Rescission of Previous Resolution**

- 19.1 A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution signed by at least 3 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
- 19.2 When a special resolution or any other resolution moved under the provisions of this Standing Order has been disposed of, no similar resolution may be moved within a further six months.

## **20 Discussions and Resolutions Affecting Employees of the Council**

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded (per Standing Order No. 8.1).

## **21. Committees, Sub Committees and working groups**

- 21.1\* The Council may at its annual meeting appoint standing committees, sub-committees and working groups and may at any other time appoint such other committees as are necessary and:
- a) shall not appoint any member of a committee so as to hold office later than the next annual meeting.
  - b) shall determine their terms of reference;
  - c) may appoint persons other than councillors to any committee, sub-committee or working group unless it is a committee which regulates and controls the finances of the Council; and
  - d) an advisory group may be comprised entirely of non-councillors so long as said group does not regulate and control the finances of the Council per paragraph c) above;
- 21.2 Subject to the provisions of Standing Order 19 above, the Council may dissolve or alter the membership of the committee, sub-committee or working group at any time.
- 21.3 Unless the Council orders otherwise, the quorum of the committee, sub-committee or working group shall be two.
- 21.4 Every committee, sub-committee and working group shall at its first meeting before proceeding to any other business, elect a Chairperson and may elect a Vice-Chairperson who shall hold office until the next annual meeting of the council, and shall settle its programme of meetings for the year. The Standing Orders on the rules of debate and disclosable interests of members shall also apply to committee and sub-committee meetings as well as the Code of Conduct and the Financial Regulations. The Code of Conduct and the Financial Regulations shall apply to all working group meetings.
- 21.5 Members of committees, sub-committees and working groups shall vote by a show of hands with the Chairperson thereof having a casting vote.

## **22. Accounts and Finances**

- 22.1 The Council shall appoint the clerk or such other person deemed appropriate for the role by the Council to undertake the work of the Responsible Financial Officer. When the Responsible Financial Officer is absent, this work shall be undertaken by the clerk or another councillor as appointed by the Council.
- 22.2 The Council's accounts and finances shall be governed by the Financial Regulations which should be read in conjunction with these Standing Orders.
- 22.3 The Financial Regulations shall be subject to review at least once in every two years as to both appropriateness and compliance with prevailing regulation or law. Following their review, the reviewed Financial Regulations shall be presented to the Council for its consideration and their adoption.

## **23\* Management of Information**

- 23.1 The Council shall have in place and keep under review appropriate 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 any encryption requirements.
- 23.2 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.
- 23.3 With regard to data protection legislation, the Council will adopt a Data Protection and Privacy Policy, such policy to establish:
- a) how the Council will respond to an individual exercising statutory rights concerning his personal data;
  - b) how the Council will respond to and manage a personal data breach;
  - c) the requirement to 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 requirement that information communicated in its privacy notice is in an easily accessible and available form.
- 23.4 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.
- 23.5 Councillors, the clerk, Responsible Financial Officer, the Council's contractors and agents shall not disclose confidential information without legal justification. Should it become necessary to share personal data with third parties in the course of the Council's duties, the Council will do so only in accordance with the provisions of the Data Protection and Privacy Policy, with councillors using their reasonable endeavours to ensure that such third parties have appropriate security measures in place in line with data protection legislation before sharing personal data.

## **24\*. Responsibilities to provide information**

- 24.1\* In observance of freedom of information legislation, the Council will publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- 24.2\* The Council will publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

## **25.\* Execution of Documents**

- 25.1 A legal deed shall not be executed on behalf of the Council unless it has been authorised by a resolution.
- 25.2 Subject to Standing Order 25.1, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

## **26. Disclosable Interests**

- 26.1 If a councillor has a disclosable pecuniary interest as defined by the Code of Conduct then he or she shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.
- 26.2 Unless he or she has been granted a dispensation by the Chairperson, a councillor who has declared a pecuniary interest must withdraw from the meeting during consideration of and vote on the item to which the interest relates. The same shall apply for another disclosable interest if so required by the Chairperson.
- 26.3\* Requests for dispensation must be in writing and submitted to the Proper Officer as soon as possible before the meeting. The Proper Officer's decision as to whether to grant dispensation will be final.
- 26.4\* Dispensation may be granted if, in consideration of all the circumstances:
- a) without the dispensation, the number of people who would be prohibited from participating in the business in question would be so great a proportion of the meeting as to impede the transaction of the business;
  - b) granting the dispensation is in the interests of the people of Barton; or
  - c) it is otherwise appropriate to grant a dispensation.

## **27. Inspection of Documents**

A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

## **28. Unauthorised Activities**

Unless duly authorised by the Council, no individual member of the Council or of any committee, sub-committee or working group shall in the name of or on behalf of the Council issue orders, instructions, directions or inspect any lands or premises. The Council is a corporate body and any such actions are to be agreed upon and enacted by the whole Council, unless the Council has authorised an individual member or members to carry out actions on its behalf.

**29. Liaison with County and District Councillors**

A summons and agenda for each meeting shall be sent, together with an invitation to attend, by the Proper Officer to the County and District Councillor for the appropriate division or ward.

**30\* Code of Conduct on Complaints**

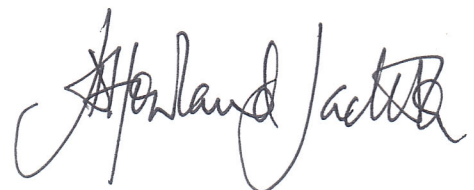
The Council shall deal with complaints of maladministration or breaches of the Code of Conduct allegedly committed by the Council or by any officer or councillor in such manner as adopted by the Council except for those complaints which should be properly directed to the Standards Board (England)) for consideration. Action to be taken includes but is not limited to disqualification or suspension from office.

**31. Variation, Revocation and Suspension of Standing Orders**

- 31.1 All or any part of the Standing Orders except those incorporating mandatory, statutory or legal requirements may be suspended by resolution in relation to any specific item of business.
- 31.2 A motion to add to, vary or revoke a Standing Order (save those which are mandatory, statutory or legal requirements) shall be proposed by special motion, the written notice of which shall be given at least ten working days in advance in accordance with Standing Order 10.

approved and adopted by Barton Parish Council on 2<sup>nd</sup> July 2024

John Howland Jackson  
Chair



Ian Minto  
Clerk

