



## SELBY TOWN COUNCIL - STANDING ORDERS

**NB – Items printed in bold are legal requirements of a Council.**

### **1. Meetings**

- 1.1 **Full meetings of the Town Council shall be held at The Town Hall, York Street, Selby commencing at 7.00 pm unless the Council otherwise decides at a previous meeting or in exceptional circumstances where the Chair and Proper Officer agree otherwise.**
- 1.2 **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.**
- 1.3 **The Proper Officer shall, at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residence, a signed summons confirming the time, place and the agenda.**
- 1.4 **The Proper Officer shall give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
- 1.5 **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.**
- 1.6 **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at short notice.**
- 1.7 **Meetings of the Council and its Committees and Sub Committees shall be open to the public and press 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;**  
"That Members of the press and public are instructed to withdraw in accordance with provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A".
- 1.8 **The recording of Council meetings is permitted under the Openness of Local Government Bodies Regulations 2014, but that recording will be carried out in accordance with the Recording of Meetings Policy adopted by the Council to effectively and lawfully manage this activity.**

- 1.9 **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.**
- 1.10 The press and public shall be excluded for all Part II agenda items at meetings of the Council and at any Committees and sub Committees of the Council.
- 1.11 If a member of the public interrupts the proceedings at any meeting, the Chair may, **after warning**, order that the member of the public be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.
- 2. The Statutory Meetings**
- 2.1 **The Annual Town Council Meeting shall be arranged as follows:**
- 2.1.1 **In an election year the Annual Town Council Meeting shall be held on or within 14 days following the day on which the new councillors elected take office.**
- 2.1.2 **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.**
- 2.1.3 **The first business conducted at the Annual meeting of the Council shall be the election of the Chair and Vice Chair of the Council.**
- 2.2 **In addition to the Statutory Annual Town Council Meeting three other statutory meetings shall be held on the last Monday in the months of July, October and January each year. Additional meetings shall normally be held on the last Monday of all other months, except August, December and Bank Holidays.**
- 3. Extraordinary Meetings of Full Council and Additional Meetings of Committees and Sub-Committees**
- 3.1 **The Chair of the Council may convene an extraordinary meeting of the council at any time.**
- 3.2 **If the Chair of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, two councillors may convene an extraordinary meeting of the council.**
- 3.3 **The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- 3.4 The Chair of a Committee or the Chair of the Council may summon an additional meeting of that Committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the Members of the Committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

#### **4. Liaison with County and District Councillors**

- 4.1 A Summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the County, and District Councillors for the appropriate ward.
- 4.2 Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County or District Council shall be transmitted to the County Councillors for the division or to the District Councillors for the ward as the case may require, at the discretion of the Council, Committee or Sub-Committee.

#### **5. Chair of the Town Council**

- 5.1 **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.**
- 5.2 **The Vice Chair of the Council, if any, 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.**
- 5.3 **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 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 must give a casting vote in the case of an equality of votes.**
- 5.4 **In an election year, if the current Chair of the Council has been re-elected as a Member of the council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**
- 5.5 **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if any).**

#### **6. Proper Officer**

- 6.1 Where a statute, regulation or order confers function or duties on the Proper Officer of the Council in the following cases, it shall be the Town Clerk:
  - 6.1.1 To receive declarations of acceptance of office.
  - 6.1.2 To receive and record notices disclosing interests at meetings.
  - 6.1.3 To receive and retain plans and documents.
  - 6.1.4 To sign notices or other documents on behalf of the Council.
  - 6.1.5 To receive copies of bylaws made by another local authority.
  - 6.1.6 To certify copies of bylaws made by the Council.
  - 6.1.7 To sign and issue the summons to attend meetings of the Council.
  - 6.1.8 To keep proper records for all Council meetings.
  - 6.1.9 **Convene a meeting of full council for the election of a new Chair of the Council, occasioned by a casual vacancy in that office.**

- 6.2 In other cases the Proper Officer shall be the person nominated by the Council and, in default of nomination, the Town Clerk.
- 6.3 The Proper Officer has delegated powers to deal with matters between meetings as defined in the current Scheme of Delegation.
- 6.4 All the responses made by the Proper Officer under delegated authority shall be reported to the Council at the next meeting.

## **7. Committees and Sub-Committees**

- 7.1 The Council may at its Annual Town Council Meeting appoint standing Committees and may at any other time appoint such other Committees as are necessary, but subject to any statutory provision in that behalf:
  - 7.1.1 Shall not appoint any Member of a Committee so as to hold office later than the next Annual Meeting.
  - 7.1.2 May appoint persons other than members of the Council to any Committee and
  - 7.1.3 May, subject to the provisions of Standing Order 15.6 and 15.7 at any time dissolve or alter the membership of Committees.
  - 7.1.4 Each Committee and Sub Committee must abide by their Terms of Reference.
  - 7.1.5 **The Members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
  - 7.1.6 **Unless the council determines otherwise, all the Members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
  - 7.1.7 **Unless the council determine otherwise, a committee may appoint a sub-committee whose terms of reference and Members shall be determined by the committee.**
- 7.2 The Chair and Vice-Chair ex-officio shall be voting Members of every Committee.
- 7.3 Every Committee shall at its first meeting before proceeding to any other business, elect a Chair and may elect a Vice-Chair who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year.
- 7.4 The Chair of the Committee shall be a Member of every sub-Committee appointed by it unless they signify they do not wish to serve.
- 7.5 All Standing Orders (except those parts relating to speaking more than once) apply to all Committee and Sub-Committee meetings.
- 7.6 All Members are entitled to attend and observe any Committee or Sub Committee meeting.
- 7.7 A Member who has proposed a resolution which has been referred to any Committee of which they are not a Member, may explain their resolution to the Committee but shall not vote.
- 7.8 The Committee or Sub Committee may by resolution allow non-members of the Committee or Sub Committee to speak and take part in discussion at that meeting.

## **8. Quorum**

- 8.1 **No business may be transacted at a Full Council meeting unless three or one third, whichever is the greater, of Members be present.**
- 8.2 Except where ordered by the Council in the case of a Committee, or by the Council or by the appropriate Committee in the case of a sub-Committee, the quorum of a Committee shall be one third of its Members.
- 8.3 If a quorum is not present or if during the meeting the number of Councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting **shall be adjourned and business not transacted**. The business shall be transacted at the next meeting or on such other day as the Chair may fix.

## **9. Voting**

- 9.1 **Subject to the Full Council meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors with voting rights present and voting.**
- 9.2 Subject to the Committees and Sub Committees meeting being quorate all questions at the meeting shall be decided by a majority of the Members of the Committee or Sub Committee with voting rights present and voting.
- 9.3 Members shall vote by show of hands or, if at least two Members so request, by a signed ballot.
- 9.4 **If a Member so requires, the Proper Officer shall record the names of the Members who voted on any questions so as to show whether they voted for or against it. Such a request shall be made before moving on to the next business.**
- 9.5 **The Chair 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 the Chair gave an original vote.**
- 9.6 When 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.

## **10. Sealing of Documents**

- 10.1 A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- 10.2 Any two Members of the Council named in a resolution moved under the provisions of 10.1 of this Standing Order may seal, on behalf of the Council, any **deed** required by law to be issued under seal **and the Proper Officer shall witness their signatures**.

## **11. Order of Business**

- 11.1 **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- 11.2 **The person presiding at a meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting.**
- 11.3 **At each Annual Town Council Meeting the first business shall be:**
- 11.3.1 **To elect a Chair of the Council and Vice Chair of the Council.**
  - 11.3.2 **In an election year, delivery by the Chair of the Council and Councillors of their Acceptance of Office, 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.**
  - 11.3.3 **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**
  - 11.3.4 **To decide when any Declarations of Acceptance of Office and written undertakings to observe the Code of Conduct adopted by the Council which have not been received as provided by law, shall be received.**
  - 11.3.5 To appoint representatives to outside bodies or to note continued representation on bodies with a specified term of office.
  - 11.3.6 To appoint Committees and Sub-Committees.
  - 11.3.7 To inspect any deeds and trust investments in the custody of the Council as required.

And shall thereafter follow the order set out in Standing Order 11.6 below.

- 11.4 **At every meeting other than the Annual Town Council Meeting the first business shall be to appoint a Chair if the Chair and Vice-Chair 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.**
- 11.5 In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 11.12 must be read in conjunction with this requirement.
- 11.6 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:
- 11.6.1 To read and consider the Minutes; provided that if a copy has been circulated to each Member not later than the day of issue of the summons to attend the Meeting, the Minutes may be taken as read.
  - 11.6.2 **After consideration, to approve the signature of the Minutes by the person presiding as a correct record.**
  - 11.6.3 **To deal with business expressly required by statute to be done.**
  - 11.6.4 To dispose of business, if any, remaining from the last meeting that will not be covered in a later agenda item.

- 11.6.5 To undertake any business associated with external speakers who have come to the meeting to advise on issues and discuss issues.
  - 11.6.6 To receive such communications as the person presiding may wish to put before the Council.
  - 11.6.7 To receive and consider resolutions or recommendations in the order in which they have been notified.
  - 11.6.8 To answer questions from Councillors.
  - 11.6.9 To receive and consider reports of any Committees.
  - 11.6.10 To receive and consider reports from Officers of the Council.
  - 11.6.11 To authorise the signing of orders for payment.
  - 11.6.12 To accept minor items of report.
  - 11.6.13 To accept items for the next agenda.
- 11.7 A motion to vary the order of business on the grounds of urgency:
- 11.7.1 May be proposed by the Chair or by any Member and, if proposed by the Chair, may be put to the vote without being seconded.
  - 11.7.2 Shall be put to the vote without discussion.
- 11.8 A Member may ask the Chair of the Council or the Proper Officer any question concerning the business of the Council, providing notice of the question has been given to the person to whom it is addressed prior to the commencement of the meeting.
- 11.9 No question not connected with business under the discussion shall be asked except during the part of the meeting set aside for questions.
- 11.10 Every question shall be put and answered without discussion.
- 11.11 A person to whom the question has been put may decline to answer.
- 11.12 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. (See Standing Order 1.7).
- 12. Resolutions**
- 12.1 Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Proper Officer or the mover has given notice in writing of its terms and has delivered the notice to the Proper Officer at least seven clear days before the next meeting of the Council.
- 12.2 The Proper Officer shall date every notice of resolution or recommendation when received, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every Member of the Council.
- 12.3 The Proper Officer shall insert in the summons for every meeting all notices of resolutions or recommendation properly given in the order in which they have been received unless the Member giving a notice has stated in writing that they intend to move it at some later meeting or that they withdraw it.

- 12.4 If a resolution or recommendation specified in the summons is not moved either by the Member who gave notice of it or by any other Member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice being given by such Member.
- 12.5 If the subject matter of a resolution comes within the province of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committees as the Council may determine for report; provided that the Chair, if they consider it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- 12.6 Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties which affect its area.
- 12.7 Resolutions dealing with the following matters may be moved without notice:
- 12.7.1 To appoint a Chair of the meeting.
  - 12.7.2 To correct the Minutes.
  - 12.7.3 To approve the Minutes.
  - 12.7.4 To alter the order of business.
  - 12.7.5 To proceed to the next business.
  - 12.7.6 To close or adjourn the debate.
  - 12.7.7 To refer a matter to a Committee.
  - 12.7.8 To appoint a Committee or any Members thereof.
  - 12.7.9 To adopt a report.
  - 12.7.10 To authorise the sealing of documents.
  - 12.7.11 To amend a resolution.
  - 12.7.12 To give leave to withdraw a resolution or amendment.
  - 12.7.13 To extend the time limit for speeches.
  - 12.7.14 To exclude the press and public. (see Standing Order 1.7)
  - 12.7.15 To silence or eject from the meeting a Member named for misconduct. (see Standing Order 15.2)
  - 12.7.16 To give the consent of the Council where such consent is required by these Standing Orders.
  - 12.7.17 To suspend any Standing Order. (see Standing Order 19.1)
  - 12.7.18 To adjourn the meeting.

### **13. Interests**

- 13.1 **If a Member has any interests, as defined by the Code of Conduct adopted by the Council on 25 June 2012, then they shall comply with that Code of Conduct.**
- 13.2 **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 their right to participate and vote on that matter.**
- 13.3 **The Proper Officer may be required to compile and hold a Register of Member's Interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.**



- 13.4 **A Dispensation may be granted in accordance with Standing Order 13.5 below if having regard to all relevant circumstances the following applies:**
- 13.4.1 **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; or**
  - 13.4.2 **Granting the dispensation is in the interests of persons living in the council's area; or**
  - 13.4.3 **It is otherwise appropriate to grant a dispensation.**
  - 13.4.4 **No dispensation may be granted contrary to statutory limitation.**
- 13.5 **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.
- 13.6 If a candidate for any appointment under the Council is to their knowledge related to any Member of or the holder of any office under the Council, the candidate and the person to whom they are related shall disclose the relationship in writing to the Proper Officer. A candidate who fails so to do shall be disqualified for such appointment and, if appointed, may be dismissed without notice. The Proper Officer shall report to the Council or to the appropriate Committee any such disclosure. Where relationship to a Member is disclosed this Standing Order shall apply.
- 13.7 The Proper Officer shall make known the purpose Standing Order 13.6 to every candidate.
- 13.8 Canvassing of Members of the Council, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Proper Officer shall make known the purpose of this Standing Order to every candidate.
- 13.9 A Member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, 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.
- 13.10 Standing Order 13.6 and 13.8 above shall apply to tenders as if the person making the tender were a candidate for an appointment.

#### **14. Code of Conduct**

- 14.1 **All Members must observe the Code of Conduct which was adopted by the Council on the 25 June 2012.**
- 14.2 **If a Member reasonably believes another Member is in breach of the Code of Conduct, that Member is under a duty to report the breach to the Responsible Authority's Monitoring Officer.**
- 14.3 **Upon notification by the Monitoring Officer of the Responsible Authority 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.**

- 14.4 The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or Member in such manner as adopted by the Council except for those complaints which should be properly directed to the Monitoring Officer of the Responsible Authority.
- 14.5 No Member of the Council or of any Committee or Sub-Committee shall in the name of or on behalf of the Council inspect any land or premises which the Council has a right or duty to inspect, issue orders, instructions or directions unless authorised to do so by the Council or the relevant Committee or Sub-Committee.
- 14.6 No Member of the Council or of any Committee or Sub-Committee shall disclose to any person not a Member of the Council any business declared to be confidential by the Council, Committee or the Sub-Committee as the case may be.
- 14.7 Any Member in breach of the provisions of Standing Order 14.6 above shall be removed from any Committee or Sub-Committee of the Council by the Council.

## **15. Rules of Debate**

- 15.1 Powers of the Chair:
- 15.1.1 The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.
- 15.1.2 Members shall address the Chair. If two or more Members wish to speak, the Chair shall call upon one of them to speak.
- 15.1.3 Whenever the Chair speaks during a debate all other Members shall be silent.
- 15.2 If, in the opinion of the Chair, a member has acted in a manner contrary to that required, the Chair shall express that opinion to the Council and thereafter any Member may move that the Member named be no longer be heard or that the Member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- 15.3 No Member shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business, or behave irregularly, offensively, improperly **or in such a manner as to bring the Council into disrepute.**
- 15.4 If the motion mentioned in Standing Order 15.2 is disobeyed, the Chair may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.
- 15.5 A Member may, with the consent of their seconder, move amendments to their own resolution.
- 15.6 A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by special resolution, the written notice whereof signed by at least four Members of the Council, or by a resolution moved in pursuance of the report or recommendation of a Committee.
- 15.7 When a special resolution or any other resolution moved under the provisions of Standing Order 15.6 has been disposed of, no similar resolution may be moved within a further six months.

- 15.8 No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chair.
- 15.9 Procedure of Debate:
- 15.9.1 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 Chair, be reduced to writing and handed to the Chair before it can be further discussed or put to the meeting.
  - 15.9.2 A Member when seconding a resolution or amendment may, if they then declare their intention to do so, reserve their speech until a later period in the debate.
  - 15.9.3 A Member shall direct their speech to the question under discussion or to a personal explanation or to a question of order.
  - 15.9.4 No speech by a mover of a resolution shall exceed 10 minutes and no other speech shall exceed 10 minutes unless by consent of the Council.
  - 15.9.5 An amendment shall be either:
    - i) To leave out words.
    - ii) To leave out words and insert or add others.
    - iii) To insert or add words.
  - 15.9.6 An amendment shall not have the effect of negating the resolution before the Council.
  - 15.9.7 If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
  - 15.9.8 A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
  - 15.9.9 The mover of a resolution or of an amendment shall have a right of reply not exceeding 10 minutes.
  - 15.9.10 A Member, other than the mover of a resolution shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
  - 15.9.11 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 them which may have been misunderstood.
  - 15.9.12 A resolution 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.
  - 15.9.13 When a resolution is under debate only the following procedural motions may be moved, which are presented in order of priority:
    - i) Suspension of Standing Order
    - ii) Recorded Vote
    - iii) Vote by Signed Ballot
    - iv) To adjourn the meeting.
    - v) That the question be now put.
    - vi) To proceed to the next business.
    - vii) To adjourn the debate.
    - viii) That the resolution be referred to a Committee.
    - ix) That a named Member leaves the meeting.
    - x) That a named Member be not further heard.

- xi) To exclude the public and press.
- xii) To amend the resolution
- xiii) To extend the time for speeches

- 15.10 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 a procedural motion is seconded, the Chair shall put the motion but, in the case of a motion “that the question be now put”, only if the Chair 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, the Chair shall call upon the mover to exercise or waive their 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.
- 15.11 If an amendment is proposed the mover of the amendment shall be entitled to summarise immediately before the amendment is put to the vote.
- 15.12 The mover of a resolution shall have a right of summation immediately before the resolution is put to the vote. Where a resolution has been amended it is the mover of the last carried amendment that has the right of summation.
- 15.13 After the summation a vote shall be taken without further discussion.

## **16. Decision on Expenditure**

- 16.1 All decisions on expenditure shall be carried out in accordance with the Selby Town Council Financial Regulations.
- 16.2 Selby Town Council Financial Regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £15,000 shall be procured on the basis of a formal tender.**
- 16.3 Selby Town Council Financial Regulations shall confirm that compliance with the [Public Contracts Regulations 2015](#) is required for public supply contracts, public service contracts or public works contracts with a value or estimated value of £25,000 or more.**

## **17. Accounts and Financial Statement**

- 17.1 The Proper Officer shall supply to each Member as soon as practicable 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 September.
- 17.2 The Council shall approve written estimates for the expenditure, income and charges for the coming financial year at its meeting before the end of the month of December.

- 17.3 The Council shall consider and approve Financial Regulations drawn up by the Proper Officer. Such Regulations shall include detailed arrangements for the following:
- 17.3.1 The accounting records and systems of internal control.
  - 17.3.2 The assessment and management of risks faced by the Council.
  - 17.3.3 The work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually.
  - 17.3.4 The financial reporting requirements of Members and local electors.
  - 17.3.5 Procurement policies including the obtaining of estimates, quotes or tenders, depending on the value of the contract.
- 17.4 The Financial Regulations of the Council shall be subject to regular review, at least once every four years.

**18. Inspection of Documents**

- 18.1 A Member may for the purpose of their 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.
- 18.2 **All minutes kept by the Council and by any Committee shall be open for the inspection of any Member of the Council.**

**19. Standing Orders**

- 19.1 Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.
- 19.2 A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.
- 19.3 A copy of these Standing Orders shall be given to each Member by the Proper Officer upon delivery to the Proper Officer of the Member's Declaration of Acceptance of Office *and written undertaking to observe the Code of Conduct adopted by the Council on the 25 June 2012.*
- 19.4 At each Annual Council meeting an item will be placed on the agenda reminding Members of the existence of Standing Orders and Financial Regulations and the opportunity to review Standing Orders and Financial Regulations by the process set out in Standing Order 19.2. The Annual Council meeting, in deciding to review the standing orders, is recommended to either set up a working party or empower the Proper Officer to produce a draft of the alterations. Any change in statute that requires a change of standing order shall be proposed without delay. A review of standing orders shall take place at least once every four years.

Date of Approval	22 May 2017
Latest date of formal Review	28 July 2018
Cross Reference Documents	Town Council: Financial Regulations; Scheme of Delegation; and Terms of Reference