



SELBY TOWN COUNCIL - STANDING ORDERS

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

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1. RULES OF DEBATE

1.1 Powers of the Chair:

1.1.1 The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.

1.1.2 Members shall address the Chair. If two or more Members wish to speak, the Chair shall call upon one of them to speak.

1.1.3 Whenever the Chair speaks during a debate all other Members shall be silent.

1.2 A Member may, with the consent of their seconder, move amendments to their own resolution.

1.3 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.

1.4 When a special resolution or any other resolution moved under the provisions of Standing Order 1.3 has been disposed of no similar resolution may be moved within a further six months.

1.5 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.

1.6 Procedure of Debate:

1.6.1 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.

1.6.2 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.

1.6.3 A Member shall direct their speech to the question under discussion or to a personal explanation or to a question of order.

1.6.4 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.

1.6.5 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.

1.6.6 An amendment shall not have the effect of negating the resolution before the Council.

- 1.6.7 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.
- 1.6.8 A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- 1.6.9 The mover of a resolution or of an amendment shall have a right of reply not exceeding 10 minutes.
- 1.6.10 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.
- 1.6.11 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.
- 1.6.12 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.
- 1.6.13 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

1.7 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.

1.8 If an amendment is proposed the mover of the amendment shall be entitled to summarise immediately before the amendment is put to the vote.

1.9 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.

1.10 After the summation a vote shall be taken without further discussion.

2 DISORDERLY CONDUCT AT MEETINGS

2.1 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.

2.2 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.

2.3 If the motion mentioned in Standing Order 2.2 is disobeyed, the Chair may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

3 MEETINGS

3.1 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, Leader and Proper Officer agree otherwise.

3.2 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.

3.3 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.

3.4 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 shorter notice.

3.5 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 resolution which shall give reasons for the public's exclusion.

3.6 Subject to standing order 3.7, 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.

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

3.8 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.

3.9 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).

3.10 The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council 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.

3.11 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.

3.12 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.

See standing orders 5.4 and 5.5 For the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

3.13 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 their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

3.14 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.

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

3.16 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.

3.17 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.

4. COMMITTEES AND SUB-COMMITTEES

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

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

4.3 Unless the Council determines otherwise, all members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

4.4 The Council may at its Annual Town Council Meeting appoint standing Committees or other Committees as may be necessary, and:

4.4.1 shall determine their terms of reference

4.4.2 shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of Council

4.4.3 shall, subject to standing orders 4.2 and 4.3, appoint and determine the terms of office of members of such a committee

4.4.4 may dissolve a committee or a sub-committee

4.5 The Chair and Vice-Chair ex-officio shall be voting Members of every Committee.

4.6 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.

4.7 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.

4.8 All Standing Orders (except those parts relating to speaking more than once) apply to all Committee and Sub-Committee meetings.

4.9 All Members are entitled to attend and observe any Committee or Sub Committee meeting.

4.10 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.

4.11 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.

5 ANNUAL MEETING OF THE TOWN COUNCIL

5.1 The annual meeting of the Town Council shall be arranged as follows:

5.1.1 In an election year, the annual meeting of the Town Council shall be held on or within 14 days following the day on which the councillors elected take office.

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

5.1.3 If no other time is fixed, the annual meeting of the Town Council shall take place at 6pm.

5.2 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 Town Council.

5.3 The Vice Chair of the Council, 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 Town Council.

5.4 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 shall give a casting vote in the case of an equality of votes.

5.5 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 shall give a casting vote in the case of an equality of votes.

5.6 The first business conducted at the annual meeting of the Town Council shall be the election of the Chair and Vice-Chair of the Council.

Following the election of the Chair and Vice-Chair of the Council, the business shall include:

- 5.6.1 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.**
- 5.6.2 In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- 5.6.3 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.
- 5.6.4 To appoint representatives to outside bodies or to note continued representation on bodies with a specified term of office.
- 5.6.5 To appoint Committees and Sub-Committees.
- 5.6.6 To inspect any deeds and trust investments in the custody of the Council as required.
- 5.6.7 In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence

And shall thereafter follow the order set out in Standing Order 6.5.

6 ORDINARY COUNCIL MEETINGS

6.1 In addition to the annual meeting of the Town Council, at least three other ordinary meetings shall be held in each year on such dates and times as the council decides. The Town Council normally holds full council meetings on the last Monday of each month except August, December and bank holidays.

6.2 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, the first business should be to

appoint a chair as chosen by the councillors present at the meeting to preside at the meeting.

6.3 The person presiding at the meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting.

6.4 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 6.11 must be read in conjunction with this requirement.

6.5 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:

6.5.1 Receive and consider questions from any members of the public in attendance.

6.5.2 Receive and record apologies for absence

6.5.3 Receive and record Disclosure of Interests

6.5.4 Confirmation of the accuracy of the minutes of the last meeting of the Council

6.5.5 After consideration, to approve the signature of the minutes by the person presiding as a correct record

6.5.6 Dispose of business, if any, remaining from the last meeting that will not be covered in a later agenda item

6.5.7 Receive and consider any recommendations from any committee meetings held since the last Council meeting

6.5.8 Deal with business expressly required by statute to be done

6.5.9 Undertake any business associated with external speakers who have come to the meeting to advise on issues and discuss issues

6.5.10 Receive such communications as the person presiding may wish to put before the Council

6.5.11 Authorise the signing of orders for payment

6.5.12 Receive and consider resolutions or recommendations in the order in which they have been notified

6.5.13 Receive and consider reports of any committees

6.5.14 Receive and consider reports from Officers of the Council.

6.5.15 Accept minor items of report

6.5.16 Accept items for the next agenda

6.6 A motion to vary the order of business on the grounds of urgency:

6.6.1 May be proposed by the Chair or by any Member and, if proposed by the Chair, may be put to a vote without being seconded

6.6.2 Shall be put to the vote without discussion

6.7 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.

6.8 No question not connected with business under the discussion shall be asked except during the part of the meeting set aside for questions.

6.9 Every question shall be put and answered without discussion.

6.10 A person to whom the question has been put may decline to answer.

6.11 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, has decided whether or not the press and public shall be excluded. (See Standing Order 6.4).

7 EXTRAORDINARY MEETINGS OF FULL COUNCIL AND ADDITIONAL MEETINGS OF COMMITTEES AND SUB-COMMITTEES

7.1 **The Chair of the Council may convene an extraordinary meeting of the council at any time.**

7.2 **If the Chair 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.**

7.3 **The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**

7.4 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.

8 PREVIOUS RESOLUTIONS

8.1 A resolution shall not be reversed within six months except either by a special motion, which requires notice by at least (6) councillors to be given to the Proper Officer in accordance with Standing Order 10, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

8.2 When a motion moved pursuant to Standing Order 8.1 has been disposed of, no similar motion may be moved for a further six months.

9 VOTING ON APPOINTMENTS

9.1 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 Chair of the meeting.

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

10.1 A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

10.2 Except as provided by these Standing Orders, no motion 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 seven clear days before the next meeting of the Council. Clear days do not include the day of the notice or the day of the meeting.

10.3 The Proper Officer shall date every notice of motion when received, shall number each notice in the order in which it was received and shall record it in an electronic document accessible to the inspection of every Member of the Council.

10.4 The Proper Officer shall insert in the summons for every meeting all notices of motions 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.

10.5 If a motion 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.

10.6 If the subject matter of a motion comes within the province of a Committee of the Council, it shall, upon being moved and seconded, stand referred without such 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.

10.7 Every motion shall be relevant to some subject over which the Council has power or duties which affect its area.

11 MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

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

11.1.1 to correct an inaccuracy in the draft minutes of a meeting

- 11.1.2 to move to a vote
- 11.1.3 to defer consideration of a motion
- 11.1.4 to refer a motion to a particular committee or sub-committee
- 11.1.5 to appoint a person to preside at a meeting
- 11.1.6 to change the order of business on the agenda
- 11.1.7 to proceed to the next business on the agenda
- 11.1.8 to require a written report
- 11.1.9 to appoint a committee or sub-committee, and their members
- 11.1.10 to extend the time limits for speaking
- 11.1.11 to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest
- 11.1.12 to not hear further from a councillor or a member of the public
- 11.1.13 to exclude a councillor or member of the public for disorderly conduct
- 11.1.14 to temporarily suspend the meeting
- 11.1.15 to suspend a particular Standing Order (unless it reflects mandatory statutory or legal requirements)
- 11.1.16 to adjourn the meeting, or
- 11.1.17 to close the meeting

12 MANAGEMENT OF INFORMATION

See also Standing Order 21.

12.1 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.

12.2 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 or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

12.3 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.

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

13 DRAFT MINUTES

13.1 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

See also Standing Order 3.14

14.1 If a Member has any interests, as defined by the Code of Conduct adopted by the Council on 31 October 2022, then they shall comply with that Code of Conduct.

14.2 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.

14.3 **A Dispensation may be granted in accordance with Standing Order 14.5 below if having regard to all relevant circumstances the following applies:**

- 14.3.1 **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**
- 14.3.2 **Granting the dispensation is in the interests of persons living in the council's area; or**
- 14.3.3 **It is otherwise appropriate to grant a dispensation.**
- 14.3.4 No dispensation may be granted contrary to statutory limitation.

14.4 **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. 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.

14.5 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.

14.6 The Proper Officer shall make known the purpose Standing Order 13.6 to every candidate.

14.7 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.

14.8 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.

14.9 Standing Order 14.5 and 14.7 above shall apply to tenders as if the person making the tender were a candidate for an appointment.

15 CODE OF CONDUCT COMPLAINTS

15.1 All Members must observe the Code of Conduct which was adopted by the Council on the 31 October 2022

15.2 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.

15.3 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.

15.4 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.

15.5 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.

15.6 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.

15.7 Any Member in breach of the provisions of Standing Order 15.6 above shall be removed from any Committee or Sub-Committee of the Council by the Council.

16 PROPER OFFICER

16.1 The Proper Officer shall be either (i) the Town Clerk or (ii) other member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent. The Proper Officer shall:

16.1.1 **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 residence 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 the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them).**

16.1.2 **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in that office;**

16.1.3 **facilitate inspection of the minute book by local government electors:**

16.1.4 **receive and retain copies of byelaws made by other local authorities;**

16.1.5 hold acceptance of office forms from councillors;

16.1.6 hold a copy of every councillor's register of interests;

16.1.7 sign notices or other documents on behalf of the Council;

16.1.8 certify copies of byelaws made by the Council;

16.1.9 keep proper records for all Council meetings;

16.1.10 respond 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;

16.1.11 receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

16.1.12 arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

16.1.13 be responsible 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);

16.1.14 arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

16.1.15 manage access to information about the Council via the publication scheme, and

16.1.16 record every planning application notified to the Council and the Council's response to the local planning authority.

16.2 The Proper Officer has delegated powers to deal with matters between meetings as defined in the current Scheme of Delegation.

16.3 All the responses made by the Proper Officer under delegated authority shall be reported to the Council at the next meeting.

17 RESPONSIBLE FINANCE OFFICER

The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer (RFO) when the RFO is absent.

18 ACCOUNTS AND ACCOUNTING STATEMENTS

18.1 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.

18.2 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.

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

19 FINANCIAL CONTROLS AND PROCUREMENT

All decisions on expenditure shall be carried out in accordance with the Selby Town Council Financial Regulations.

19.1 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:

- 19.1.1 the keeping of accounting records and systems of internal controls;
- 19.1.2 the assessment and management of financial risks faced by the Council
- 19.1.3 the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

- 19.1.4 the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
- 19.1.5 whether contracts with an estimated value below **£60,000** due to special circumstances are exempt from a tendering process or procurement exercise.

19.2 Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

19.3 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:

- 19.3.1 a specification for the goods, materials, services or the execution of works shall be drawn up;
- 19.3.2 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;
- 19.3.3 tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
- 19.3.4 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;
- 19.3.5 tenders are to be reported to and considered by the appropriate meeting of the Council or a committee with delegated responsibility.

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

19.5 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 RESPONSIBILITIES TO PROVIDE INFORMATION

See also Standing Order 21.

20.1 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.

20.2 The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

21.1 The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.

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

21.3 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.

21.4 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.

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

22 SEALING OF DOCUMENTS

22.1 A legal deed shall not be signed on behalf of the Council unless its signing has been authorised by a resolution.

22.2 Subject to standing order 22.1, any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

23 LIAISON WITH NORTH YORKSHIRE COUNCILLORS

23.1 A Summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the North Yorkshire Councillors for the appropriate ward.

23.2 Unless the Council otherwise orders, a copy of each letter ordered to be sent to North Yorkshire Council shall be transmitted to the North Yorkshire Councillors for the division or to the Councillors for the ward as the case may require, at the discretion of the Council, Committee or Sub-Committee.

24 INSPECTION OF DOCUMENTS

24.1 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.

24.2 All minutes kept by the Council and by any Committee shall be open for the inspection of any Member of the Council.

25 STANDING ORDERS

25.1 Any or every part of the Standing Orders except those that incorporates mandatory statutory or legal requirements, (printed in bold type), may be suspended by resolution in relation to any specific item of business.

25.2 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.

25.3 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 31 October 2022*

25.4 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 25.2. 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	18.5.26
Latest date of formal Review	May 2027
Cross Reference Documents	Town Council: Financial Regulations; Scheme of Delegation; and Terms of Reference