

Litton Cheney Parish Council

Standing Orders

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INTRODUCTION

These standing orders replace previous standing orders issued 18 April 2016 and adopted 10 May 2016. They are based on NALC model standing orders 2018 and updated as advised by NALC, in response to the COVID-19 pandemic in April 2020 for retrospective adoption at the next Parish Council meeting on 12 May 2020.

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

The standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Standing orders that are in bold type contain legal and statutory requirements. Model standing orders not in bold are designed to help the Parish Council operate effectively but do not contain statutory requirements.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

- a Meetings of the Council shall be held at Litton and Thorner's Community Hall at 7.30 unless the Council notifies otherwise. Smoking is not permitted at any meeting of the Council.
- b **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.**
- c **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.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence in respect of the business included on the agenda during democratic time. No member of the public has a right to speak unless the Council (not the Chairman) approves.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l The local MP, Dorset Councillors, police representatives and incumbent Vicar are allowed to speak at meetings.
- m **Subject to standing order 3(n), 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.**
- n A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- o 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.**
- p Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- q The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- r Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- s The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- t Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- u The minutes of a meeting shall include an accurate record of the following:**
- i. the time and place of the meeting;**
 - ii. the names of councillors who are present and the names of councillors who are absent;**
 - iii. interests that have been declared by councillors and non-councillors with voting rights;**
 - iv. the grant of dispensations (if any) to councillors and non-**

councillors with voting rights;

- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- v **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.**
- w **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.
- x A meeting shall not exceed a period of 2 hours.

4. **REMOTE ATTENDANCE AT MEETINGS**

- a When Regulations permit, the "place" where a meeting is held, or to be held, may include reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.
- b For the purposes of any such meetings, a Councillor (a "member in remote attendance") attends the meeting at any time if all of the conditions in (c) are satisfied.
- c Those conditions are that the member in remote attendance is able at that time:
 - to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance
 - to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
 - to be so heard and, where practicable, be seen by any other members of the public attending the meeting.
- d Any reference to a member, or a member of the public, attending a meeting includes that person attending by remote access.
- e An amended version of the usual meeting Notice will accompany the meeting Agenda and will be displayed on the Council website. The meeting Notice will publicise any necessary remote meeting access details for use by the press and public.
- f All non-confidential meeting papers will be accessible via the Council website.

- g Guidance on how to use any software necessary for remote attendance at any such meetings will be available on the Council website.
- h All attendees at the meeting, other than the Chairman, are asked to keep their microphone turned off unless they are speaking, when it should be turned on.
- i A person requesting to speak may raise a hand either physically via video link, or via any specific functionality provided by the conference software in use. The Chairman will outline the procedure at the beginning of any such meetings.
- j For the purposes of voting, “a show of hands” may include the methods defined by (g). If a show of hands is not clear enough, at the request of any Councillor or the Clerk, the Chairman will call the name of each attending councillor in turn and request them to state whether they support a proposal, oppose a proposal or abstain.
- k If a member in remote attendance is required to leave the meeting, owing to 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, that member must be temporarily removed from the remote meeting to allow discussion to continue without them. The meeting controller will allow them to rejoin the meeting once that item is finished.
- l If the Council resolves to exclude the public from part or all of a meeting, the Chairman will make a statement to explain reasons for the public’s exclusion. On conclusion of the public business, the Chairman will thank the public for their attendance, notify Councillors that a new meeting invitation will be immediately issued by email to Councillors only, and close the remote meeting.

5. **ADVISORY COMMITTEES**

- a The Council may appoint advisory committees.
- b The members of an advisory committee may include non-councillors. **Unless the Council determines otherwise, all the members of an advisory committee may be non-councillors.**
- c Advisory committee may make representations and give notice thereof to the Council.

6. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 7.30pm.**
- d **In addition to the annual meeting of the Council, at least three**

other ordinary meetings shall be held in each year on such dates and times as the Council decides.

- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman 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 Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Review and adoption of appropriate standing orders and financial regulations;
 - iv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - v. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.

7. **EXTRAORDINARY MEETINGS OF THE COUNCIL**
 - a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
 - b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
8. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**
 - a A motion 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.
 - b No motion may be moved at a meeting unless wording is provided to the Proper Officer in time for it to be included on the agenda.
9. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**
 - a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to appoint a person to preside at a meeting;
 - v. to change the order of business on the agenda;
 - vi. to proceed to the next business on the agenda;
 - vii. to require a written report;
 - viii. to appoint an advisory committee and its members;
 - ix. to extend the time limits for speaking;
 - x. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xi. to not hear further from a councillor or a member of the public;
 - xii. to exclude a councillor or member of the public for disorderly conduct;
 - xiii. to temporarily suspend the meeting;
 - xiv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xv. to adjourn the meeting; or
 - xvi. to close the meeting.

10. **MANAGEMENT OF INFORMATION**

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

11. **DRAFT MINUTES**

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting on [date] in respect of (matter) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which

confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

12. **CODE OF CONDUCT AND DISPENSATIONS.**

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **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;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

13. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by Dorset Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by Dorset 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 him. Such action excludes disqualification or suspension from office.**

14. **PROPER OFFICER**

- a The Proper Officer shall be the clerk.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(c) for the meaning of clear days for a meeting of the Parish Council
 - ii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - iii. **facilitate inspection of the minute book by local government electors;**
 - iv. **receive and retain copies of byelaws made by other local**

authorities;

- v. hold acceptance of office forms from councillors;
- vi. hold a copy of every councillor's register of interests;
- vii. assist with responding to requests made under freedom of information legislation and rights exercisable under General Data Protection Regulations in accordance with the Council's relevant policies and procedures;
- viii. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- ix. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- x. arrange for legal deeds to be executed; (*see also standing order 18*);
- xi. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xii. Forward, by email, to all Councillors details of every planning application notified by the Local Planning Authority within 96 hours of receipt and to facilitate an extraordinary meeting if the nature of the planning application requires consideration before the next ordinary meeting of the Council
- xiii. Where an application is considered routine and non-contentious, a collective response by consensus of the Council may be agreed by email and minuted at the next ordinary meeting;
- xiv. manage access to information about the Council via the publication scheme.

15. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall provide a finance report at every ordinary meeting which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

16. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. 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;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. The Council is not bound to accept the lowest value tender.
- e. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**

- f. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

17. **RESPONSIBILITIES TO PROVIDE INFORMATION**

- a **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.**
- b. **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

18. **RESPONSIBILITIES UNDER GENERAL DATA PROTECTION REGULATIONS** *See also standing order 9.*

- a **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- b **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- c **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- d **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- e **The Council shall maintain a written record of its processing activities.**

19. **EXECUTION AND SEALING OF LEGAL DEEDS** *See also standing orders 13(b)(x).*

- a **A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.**
- b **[Subject to standing order 21(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]**

20. **COMMUNICATING WITH DORSET WARD COUNCILLOR**
- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor of Dorset Council.
21. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**
- a. Unless duly authorised no councillor shall issue orders, instructions or directions.
22. **STANDING ORDERS GENERALLY**
- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements (those in bold type), may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except for one that includes mandatory, statutory or legal requirements, shall not be carried unless two thirds of the councillors at a meeting of the Council vote in favour of doing so.
- c The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.
23. **DELEGATION OF POWER AND EXTRAORDINARY CIRCUMSTANCES**
- a. The Parish Council recognises that urgent decisions may arise between scheduled meetings and have therefore defined this policy to ensure the Parish Council is managed effectively.
- b. Under the Council's Financial Regulations, the Clerk has delegated authority to authorise emergency expenditure up to £250, and up to £500 with agreement of Chairman, regardless of whether there is budgetary provision.
- c. Notwithstanding (a), in the event of extraordinary circumstances that
- could not be foreseen at previous meeting
 - are time sensitive and where
 - a meeting cannot be scheduled within a reasonable time
- The Clerk has delegated responsibility to make decisions that fall outside the general or specific authority delegated to the Clerk and cannot reasonably be deferred. The delegation does not extend to matters expressly reserved to the Council in legislation of Financial Regulations
- d. This will be carried out, where possible, by consultation with the Chairman and two other councillors by electronic means or telephone. The Chairman, may instead decide to call an extraordinary meeting.
- e. In any event, the Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter. Any decisions made under this delegation must be recorded in writing and published in accordance with relevant regulations.

- f. Any decision taken must be reported to PC at next available meeting and the decision formally ratified
- g. The above points (b-e) will apply to any Councillor nominated by the Chairman or Vice Chairman should the Clerk for any reason be unable to exercise these delegated powers.