

Downend & Bromley Heath Parish Council

Standing Orders

Code of Conduct

1. The Council has adopted the Member's Code of Conduct as required by the Section 51 of the Local Government Act 2000. All Councillors shall observe the Code of Conduct adopted by the Council.
2. The Code of conduct contains mandatory provisions covering:
 - The respect owed to people, including Council employees;
 - non discrimination;
 - access to information;
 - impartiality, objectivity and integrity;
 - stewardship of resources;
 - accountability;
 - confidential reporting.
3. Members should record their personal interest and any gifts or hospitality that they receive as a consequence for their duties in public registers to be maintained by the Monitoring Officer of South Gloucestershire Council.
4. Members should declare any personal interest before participating in Council business.

Proper Officer

5. Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he shall be the clerk:
 - a) To receive and retain declarations of acceptance of office
 - b) To receive and record notices disclosing interests
 - c) To receive and retain plans and documents
 - d) To sign notices or other documents on behalf of the Council
 - e) To receive copies of byelaws made by the Unitary Council
 - f) To certify copies of byelaws made by the Council
 - g) To sign and issue summonses to attend meetings of the Council
 - h) To keep proper records of all meetings
 - i) In any other case the proper officer shall be the person nominated by the Council and, in default of nomination, the clerk.
 - j) To update the Parish Council's website as required.
 - k) To handle requests received under the Freedom of Information Act 2000 and Data Protection Act 1998.
 - l) To handle initially complaints made against the Parish Council in accordance with the Parish Council's Complaints Procedure.
 - m) To be responsible for the day-to-day administrative tasks and routine business related to the running of the Parish Council.

Meetings

6. a) Meetings of the Full Council shall be held at a publicly accessible venue within the Parish. Such meetings shall not take place in premises which, at the time of the meeting, are used for the supply of alcohol.
- b) Meetings will be held at 07.00pm and will close no later than 10.00pm.
- c) The dates of meetings will be set at the Annual meeting.
- d) The dates of Parish Council Meetings will be publicly displayed throughout the Parish.
- e) Smoking is not permitted at any meeting of the Council.
- f) If a member fails throughout six consecutive months to attend meetings of full council, he/she ceases automatically to be a member of the council, unless either he/she has a 'statutory excuse' or his/her failure is due to a reason approved by the council or he/she attended as a representative of the council at a meeting of any body of persons (such as a county association of local councils). The period begins with the last meeting attended.

The Statutory Annual Meeting

7. a) In an election year shall be held within two weeks, following the election day for the Council.
- b) In an ordinary year shall be held in the month of May.
8. Three other statutory meetings shall be held in the months of July, November and March
9. Other meetings of the Council shall be held at such an hour and on such days as the Council may determine.
10. The Annual assembly of the Parish will take place on an agreed date between 1 March and 1 June.

Extraordinary Meetings

11. 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 or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.

Chair of Meeting

12. If the Chair of the Council is absent from a meeting, the vice chair shall preside.
13. If both the Chair and Vice Chair of the Council are absent from a meeting of the Council, the Councillors present can select one of the group to preside over the meeting
14. The person presiding at a meeting may exercise all powers and duties of the Chair in relation to the conduct of the Meeting.

Quorum

15. Five members or one third membership whichever is the greater, shall constitute a quorum.
16. If a quorum is not present when the Council meets or if during a meeting the number of Councillors present and not debarred by reason of a declared personal interest falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or such other day as the Chair may fix.

Voting

17. Members shall vote by show of hands, or, if at least two members so request, by signed ballot.
18. If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it.
19.
 - (1) Subject to (2) and (3) below the Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though he gave no original vote.
 - (2) If the person presiding at the annual meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office he may not give an original vote in an election for Chairman.
 - (3) The person presiding must give a casting vote whenever there is an equality of votes in an election of Chairman.

Order of Business

20. At each Annual Meeting the first business shall be:

- (a) To elect a Chair. Note A Councillor can only be elected to the office of Chair for a maximum of 3 consecutive years. After a years grace a Councillor can be nominated and elected as Chair.
 - (b) To receive the Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received.
 - (c) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
 - (d) To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
 - (e) To elect a Vice-Chair. A Councillor can only elected to the office of Vice-Chair for a maximum of 3 consecutive years. After a years grace a Councillor can be nominated and elected as Vice-Chair.
 - (f) To appoint committees and representatives on outside bodies.
21. At every meeting other than the Annual Meeting the first business shall be to appoint a Chair if the Chair or Vice-Chair be absent and to receive such declarations of acceptance of office (*if any) as are required by law to be made, or if not then received when they shall be received.

22. In every year not later than the meeting at which estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees (See Standing Order 41).
23. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:
- (a) Items from the Public.
 - (b) Presentations of issues affecting the business of the Parish Council.
 - (c) To read and consider the Minutes: provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - (d) After consideration to approve the signature of the Minutes by the person presiding as a correct record.
 - (e) To deal with business expressly required by statute to be done.
 - (f) To dispose of business , if any, remaining from the last meeting.
 - (g) To receive such communications as the person presiding may wish to lay before the Council.
 - (h) To delegate to the clerk the function to take any urgent action in liason with the Chairman and Vice Chairman.
 - (i) The Clerk to report any urgent actions taken.
 - (j) To receive and consider reports and minutes of committees including any recommendations contained therein.
 - (k) To receive and consider reports from officers of the Council.
 - (l) To receive and consider reports from Committees and Working Groups. Presentation of reports will be kept to a minimum. Debate will only take place on any specific recommendations or proposals.
 - (m) To authorise the sealing of documents.
 - (n) To authorise the signing of orders for payment unless the finance committee has had this authority delegated to it.
 - (o) To consider resolutions or recommendations notified to the clerk under Standing Orders 25 to 30.
 - (p) Any business specified in the summons of the meeting.
 - (q) Notice of items of any other business for further discussion at a future meeting.
 - (r) Confidential business. Any item of business, which is of a confidential nature and from discussion of which the public must be excluded, will be placed at the end of the summons and clearly indicated as such.
24. A motion to vary the order of business.
- (a) may be proposed by any member and seconded, or if proposed by the Chair, may be put to the vote without being seconded, and
 - (b) shall be put to the vote without discussion.

Resolutions Moved on Notice

25. Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least fourteen clear days before the next meeting of the Council.
26. The Clerk shall date every notice of resolution or recommendation when received, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.

27. The Clerk shall insert in the summons for every meeting notices of motion or recommendation properly given in the order in which they have been received unless the member giving notice of motion has stated in writing that they intend to move at some later meeting or that they withdraw it.
28. If a resolution or recommendation specified in the summons is not moved either by a member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
29. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chair, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
30. Every resolution or recommendation shall be relevant to some subject over which the Council has power or which affects its area.

Resolutions Moved without Notice

31. Resolutions dealing with the following matters may be moved without notice:
 - a) To appoint a Chair of the meeting.
 - b) To approve any absences of Councillors.
 - c) To correct an inaccuracy of the Minutes.
 - d) To approve the accuracy of the Minutes.
 - e) To dispose of business, if any, remaining from the last meeting.
 - f) To alter the order of business
 - g) To proceed to the next business.
 - h) To close or adjourn the debate.
 - i) To refer a matter to a committee.
 - j) To appoint a committee or sub-committee or any councillors (including substitutes) thereto.
 - k) To consider a report and/or recommendations made by a professional advisor, expert or consultant.
 - l) To authorise the sealing of documents.
 - m) To amend a resolution.
 - n) To give leave to withdraw a resolution or an amendment.
 - o) To extend the time limit of speeches.
 - p) To exclude the press and public for all or part of the meeting (see Order 64).
 - q) To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct (see Order 36).
 - r) To give the consent of the Council where such consent is required by the Standing Orders.
 - s) To suspend any Standing Order except those which are mandatory by law (see Order 72).
 - t) To adjourn the meeting.
 - u) To appoint representative to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
 - v) To answer questions from Councillors.

If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the

Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

Rules of Debate

32. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chair.
33. (a) A resolution or amendment shall not be discussed unless it has been proposed and seconded.
- (b) An amendment shall be either:
- (i) To leave out words.
 - (ii) To leave out words and insert or add others.
 - (iii) To insert or add words.
- (c) An amendment shall not have the effect of negating the resolution before the Council.
- (d) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- (e) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- (f) The mover of a resolution or of an amendment shall have a right of reply, not exceeding 5 minutes.
- (g) A member, or other than the mover of a resolution, shall not without leave of the Chair, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- (h) During the debate of 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 irregularity in the meeting he is concerned by.
- A point of order shall be decided by the Chairman and his decision shall be final.
- (i) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- (j) When a motion is under debate no other motion shall be moved except the following:
- 1) To amend the motion.
 - 2) To proceed to the next business.

- 3) To adjourn debate.
 - 4) That a member named be not further heard.
 - 5) That a member named do leave the meeting.
 - 6) That the resolution be referred to a committee.
 - 7) To exclude the public and press.
 - 8) To adjourn the meeting.
 - 9) To put the motion to a vote.
 - 10) To suspend any Standing Order, except those which are mandatory.
34. (a) The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.
- (b) Members shall address the Chair if two or more members wish to speak the Chair shall decide who to call upon.
- (c) Whenever the chair speaks during a debate all other members shall be silent.

Closure

35. At the end of any speech a member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council do now adjourn” If such motion is seconded, the Chair shall put the motion, but, in the case of a motion “to put the question”, only if the chair is of the opinion that the question before the Council has been sufficiently debated. If the motion “that the question be now put” is carried, the Chair shall call upon the mover to exercise or waive their right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or the Council shall not prejudice the mover’s right of reply at the resumption

(Note: where a meeting is adjourned the subsequent proceedings are part of the original meeting and no new notices or agendas need to be issued except a notification to members not present of the date of the continuation of the meeting).

Disorderly Conduct

36. (a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- (b) If, in the opinion of the Chairman, there has been a breach of Standing Order a) in this section, the Chairman shall express that opinion and thereafter any Councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded shall be put forthwith and without discussion.
- (c) If a resolution made in accordance with Standing Order b) in this section is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

Right to Reply

37. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member

exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

Alteration of Resolution

38. A member may, with the consent of his seconder, move amendments to his/her own resolution.

Rescission of Previous Resolution

39. (a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least six members of the Council, or by the report or recommendation of a committee.
- (b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolutions may be moved within a further six months.

Voting on Appointments

40. Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

Discussions and Resolutions Affecting Employees of the Council

41. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council has decided whether or not the public shall be excluded (See Standing Order 64).

Resolutions on Expenditure

42. Any resolution which is moved otherwise than in pursuance of a recommendation of the Finance Committee or of another committee after recommendation by the Finance Committee and which, if carried, would, in the opinion of the Chair, substantially increase the expenditure upon any service which is under the management of or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon and the Finance Committee shall report on the financial aspect of the matter.

Expenditure

43. Orders for the payment of money shall be authorised by resolution of the Council, signed by two members designated as authorised signatories for, by and on behalf of the Council, and countersigned by the Clerk.

Sealing of Documents

44. (a) A document shall not be sealed for, by or on behalf of the Council unless its sealing has been authorised by a resolution.
- (b) Any two members of the Council named in a resolution moved under the provisions of paragraph (a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal. Such signatures shall be witnessed by the Proper Officer of the Council.

Committees and Sub-Committees

45. The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, to conduct the business for and on behalf of the Council, or dissolve/alter the membership of such committees, subject to any statutory provision in that behalf:
 - (a) shall not appoint any member of a committee so as to hold office later than the next Annual General Meeting.
 - (b) may appoint persons other than members of the Council to any Committee, if reasonably necessary.
46. The Chair and Vice-Chair shall be ex officio members of every committee and sub-committee.
47. Every committee and sub committee shall at its first meeting before proceeding to any other business, elect a Chair and may elect a Vice-Chair who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year.
48. The Chair of a committee or sub committee or the chair of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set the business to be considered at the special meeting and no other business shall be transacted at that meeting.
49. Every committee may appoint sub-committees for purposes to be specified by the committee.
50. The Chair and Vice-Chair of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
51. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, three members will constitute a quorum.

Working Groups

52. (1) The Council may appoint Working Groups whose name and number of members will be recorded.
- (2) The Clerk shall inform the members of each Working Group of the terms of reference of the working group.

- (3) A Working Group may make recommendations and give notice thereof to the Council.
- (4) A Working Group may consist wholly of persons who are not members of the Council.

Voting in Committees

53. Members of committees and sub-committees entitled to vote shall vote by show of hands, or if at least two members so request, by signed ballot.
54. Chairs of committees and sub-committees shall in the case of equality of votes have a second or casting vote.

Presence of Non-Members of Committees at Committee Meetings

55. A member who has proposed a resolution which has been referred to any committee of which they are not a member, may explain their resolution to the committee but shall not vote.

Accounts and Financial Statement

56.
 - (a) Except as provided in paragraph (b) of this Standing Order by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
 - (b) where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer for payments with the approval of the Chair or Vice-Chair of the Council.
 - (c) All payments ratified under sub-paragraph (b) of this Standing Order shall be separately included in the next schedule of payments laid before the Council.
57. At the next ordinary meeting after 2 months of the end of the financial year the Clerk shall supply to each member a statement of receipts and payments.

Estimates

58.
 - (a) The Council shall approve written estimates for the coming financial year at its meeting in the months of December or January.
 - (b) Any committee desiring to incur expenditure shall, not later than 1 November give to the Clerk a written estimate of the expenditure recommended for the coming year for presentation to the Finance Committee to consider what precept amount should be recommended to the Council.

Employee Interests

59. The clerk shall record in a book to be kept for the purpose, particulars of any notice given by any officer of the Council of any interest in a contract, and the book shall be kept open during reasonable hours of the day for the inspection of any member

60. (a) If a candidate for any appointment under the Council is to their knowledge related to any member of or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment and if appointed may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed Standing Order 59 shall apply.
- (b) The Clerk shall make known the purport of this Standing Order to every candidate

Inspection of Documents

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

Unauthorised Activities

63. No member of the Council or of any Committee or Sub-Committee shall in the name of or on behalf of the Council:
- (a) Inspect any lands or premises which the Council has a right or duty to inspect or
- (b) issue orders instructions or directions unless authorised by the Council or the relevant Committee or sub Committee

Items from the Public

64. (a) Providing notice is given to the Clerk of the Council by 12 noon on the working day before the Council meeting, or at the discretion of the Chairman at the meeting, any resident of the Parish can address the Council (for no more than 5 minutes) on one agenda item only, make a statement or present a petition.
- (b) A restriction on the time made available for these items will be at the discretion of the Chair on referral to the Council Members.
- (c) Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.
- (d) A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- (e) The Chairman may direct that a response to a question posed by a member

of the public be referred to a Councillor for an oral response, be referred to the relevant Council Committee for further investigation or forwarded on to the relevant outside authority to deal with.

Admission of the Public and Press to Meetings

65. The public shall be admitted to all meetings of the Council which may, however, temporarily exclude the public by means of the following resolution:

“That in view of the special confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw”.

66. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council
67. If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that they be removed.

Confidential Business

68. (a) No member of the Council or any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- (b) Any member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

Liaison with South Gloucestershire Councillors

69. A notice of meeting shall be sent together with an invitation to attend to South Gloucestershire Councillors for the appropriate division.

Planning Applications

70. (a) The Clerk shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:-
- (i) the date on which it was received;
 - (ii) deadline for consultation;
 - (iii) the name of the applicant;
 - (iv) the place to which it relates;
 - (v) a summary of the application.
- (b) The Clerk shall refer every planning application to the Chair of the Planning Committee or in the Chair's absence to the Vice-Chair within 48 hours of receiving it.

Standing Order on Contracts

71. (a) Every contract made by the Council shall comply with these standing orders and no exception from any of the following provisions of these standing orders shall be made otherwise than by direction of the Council or in an emergency by the relevant committee who will report to Council the urgency by which the exception was justified provided that these standing orders shall not apply to contracts, which relate to items (i) to (v) below:
- (i) for the supply of gas, electricity, water, sewerage and telephone services.
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.
 - (iii) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
 - (iv) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery, equipment or plant
 - (v) for goods or materials proposed to be purchased which are proprietary articles which are sold at a fixed price.
- (b) Where it is intended to enter into a contract.
- (i) exceeding £1000 in value for the supply of goods or materials or for the execution of works or special services other than such goods, materials, works or specialist services as are excepted set out in paragraph (a) tenders/quotations.
 - (ii) For expenditure of £1000 or less in value the chair of the spending committee or his appointed vice-chair together with the clerk or the duly authorised deputy shall have executive power.
- (c) When applications are made to waive standing orders relating to contracts to enable a tender to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (d) Such invitation to tender/quote shall state the general nature of the intended contract and necessary technical assistance to prepare the specification should be obtained in appropriate cases. The invitation shall in addition state that tenders must be addressed and the last date by which such tenders should reach the clerk in the ordinary course of the post. Each tendering firm shall be supplied with a speciality marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- (e) If less than three tenders are received for contracts valued above £1000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (f) Any invitation to tender issued under this standing order shall contain a statement of the effect of standing order 59 and 60.
- (g) The Council shall not be obliged to accept the lowest or any tender.
- (h) The Clerk & Chair or two other members of the Council shall open all tenders.

Code of Conduct on Complaints

72. The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member as required by the Section 51 of the Local Government Act 2000.

Variation, Revocation and Suspension of Standing Orders

73. Any or every part of the Standing Orders except those printed in bold type may be suspended by resolution in relation to any specific item of business.
74. A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

Standing Orders to be given to Members

75. A copy of these Standing Orders shall be given to each member of the Council by the Clerk upon delivery to them of the member's declaration of acceptance of office.