

Receipts for Month 11				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		497,244.97					497,244.97	
000101	Banked: 02/02/2021	75.00						
000101	R Latter	75.00			1103	101	75.00	Rent on land adj to Field Terr
BACS	Banked: 10/02/2021	4,290.20						
	Sales Recpts Page 2238	4,290.20	4,290.20		101			Sales Recpts Page 2238
bacs	Banked: 15/02/2021	912.00						
	Sales Recpts Page 2239	912.00	912.00		101			Sales Recpts Page 2239
	Banked: 26/02/2021	850.00						
	Zurich Insurance	850.00			1005	204	850.00	ins repay for bollard BTutte
Total Receipts for Month		6,127.20	5,202.20	0.00			925.00	
Cashbook Totals		503,372.17	5,202.20	0.00			498,169.97	

Payments for Month 11					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/02/2021	Simplicity	637072	59.29	59.29		501			637072/3018/CONTRACT/Si
01/02/2021	Simplicity	635908	19.76	19.76		501			635908/3019/CONTRACT/Si
01/02/2021	British Telecommunications Plc	6519500	118.80	118.80		501			6519500/3020/CONTRACT/
01/02/2021	Thomas Hoblyn Garden Design Lt	1443	2,877.60	2,877.60		501			1443/3022/MH21/006/Thom Hobl
01/02/2021	Newprint Ltd	I519556	62.40	62.40		501			I519556/3025/MH21/010/Ne
08/02/2021	Massey & Harris (Engineering)	103264	972.00	972.00		501			103264/3034/MH19/312/Ma &
08/02/2021	Massey & Harris (Engineering)	103265	679.80	679.80		501			103265/3033/MH20/086/Ma &
08/02/2021	Simplicity	638186	19.76	19.76		501			638186/3032/CONTRACT/Si
08/02/2021	N-CIS	8295	518.40	518.40		501			8295/3031/MH21/009/N-CIS
08/02/2021	Phillip Green	07022021	110.00	110.00		501			07022021/3030/CONTRACT
08/02/2021	Auditing Solutions Ltd	4057	534.00	534.00		501			A6811/3028/CONTRACT/Au S
08/02/2021	Cooleraid Ltd	1531798	83.70	83.70		501			1531798/3027/CONTRACT/
08/02/2021	Ridgeons Ltd	IB025482	70.43	70.43		501			IB025482/3026/MH21/004/R
10/02/2021	Corona Corporate Solutions Ltd	DD	233.82	233.82		501			245410/3024/CONTRACT/C Co
12/02/2021	N-CIS	DDR	585.73	585.73		501			8280/3029/CONTRACT/N-CIS
12/02/2021	Total Gas and Power Ltd	ddr	10.27	10.27		501			229537115/21/3021/CONTR
12/02/2021	Siemens Financial Services	DDR	200.84		33.47	4028	101	167.37	SAMSUNG LEASE FINAL PAYMENT
15/02/2021	CRC Pest Control	3917/3035	600.00	600.00		501			3917/3035/MH20/084/CRC Pest Co
15/02/2021	Suffolk Gate Automation	4076/3040	2,416.26	2,416.26		501			4076/3040/MH20/135/Suffol Gat
15/02/2021	Quadian Finance UK Ltd	2021008888	101.34	101.34		501			2021008888/3041/CONTRA
15/02/2021	Simplicity	639292	88.94	88.94		501			639292/3042/CONTRACT/Si
15/02/2021	SLCC Enterprises Ltd	BK200796-8	96.00	96.00		501			BK200796/3045/MH21/014/En
15/02/2021	SLCC Enterprises Ltd	ORD507632	92.20	92.20		501			ORD507632/3046/MH21/01E
15/02/2021	Anglian Water Business Nationa	354447001	269.82	269.82		501			35444701/8463704/3047/C
15/02/2021	Newmarket Plant Hire Ltd	575636	79.08	79.08		501			575636/3048/MH21/011/Ne
22/02/2021	Anglia Gifts & Promotions	4384	278.88	278.88		501			4384/3052/MH21/017/Anglia Gift
22/02/2021	All Saints Convenience Store L	1011JAN21	19.90	19.90		501			1011JAN21/3051/DELEGAT

Payments for Month 11					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									S
22/02/2021	Simplicity	640431	39.53	39.53		501			640431/3050/CONTRACT/Si
22/02/2021	Staff Salary Account	SALARIES	20,000.00			204		20,000.00	TFR TO COVER SALARIES
23/02/2021	Total Gas and Power Ltd	DDR	108.10	108.10		501			230219005/21/3039/CONTR
23/02/2021	Total Gas and Power Ltd	dd	58.13	58.13		501			230219016/21/3038/CONTR
23/02/2021	Total Gas and Power Ltd	ddr	7.02	7.02		501			230269693/21/3037/CONTR
23/02/2021	Total Gas and Power Ltd	DD	39.67	39.67		501			230218994/21/3036/CONTR
28/02/2021	Petty Cash	300765	142.70			210		142.70	M11 PCash reimbursement
28/02/2021	Mrs Hart	22022021	280.00	280.00		501			22022021/3053/CONTRACT Har
28/02/2021	Office Wizard	000267	90.00	90.00		501			000267/3054/MH21/018/Offi Wi
28/02/2021	Anglian Water Business Nationa	290307401	27.31	27.31		501			290307401/8390428/3055/
28/02/2021	Simplicity	641530	158.11	158.11		501			641530/3056/CONTRACT/Si
28/02/2021	SLCC Enterprises Ltd	BK201222	36.00	36.00		501			BK201222/3057/MH21/021/ En
28/02/2021	Kallkwik	85307	30.00	30.00		501			853-7/3058/MH21/015/Kallkwik
28/02/2021	Phillip Green	01032021	110.00	110.00		501			01032021/3059/CONTRACT
Total Payments for Month			32,325.59	11,982.05	33.47			20,310.07	
Balance Carried Fwd			471,046.58						
Cashbook Totals			503,372.17	11,982.05	33.47			491,356.65	

Receipts for Month 11				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		150.00					150.00	
Banked: 28/02/2021		142.70						
300765	Current Account	142.70			201		142.70	M11 PCash reimbursement
Total Receipts for Month		142.70	0.00	0.00			142.70	
Cashbook Totals		<u>292.70</u>	<u>0.00</u>	<u>0.00</u>			<u>292.70</u>	

Payments for Month 11				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
28/02/2021	Petty Cash M11	PCASHFEB21	142.70		3.51	4022	101	121.60	PCash/Postage Stamps (RFO)
						4023	101	5.67	PCash/Clipboard
						4018	101	11.92	PCash/Ink cartridges(RFO)
Total Payments for Month			142.70	0.00	3.51			139.19	
Balance Carried Fwd			150.00						
Cashbook Totals			292.70	0.00	3.51			289.19	

Receipts for Month 11				Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
	Balance Brought Fwd :	14,547.12					14,547.12
	Banked: 22/02/2021	20,000.00					
SALARIES	Current Account	20,000.00			201		20,000.00 TFR TO COVER SALARIES
Total Receipts for Month		20,000.00	0.00	0.00			20,000.00
Cashbook Totals		<u>34,547.12</u>	<u>0.00</u>	<u>0.00</u>			<u>34,547.12</u>

Payments for Month 11				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
24/02/2021	Net Salaries M11	BACS	8,521.66			516		8,521.66	Net Salaries M11
24/02/2021	HMRC	BACS	3,310.93			515		3,310.93	HMRC/PAYE&NICs M11
25/02/2021	People's Pension	DD	520.99			514		520.99	People's Pension/ M11
Total Payments for Month			12,353.58	0.00	0.00			12,353.58	
Balance Carried Fwd			22,193.54						
Cashbook Totals			34,547.12	0.00	0.00			34,547.12	

Receipts for Month 11		Nominal Ledger Analysis						
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Balance Carried Fwd		434.62						
Cashbook Totals		<u>434.62</u>	<u>0.00</u>	<u>0.00</u>			<u>434.62</u>	

Payments for Month 11				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :			216.09					216.09	
29/01/2021	card/Zoom	CC126	14.39		2.40	4115	101	11.99	card/Zoom monthly lic
01/02/2021	card/Moneysoft Ltd	CC125	88.80		14.80	4025	101	74.00	card/Moneysoft Payroll lic
01/02/2021	card/QD	CC122	13.27		2.21	4016	310	11.06	card/cleaning equipment
02/02/2021	card/Adobe Acropro	CC127	15.17		2.53	4025	101	12.64	card/Adobe Acropro subsmnthly
10/02/2021	card/Homebase	CC121	41.25		6.88	4037	120	18.33	card/paint for TC office
						4037	310	16.04	card/gutter repairs
11/02/2021	card/QD	CC123	5.98		1.00	4039	200	4.98	card/antifreeze for van
20/02/2021	card/Adobe Acropro	CC128	25.28		4.21	4025	101	21.07	card/Adobe Acropro monthllysubs
28/02/2021	card/Zoom	CC129	14.39		2.40	4115	101	11.99	card/Zoom monthly lic
Total Payments for Month			218.53	0.00	36.43			182.10	
Cashbook Totals			434.62	0.00	36.43			398.19	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Policy								
100 Precept								
1176 Precept Received	0	665,114	665,114	0			100.0%	
Precept :- Income	0	665,114	665,114	0			100.0%	0
Net Income	0	665,114	665,114	0				
101 Administration								
1003 Banner Income	0	0	1,000	1,000			0.0%	
1103 Rent Receivable	75	75	75	0			100.0%	
1181 Grant Received WSC	0	2,000	0	(2,000)			0.0%	
1190 Interest Received	0	1	50	49			2.3%	
Administration :- Income	75	2,076	1,125	(951)			184.5%	0
4008 Staff Training	200	1,946	2,500	554		554	77.9%	
4009 Staff Travel	0	0	250	250		250	0.0%	
4018 Software/Computer Consumables	12	555	1,500	945		945	37.0%	
4019 New IT System/Hardware	0	341	2,030	1,689		1,689	16.8%	
4021 Telephone and Fax	160	1,444	2,000	556		556	72.2%	
4022 Postage	122	1,310	2,100	790		790	62.4%	
4023 Stationery	6	941	2,000	1,059		1,059	47.0%	
4025 Subscriptions&Licences	108	3,520	4,000	480		480	88.0%	
4026 Insurance	0	8,128	8,129	1		1	100.0%	
4028 Office Maintenance	798	10,624	7,500	(3,124)		(3,124)	141.7%	
4030 Recruitment Advertising	0	0	406	406		406	0.0%	
4051 Bank Charges/Interest	0	228	600	372		372	38.0%	
4056 Legal Expenses	0	44,205	41,205	(3,000)		(3,000)	107.3%	
4057 Audit & Accountancy Fees	445	2,750	3,500	750		750	78.6%	
4058 Professional Fees	0	100	0	(100)		(100)	0.0%	
4059 web site	25	3,199	3,050	(149)		(149)	104.9%	
4060 Councillors Training	0	50	508	458		458	9.8%	
4061 Councillors Expenses	0	0	254	254		254	0.0%	
4062 Civic Regalia	0	50	305	255		255	16.4%	
4064 Town Mayor's Allowance	0	96	1,000	904		904	9.6%	
4075 Grant to CAB	0	3,000	3,000	0		0	100.0%	
4076 Grants	0	11,000	11,300	300		300	97.3%	
4077 Marketing	99	199	315	116		116	63.2%	
4079 Grant to Royal British Legion	0	103	25	(78)		(78)	410.0%	
4083 PCSO	0	34,000	34,000	0		0	100.0%	
4090 Biodegradable Dog Poo Bags	0	308	964	657		657	31.9%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4097 Election Costs	0	0	12,790	12,790		12,790	0.0%	
4113 Rolling Capitol Reserve	0	0	13,000	13,000		13,000	0.0%	
4115 Coronavirus Response Costs	562	8,561	5,000	(3,561)		(3,561)	171.2%	6,263
4180 Civic Functions	0	0	2,000	2,000		2,000	0.0%	
4220 Discover Nmkt Stakeholder Fee	0	5,000	5,000	0		0	100.0%	
4221 Yellow Brick Road	0	1,372	2,000	628		628	68.6%	
4222 Tourism Stakeholder Fee	0	0	1,000	1,000		1,000	0.0%	
Administration :- Indirect Expenditure	2,536	143,030	173,231	30,201	0	30,201	82.6%	6,263
Net Income over Expenditure	(2,461)	(140,954)	(172,106)	(31,152)				
6000 plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(2,461)	(134,691)						
<u>103 Health & Safety</u>								
4020 Misc. Staff Costs	0	0	250	250		250	0.0%	
4028 Office Maintenance	0	0	250	250		250	0.0%	
4058 Professional Fees	0	2,500	2,500	0		0	100.0%	
Health & Safety :- Indirect Expenditure	0	2,500	3,000	500	0	500	83.3%	0
Net Expenditure	0	(2,500)	(3,000)	(500)				
Finance & Policy :- Income	75	667,190	666,239	(951)			100.1%	
Expenditure	2,536	145,530	176,231	30,701	0	30,701	82.6%	
Net Income over Expenditure	(2,461)	521,660	490,008	(31,652)				
plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(2,461)	527,923						
Grand Totals:- Income	75	667,190	666,239	(951)			100.1%	
Expenditure	2,536	145,530	176,231	30,701	0	30,701	82.6%	
Net Income over Expenditure	(2,461)	521,660	490,008	(31,652)				
plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(2,461)	527,923						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>							
Income	75	667,190	666,239	(951)			100.1%
Expenditure	2,536	145,530	176,231	30,701	0	30,701	82.6%
Net Income over Expenditure	<u>(2,461)</u>	<u>521,660</u>					
plus Transfer from EMR	0	6,263					
Movement to/(from) Gen Reserve	<u>(2,461)</u>	<u>527,923</u>					

Community Services

Income	850	55,855	71,650	15,795			78.0%
Expenditure	5,384	124,341	202,038	77,697	0	77,697	61.5%
Net Income over Expenditure	<u>(4,534)</u>	<u>(68,487)</u>					
plus Transfer from EMR	0	5,550					
Movement to/(from) Gen Reserve	<u>(4,534)</u>	<u>(62,937)</u>					

Leisure Services

Income	5,888	20,163	34,900	14,737			57.8%
Expenditure	2,624	143,687	207,520	63,833	0	63,833	69.2%
Net Income over Expenditure	<u>3,264</u>	<u>(123,524)</u>					
plus Transfer from EMR	0	17,700					
Movement to/(from) Gen Reserve	<u>3,264</u>	<u>(105,824)</u>					

Human Resources

Income	0	0	0	0			0.0%
Expenditure	12,586	140,962	184,000	43,038	0	43,038	76.6%
Movement to/(from) Gen Reserve	<u>(12,586)</u>	<u>(140,962)</u>					

Development & Planning

Income	0	0	0	0			0.0%
Expenditure	0	160	3,000	2,840	0	2,840	5.3%
Movement to/(from) Gen Reserve	<u>0</u>	<u>(160)</u>					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	6,813	743,208	772,789	29,581			96.2%
Expenditure	23,129	554,680	772,789	218,109	0	218,109	71.8%
Net Income over Expenditure	<u>(16,317)</u>	<u>188,528</u>	<u>0</u>	<u>(188,528)</u>			
plus Transfer from EMR	0	29,513					
Movement to/(from) Gen Reserve	<u>(16,317)</u>	<u>218,041</u>					

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	8,391	
105	Vat Due	4,466	
201	Current Account	471,047	
204	Staff Salary Bank Account	22,194	
208	Barclaycard Account	(435)	
210	Petty Cash	150	
	Total Current Assets		505,813
	<u>Current Liabilities</u>		
501	Creditors	28	
515	Paye/NI Due	0	
516	Wages Control	(0)	
565	Bookings Deposit	368	
	Total Current Liabilities		396
	Net Current Assets		505,417
	Total Assets less Current Liabilities		505,417
	<u>Represented by :-</u>		
301	Current Year Fund	188,528	
310	General Fund	134,360	
313	EMR Town Regeneration	43,557	
316	EMR Clocks/Memorials	7,205	
317	EMR Buildings-M Hall Fund	19,632	
318	EMR Buildings - Pavilion Fund	25,000	
319	EMR Disused Churchyard	2,836	
320	EMR Cooper Memorial	2,008	
322	EMR Studland Park Timers	3,500	
323	EMR Allotments	4,839	
327	EMR Legends of the Turf	2,844	
330	EMR Cemetery	31,296	
332	EMR Human Resources	13,646	
333	EMR Carnival	5,267	
334	EMR Christmas Lights	2,275	
342	EMR Memorial Gardens Masterplan	8,857	
343	EMR Workwear	818	
344	EMR Asset Sales	8,950	
	Total Equity		505,417



Report to	Town Council		
Subject	Soapbox Derby and the set-up of a charitable trust		
Purpose	Information		
Classification	Unrestricted		
Meeting date	15/03/2021	Item number	9 SOAPBOX DERBY
Written By	Town Clerk		

1.	Introduction
a.	At full Town Council meeting of 25/01/2021, it was agreed to review processes and procedures during the 2019 organisation of the Soapbox Derby. This report considers how these matters will be managed going forward.
2.	<u>Details and recommendations</u>
a.	Virement of funds: no resolution was taken in 2019 to make a virement from the Events code to create a budget of £6,000 for the event. A certain level of virement is allowed under the current Financial Regulations (4.2). The virement of £6,000 did however, exceed that policy. As part of the review of the regulations currently being undertaken, it will be recommended for clarity that <u>all</u> virements be tabled at Finance and Policy committee and agreed by resolution.
b.	Arrangements made with external organisations for the event prior to it being authorised by the council. Arrangements for activities (including the order of goods, works and services) must be made in accordance with the council's Standing Orders and Financial Regulations, with decisions to act, taken by the council as a body and not by individual councillors. The decision to run the 2021 Derby, has been agreed by a resolution, which included creation of an organising Working Group, reporting to C&L committee.
c.	Publication of Income and Expenditure costs: details of income and expenditure were not provided until the final accounts were published. Placing of orders for goods and services, where this was not undertaken through normal NTC procedures Orders for goods, works and services must be made in accordance with the council's Standing Orders and Financial Regulations. Orders will be actioned through the NTC Purchase Order system. Regular expenditure reports, should be made available to the Working Group and tabled at the relevant committee meeting as a matter of course. Details of council income and expenditure are routinely provided and included in agenda packs.
3.	<u>Conclusion</u>
a.	There is no indication of any impropriety in respect of the actions undertaken in organisation of the 2019 Derby and no matters in respect of the event have been queried or questioned by the Internal Auditor.
b.	Regular expenditure reports, should be made available to any working groups and tabled at the relevant committee as a matter of course.



Report to	Finance & Policy Committee
Subject	NTC Charitable Trust Bank Account
Purpose	Decision
Classification	Unrestricted
Meeting date	15th March 2021
Item number	9 CHARITABLE TRUST
Written By	Cathy Whitaker RFO

Summary: This report outlines information regarding the NTC Charitable Fund Bank Account. Councillors are asked to **CONSIDER** and **APPROVE** the **RECOMMENDATIONS** outlined in this report:

1. To transfer the existing balance of £369.56.
2. To close the NTC Charitable Trust Bank Account.
3. To investigate thoroughly the implications of creating a NTC Charitable Trust.

1.	Introduction
a.	A Unity Trust Bank account for Newmarket Town Council Charitable Trust, no: 20409717, was opened in May 2019 with a transfer of £500 from the current account.
b.	Since then bank fees to the value of £130.44 have been incurred.
c.	The account has not been used.
2.	Context
a.	The account was set up alongside the Soapbox Derby plans; with the initial intention to encourage donors to town events due to the potential tax relief that would be available.
b.	The Charity Commission declined to give a charity registration number to the town council fund due to the lack of the existence of a £5,000 balance in the account.
3.	Proposal/Options
a.	The setup of a charitable trust requires further investigation and research.
b.	It would be advisable to reverse the current status and begin consideration of the matter again.
4.	Financial/Resource Implications
a.	A charitable trust would require to be operated separately from the Town Council by way of a committee and accounting, with separate committee meetings.
5.	Next Steps/Recommendations
a.	To resolve to transfer the existing balance of £369.56 from the NTC Charitable Fund bank account back to the NTC Current account.
b.	To close the NTC Charitable Fund bank account.
c.	To resolve to carry out further research and discussion regarding the creation of a NTC Charitable Fund.

Standing Orders Working Group – Report

1.1 Summary

- 1.1.1 The council is required to review and adopt standing orders. At the finance and policy committee meeting on 14th December 2020, it was proposed that a working group be set up to review standing orders. The group completed its review of the Standing orders in February 2021. This report gives some background and information on the changes made in the proposed standing orders.
- 1.1.2 NALC strongly recommend that their model Standing orders are used as the basis for a parish council.
- 1.1.3 Newmarket Town Council currently uses a modified version of the Congleton Town Council Standing orders, which appear to be based on the old NALC model Standing orders published in 2013.
- 1.1.4 The current NTC Standing orders, approved in 2017 and modified occasionally since, have not kept up to date with current legislation or practice, have some sections that are ambiguous and poorly worded, along with some incorrect numbering, poor formatting, inconsistent phrasing and capitalisation. A number of Standing orders have been misidentified as mandatory. The current Standing orders also include at least one Standing order that is not enforceable and subject to legal challenge. (43.b)
- 1.1.5 The proposed Standing orders have been redrafted and formatted to align with the current NALC model Standing orders whilst incorporating current practices at Newmarket Town Council.
- 1.1.6 The proposed Standing orders include various appendices. Appendices A and B, councillors guide and chairmanship, are designed to help councillors contribute meaningfully to their role, and encourage good practice and collaboration between each other, council employees, and their constituents. Appendices C and D lay out the roles and responsibilities of the Town Clerk and Responsible Financial Officer, which the working group hope will avoid misunderstandings about the roles and responsibilities for the senior officers of the council.
- 1.1.7 Standing orders from numerous NALC award winning town councils were reviewed to get an understanding of whether the model Standing orders are widely used and if so, how frequently they are tailored to suit local needs.
- 1.1.8 Councillors have been supplied with two copies of the standing orders. A draft version of the standing orders, and an annotated draft version that shows changes between the current and draft standing orders. This latter version includes a note against each standing order that shows the SO number in the current standing orders [in red], a reference to the NALC model standing order [in purple], and if appropriate, a reference to the relevant item of legislation, [in blue].

1.2 Mandatory Standing orders

- 1.2.1 Common practice in local council standing orders is to highlight in bold or otherwise indicate those Standing orders that are mandatory because they reflect Acts of Parliament and other regulations.
- 1.2.2 It was noted that a number of existing standing orders were incorrectly highlighted as mandatory, whilst also missing out a number of other mandatory requirements completely. The draft standing orders are correctly highlighted to show those standing orders which reflect legislative requirements.
- 1.2.3 A partial list of standing orders incorrectly marked as reflecting legal and statutory requirements are 8.c, 8.g, 8.j, 8.m, 8.q, 13.v, 14.a, 18.b (part), 18.c, 18.d, 21, 24(part), 28.a, 32.a, 32.c, 35(part), 37.a, One of the more obvious examples of an existing Standing order incorrectly marked as reflecting a statutory requirement is the section on rescission of previous resolutions.
- 1.2.4 The working group recommends that any future additions or changes to standing orders based on legal and statutory requirements are accompanied by a link to or report detailing the legal or statutory requirement underpinning the standing order.

1.3 Clean up and Clarifications

- 1.3.1 The proposed standing orders correct the formatting and numbering.
- 1.3.2 The NALC wording, which we have used throughout, uses clearer language for a number of the standing orders.
- 1.3.3 Capitalisation has been normalised. Following guidance from the majority of style guides there are very few words that should be capitalised.
- 1.3.4 Gender neutral language has been used throughout.
- 1.3.5 The standing orders make only one reference to the mayor and deputy mayor and elsewhere refer to chair and vice-chair, which avoids a number of otherwise unnecessary paragraphs in the current standing orders.

1.4 New Sections

- 1.4.1 An introduction and definitions section have been added to add clarity to a number of terms, including those of “Chair” and “Vice Chair”, as noted above.
- 1.4.2 Proposed standing orders have been reordered into a more logical format, and to make it clearer which sections apply to full council, committee, sub-committee and working groups.
- 1.4.3 Proposed SO.6 negates the requirement to repeatedly reference the deputy mayor in the absence of the mayor

- 1.4.4 Council Meetings. SO.1.b has been removed in its entirety, because it partially contradicts standing order SO.1.a. Whilst it is anticipated that meetings of the council would normally be held on the fourth Monday of the month at the memorial hall, it is unnecessary to put this in writing and then caveat that it can be changed.
- 1.4.5 All references to remote meetings as referenced in the Coronavirus Act 2020 have been moved into their own section, so they can be easily removed when the act is repealed.
- 1.4.6 Proposed SO.6 negates the requirement to repeatedly reference the deputy mayor in the absence of the mayor.
- 1.4.7 Section 6 (Expenditure and Financial Regulations) in the proposed standing orders (122 to 133), incorporates a number of NALC recommendations.
- 1.4.8 Sections 137 to 142 are standing orders that relate to staff details.

1.5 Modified Standing Orders

- 1.5.1 The vast majority of the standing orders have been rewritten, and in most cases the changes are minor and simply reflect the language used in the model standing orders.
- 1.5.2 The annotated version of the draft standing orders highlights all the changes that have been made between current and draft standing orders, the majority of which simply reflect the new NALC wording as distinct from previous iterations of NALC model standing orders.

1.6 Removal of Unlawful, Unused and Unnecessary Standing orders

- 1.6.1 Urgent Business – Standing order 11. The provision under this standing order to allow the order of business to be varied is permitted under draft standing order 54.vii. NALC do not recommend discussing items of business that are not on the agenda, and the working group felt any urgent business should be dealt with by an extraordinary meeting and/or by officers using existing delegated powers.
- 1.6.2 Questions – Standing order 14. Any councillor is entitled to request a motion be added to an agenda, and it was felt that this is the appropriate way for councillors to raise questions to the council.
- 1.6.3 Resolutions on Expenditure – Standing order 25. NALC have removed this from their current model standing orders. It is felt that the council should be prudent enough to take advice from the clerk and RFO under such circumstances.
- 1.6.4 Expenditure – Standing order 26. Covered in financial regulations.
- 1.6.5 Accounts and Financial Statement – Standing order 27. Covered in financial regulations.
- 1.6.6 Estimates / Precepts – Standing order 28. Covered in financial regulations.

- 1.6.7 Working Parties & Advisory Committees – Standing order 31. Covered in section 3 of the draft standing orders.
- 1.6.8 Canvassing of And Recommendations By Members – Standing order 36. Covered by code of conduct.
- 1.6.9 Inspection of Documents – Standing order 37. Covered by draft SO.108.iv, SO.127.iv, SO.148 and 149.
- 1.6.10 Confidential Business – Standing order 43.b. SALC have provided advice to the clerk to the effect that this is not enforceable and may be subject to a legal challenge. Councillor conduct is also covered under the section on code of conduct.
- 1.6.11 Complaints Procedure – Standing order 46. Does not need to be in standing orders.
- 1.6.12 Constitution – Standing order 49. Does not need to be in standing orders.
- 1.6.13 Town Meeting – Standing order 50. The annual town meeting is not a meeting of the town council and does not need to be in standing orders.
- 1.6.14 Honorary Titles – Standing order 51. The council may use powers under LGA s.249 admit as honorary freemen or freewomen persons of distinction who have rendered eminent service to the town, upon a two thirds majority. It is not required for this to be enshrined in standing orders.
- 1.6.15 Training and Development – Standing order 52. It is one of the duties of the town clerk to identify personal development and training needs along with a training schedule for staff and councillors. There is a training and development policy in the council constitution.
- 1.6.16 Certificates in Recognition of Outstanding Service – Standing order 53. This can be achieved through an ordinary resolution at a council meeting and does not need to be a standing order.
- 1.6.17 Youth Committee – Standing order 54. The working group noted that a youth council has not been active for over a decade, and that if there are plans to resurrect such an idea in future, it does not need to be enshrined in the standing orders.
- 1.6.18 General Power of Competence – Standing order 58. This is covered in draft SO.29.xiii which uses NALC wording.
- 1.6.19 Prayers at Council Meetings – Standing order 59. In line with guidance from the National Secular Society, this standing order has been removed in its entirety. See <https://www.secularism.org.uk/uploads/council-prayers-briefing-7.pdf> for further information.

1.7 Financial Information

1.7.1 There are no costs arising from this report.

1.8 Recommendation

1.8.1 That the draft Standing orders are approved by the finance and policy committee for adoption by full council.

1.9 Reason for Recommendation

1.9.1 To provide a clear and consistent guide for councillors and staff for the management of council business in accordance with current legislation and best practices.

MODEL STANDING ORDERS 2018 FOR ENGLAND (REVISED 2020)

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Introduction

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

How to use model standing orders

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.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council’s standing orders.

The model 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.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council’s needs. It is NALC’s view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this ‘()’ requires information to be inserted by a council. A model standing order that includes brackets like this ‘[]’ and the term ‘OR’ provides alternative options for a council to choose from when determining standing orders.

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.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed () minutes without the consent of the chairman of the meeting.

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

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **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.**
- b **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.**
- c **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 OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- 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 at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed () 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 () 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 stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [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 **Subject to standing order 3(m), 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.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **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.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **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.**
- q **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.**
- r **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.

- s **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.

- t 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.

- u **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.**

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

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- 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 () hours.

4. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer () days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;

- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. 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 6pm.**
- 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. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;

- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. Extraordinary meetings of the council, committees and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within () days of having been requested to do so by () members of the committee [or the sub-committee], any () members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least () councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. Voting on appointments

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

9. Motions for a meeting that require written notice to be given to the proper officer

- a 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.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least () clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least () clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. 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 refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;

- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. Management of information

See also standing order 20.

- 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.**

12. Draft minutes

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- 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. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- 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 of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

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

13. Code of conduct and dispensations

See also standing order 3(u).

- 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 the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - 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 Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - 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.**

14. Code of conduct complaints

- a Upon notification by the District or Unitary 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 the District or Unitary 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.**

15. Proper officer

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

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government**

electors;

- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. 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);
- xii. arrange for legal deeds to be executed;
(see also *standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chairman or in his absence the Vice-Chairman (if there is one) of the Council] OR [Chairman or in his absence Vice-Chairman (if there is one) of the () Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [() committee];
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also *standing order 23*).

16. Responsible financial officer

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

17. 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 supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich 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:
 - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 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.

18. 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 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. 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:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. 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;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. 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;

- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services 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.**
- g. **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 £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 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.**

19. Handling staff matters

- a. A matter personal to a member of staff that is being considered by a meeting of [Council] OR [the () committee] OR [the () sub-committee] is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of [the () committee] OR [the () sub-committee] or, if he is not available, the vice-chairman (if there is one) of [the () committee] OR [the () sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to [the () committee] OR [the () sub-committee] at its next meeting.
- c. The chairman of [the () committee] OR [the () sub-committee] or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the () committee] OR [the () sub-committee].

- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of [the () committee] OR [the () sub-committee] or in his absence, the vice-chairman of [the () committee] OR [the () sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the () committee] OR [the () sub-committee].
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chairman or vice-chairman of [the () committee] OR [the () sub-committee], this shall be communicated to another member of [the () committee] OR [the () sub-committee], which shall be reported back and progressed by resolution of [the () committee] OR [the () sub-committee].
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. Responsibilities to provide information

See also standing order 21.

- 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. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **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

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **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.**
- e **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.**
- f **The Council shall maintain a written record of its processing activities.**

22. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

OR

[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

24. Communicating with district and county or unitary councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. Restrictions on councillor activities

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least () councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

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