

LECONFIELD PARISH COUNCIL

(representing the communities of Arram, Leconfield and Scarborough)

E Mail: leconfieldpc@outlook.com

www.leconfieldparishnews.co.uk

STANDING ORDERS - Leconfield Parish Council 2022

1	Meetings - general
2	Meetings - Annual
3	Meetings - ordinary
4	Clerk/Proper officer
5	Motions requiring written notice
6	Motions not requiring written notice
7	Rules of debate
8	Code of Conduct
9	Questions
10	Disorderly conduct
11	Rescission of previous resolutions
12	Voting on appointments
13	Expenditure
14	Committees
15	Sub-committees
16	Extra ordinary meetings
17	Advisory committees
18	Accounts and financial statements
19	Precept
20	Confidential business
21	Variation/suspension/revoking of Standing Orders
22	Unauthorised activities
23	Confidential business
24	Relationship with Ward Councillors
25	Matters affecting Council employees
26	Policies/Codes adopted by the Council

1	MEETINGS -General
a	(A reference in the Standing orders (SO) to actions made by the 'Chair' will automatically assume that those actions can be undertaken by the 'Vice-Chair' if the Chair is absent and the Vice-Chair is standing in for the Chair)
b	Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available, free of charge or at reasonable cost. (where meetings are held actually or 'virtually, neither the Councillors/Clerk and public should consume alcohol during the meeting).
c	The Parish Council normally meets in public at the Village Hall, Miles Lane, Leconfield and no charge is payable for the use of the Hall for any meeting of the Council/committee/working group that is linked to the Parish Council. If a change of venue is needed the Council will negotiate a fee for the use of the premises.
d	When calculating the 3 clear days for notice of a meeting to councillors and the public, the day of which notice is issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of Easter break or a bank Holiday or a day appointed for public thanksgiving or mourning shall not count.
e	Meetings shall be open to the public and the press.
f	The public and press can be excluded from a meeting if 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.
g	If a meeting is to be called in advance and excludes the public and press, the reason for that meeting must be recorded in the minutes at the next public meeting of the council. The description may be a summary of the meeting, as it may still be prejudicial to give full detail at that next meeting.
h	Councillors should not comment on the 'closed meeting' to any members of the public/press/media and should point the person/s to the Clerk for comment.
i	The Chair will ensure that the meeting starts at the published time (unless exceptional circumstances) and verify that all the Councillors are in possession of their agenda.
j	The Chair will verify any apologies for absence and request any Declarations of interest.
k	The Chair will ask if the councillors agree that the Minutes of the previous meeting are a true record, at least 2 councillors must verbally agree prior to the Chair signing and dating the copy of the minutes, to be held by the Clerk. If the minutes are not agreed, the comments will be noted and the Clerk will be requested to amend the minutes. The amended Minutes should then be circulated and if consensus is reached the Chair will sign and date the amended Minutes in the presence of the Clerk.
l	Subject to Standing Order 1e, members of the public are permitted to make a representation, answer questions and give evidence in respect of any item of business included in the agenda. A question asked by a member of public during a public participation session at a meeting shall not demand a response or debate, and may be deferred to a future meeting, at the discretion of the Chair.
m	The period of time designated for public participation shall not exceed 15 minutes in total.
n	A member of the public may only be entitled to speak once only in respect of the business itemised on the agenda and shall not speak for more than 3 minutes. This will be at the discretion of the Chair.
o	The Chair may direct a question asked by a member of the public be referred to a specific Councillor for an oral response, or to the Clerk for an oral or a written response.
p	A record of a public participation session at a meeting shall be included in the minutes of that meeting. Member/s of the public would not be named in the minutes unless they give their specific permission to do so.
q	A person shall raise his/her hand when requesting to speak, their comments be addressed through the Chair, and Chair may permit the person to remain seated when speaking.
r	Only one person at a time is permitted to speak and the Chair will direct the order of speaking.
s	Recording/photographing of the proceedings of the meeting will only be permitted under exceptional circumstances and with the unanimous agreement of all the Parish Councillors.
t	The Chair will preside at a meeting (if absent the Vice-chair will preside). If neither the Chair nor Vice-Chair are present the Councillors present at the meeting will choose who should preside.
u	All questions at a meeting shall be decided by a majority of the Councillors present. The

	Chair, although he/she may have voted, can in the event of an equal vote exercise his/her casting vote.
v	Voting would normally be by a show of hands and the Chair has the right to direct that a vote may be by a secret ballot if he/she believes that it could be prejudicial to be by a show of hands.
w	The minutes of the meeting shall record the names of Councillors present, those who have sent apologies for absence and those who are taking 'Leave of absence'. Any declarations of interest shall be recorded. The number of members of the public will be shown in the Minutes.
x	No business may be transacted at a meeting unless 1/3 of the whole number of Councillors are present, and in no case shall the quorum be less than 3.
y	If a meeting is inquorate then no business can be transacted and the meeting adjourned. At the point of the meeting becoming inquorate any outstanding items must be deferred to the next meeting. The Clerk must report that the designated meeting was, or became inquorate in the next Minutes.
z	Meetings shall not exceed a period of 2 hours, unless under exceptional circumstances

2	Meetings - Annual council meeting
a	In an election year, the ANNUAL meeting of the Parish Council shall be held on or within 14 days following the day on which the new councillors elected take office.
b	The ANNUAL meeting normally precedes an ORDINARY Parish Council meeting and the council can direct a starting time. Normally an ordinary Parish Council would commence at 7.30pm but this can be changed at the discretion of the Council, provided it is advertised on the Agenda.
c	In a non-election year the ANNUAL meeting shall be held on a day in May, as the council directs.
d	In addition to the ANNUAL meeting of the Parish Council, at least 3 other ORDINARY meetings must be held in the year on dates and times as directed by the council.
e	* At the ANNUAL meeting of the Council the first business is for the Chair to give his/her annual report of the Council's business.
f	** At the ANNUAL meeting the election of the Chair and Vice-Chair will be the next business completed.
g	If the same people are re-elected as Chair and Vice-Chair they will continue in that role until the next ANNUAL meeting of the Council (unless they resign or are disqualified). If the same people are not re-elected, they will stand down with immediate effect.
h	In an ELECTION year, if the current Chair has not been re-elected as a councillor, he/she can preside at the ANNUAL meeting (and make the annual report) until his/her successor has been elected. The current Chair cannot vote in the election of his/her successor but CAN give a casting vote if the votes are tied.
i	In an election year, if the current Chair has been re-elected as a councillor, he/she will preside at the ANNUAL meeting as Chair unless/until a new Chair is elected.
j	If more than one person is proposed for the position of Chair, a vote takes place, but the proposed members cannot vote. In the case of a tie and if the existing Chair is standing for re-election he will retain the Chair. Should the existing Chair be standing down, he will exercise a casting vote.
k	The Chair can invite members of the public for any comments or questions in relation to the annual report.
l	The ANNUAL meeting of the council will be Minuted by the Clerk as the ANNUAL meeting.
m	The Chair will close the annual meeting and move straight to the ORDINARY council meeting.
n	Following the ANNUAL meeting, the Clerk will submit all the declaration forms and 'interest' forms to East Riding of Yorkshire Council, in order for their website to be updated.

3	Meetings - Ordinary Council meetings
a	In an ELECTION year - all councillors to complete their declaration of acceptance of office, and all councillors to complete their Pecuniary/Non-Pecuniary interests form)
b	In a NON-Election year - if a new Chair and/or Vice-Chair is elected, they must complete their declaration of acceptance.
c	In a NON-Election year the Clerk will remind the councillors that any changes to their

	Pecuniary/Non-pecuniary interests must be notified within 28 days of the change.
d	The Chair will ask the councillors to confirm that the Minutes of the last ORDINARY council meeting are accurate, and if agreed will sign the minutes and hand to the Clerk (refer to note 'k' under MEETINGS - general).
e	Review delegation arrangements to existing committees/working groups and their terms of reference.
f	Review nominations to establish new committees/working groups and their Terms of reference.
g	Review existing 'Standing Orders' - amend if felt necessary to do so.
h	Review any financial arrangements of expenditure with external bodies.
i	Clerk to present the final draft Budget for the financial year (having previously presented a draft version) for approval by the Council at the April meeting (or the first meeting of the new financial year, provided the Clerk has verified the bank balance at the 31 st of March). Once approved the Budget will be posted to the Council website and be reviewed on a quarterly basis. If there is a major financial impact to the budget, the Clerk must report this to the Council for discussion at the next available meeting. The website will show an updated Budget summary on a quarterly basis.
j	The Clerk will issue an updated Asset register for the councillors to approve. Once approved it will be posted on the Council's website.
k	Review any memberships to other bodies.
l	Review the Council's complaints procedure in the policy statement-amend if necessary.
m	Review the Council's procedures for handling requests made under the 'Freedom of Information act 2000' and the 'Data Protection Act 1998' and the 'GDPR legislation of May 2018'
n	Review the Council's policy for dealing with the press/media (written policy is in place) and to remind the Councillors that they cannot interface with the press/media on behalf of the council unless they have specific permission of the Council to do so. If the Clerk is contacted by the press/media without prior notice, unless an enquiry can be answered by a straight statement of fact, the Clerk is to inform the enquirer that he/she would need to discuss with the Chair and/or Vice-Chair before a reply would be forthcoming'

4	Clerk/Proper Officer
a	The Council's Proper Officer' is the Clerk, who is an employee of the Parish Council and must be registered as an employee with HMRC.
b	The Clerk must ensure that the agreed regular PAYE payments are registered with HMRC and must report to the council if there are any difficulties. The Clerk must show to the annual auditor that all PAYE contributions have been made.
c	If the council has other paid employees, the Clerk has to ensure that his/her HMRC records are as above.
d	If there are other employees who are directly employed by the Council, they report to the Clerk.
e	The Clerk must ensure that his/her contact details are correctly displayed on the Council's own website/correspondence/ERYC website.
f	The Clerk should not be a signatory to the Parish Council bank account (access only) and must ensure that the correct signatories are in place on the bank mandate. The Clerk is to action the adding/removing of signatories on the written instructions of the Chair (or the Vice-Chair if he/she is standing in for the Chair). The rule is that 2 Councillors must sign cheques or electronic mandates. If in such a case of the Council adopting 'Devolved Powers' it may be necessary for the Clerk to have signing powers, the Chair/Vice Chair being the other signatory. This should only be done for a temporary period until the full Council can be established.
g	Copies of all cheques are to be taken and reconciled with the appropriate invoice being paid, these will form part of the annual audit.
h	The Clerk will receive copies of the bank statement and reconcile the payments therein. Any irregularities within the bank statement/account must be reported to the Chair within 7 days of becoming aware of the irregularity. If the Clerk is unable to resolve the irregularity within 14

	days of becoming aware of it, the council should allocate a Councillor to independently investigate the irregularity and report back to the full Council at the next meeting.
i	If a request for archived information is sought the Clerk can advise that this cannot be produced within a set time period, but would be progressed as soon as practicable
j	Any such request must be reported in the council minutes at the following meeting of the council. The name of the requestor cannot be named in the minutes unless they specifically request that they are named.
k	The Clerk will record the business of council meetings and present the minutes to each meeting for approval and signature. The signed copies must be kept by the Clerk.
l	In the absence of the Clerk at a meeting, the Chair must appoint a councillor to record the business of the meeting. That person does not take on the role of the 'Proper Officer',
m	When the minutes of a previous meeting have been approved, the Clerk must ensure that they can normally be posted on-line, within 24 hours of that approval.
o	To give public notice of a Council meeting in the form of an Agenda stating: Date/time/location of the meeting giving 3 clear days notice (refer 1. Meetings-points c/d). The agenda must be posted on the 'official' notice boards of the council in the Parish as well as on to the council website. The Parish Councillors and the Ward Councillors must be presented with the agenda within the same 3 day notice (refer 1.Meetings-points c/d).
p	If a working group wish to announce a meeting that involves the public, the Clerk must be notified so that appropriate notifiable action can be taken.
q	The agenda must include all the new motions received since the last meeting as well as any matters arising that require further discussion. Any request to withdraw an agenda item must be notified to the Clerk via the Chair (or the Vice-Chair if he/she is standing in for the Chair).
r	The Clerk must keep the councillors regularly informed between meetings of any information that is considered to be important to their role as councillors.
s	The Clerk can request an extra-ordinary meeting of the council if he/she feels that the reason is urgent and cannot wait until the next public meeting. If the public are to be invited, then the same 3 day notice rule applies. Any councillor can request an extra-ordinary meeting of the council, but should make such request to the Chair, (Vice-Chair if standing in for the Chair), who will then inform the Clerk.
t	The Clerk can recommend that a meeting be cancelled if it felt that it is not safe/appropriate to hold such a meeting in public. This would require discussion with the Chair and Vice-Chair and there should be 3 clear days notice given for the cancellation, but this could be less in exceptional circumstances. (refer Point 4-o).It should be noted that the Council must formally meet at least 3 times in any one financial year.
u	The Clerk must keep copies of the councillor's declaration of acceptance and 'Interests' forms.
v	The Clerk to process any requests made under the 'Freedom of Information act 2000' and the 'Data Protection Act 1998' and the 'GDPR legislation of May 2018' under the agreed framework of the council. Prior to responding to such requests, the Clerk must inform the Chair and Vice-Chair that such a request has been made.
w	The Clerk will undertake any correspondence and notices on behalf of the Council and retain copies. In the case of non-routine correspondence the Clerk can request that the Chair/Vice-Chair be given a draft response for their approval.
x	The Clerk must ensure that any legal documentation is signed by the necessary parties and processed within the stipulated time frame, and retain copies.
y	The Clerk must present any payments that are due, at the next meeting of the council, to obtain signatures and send off the payments within 5 days of the meeting (see point 4 g on retaining copies for audit purposes).
z	If the Clerk deems that a payment cannot wait until the next meeting, he/she has the authority to raise the cheque sooner and request from the Chair that such payment can be made with effect. In such cases, the payment must be recorded at the next meeting of the council, and shown on the agenda.
aa	Planning applications, as notified by the district authority, need to be passed to the councillors within 3 days of receipt to enable councillors to decide if an extra-ordinary meeting is required.

5	MOTIONS REQUIRING WRITTEN NOTICE
a	A motion may not be moved, at a meeting, if it is not included in the Agenda and has not been notified to the Clerk within 7 days of the meeting, however if at least 3 councillors feel

	that the motion is important then the motion may be raised for discussion and it may be discussed, at the direction of the Chair, or deferred to the next meeting.
b	The Clerk has the right to correct any grammatical/typographical errors in a proposed motion, before including that motion in to the agenda. If the proposed motion is not made clear, the clerk has the right to ask for clarification from the proposer, prior to inclusion in the agenda.
c	If the wording of a motion is deemed unlawful or improper, the Clerk will consult with the Chair as to whether the proposal should be included in the agenda. The Clerk's decision as to whether the motion is included in the agenda shall be final.
d	The Clerk must record every proposed motion, and any rejections must include a reason, and this information must be available for inspection by all councillors, giving the Clerk at least 3 working days notice.
e	Each motion and resolution shall relate to the council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the council's parish and residents. The motion may refer to an issue outside the parish that is felt to impact on the council's parish.

6	MOTIONS NOT REQUIRING WRITTEN NOTICE
	The following motions may be moved without written notice:
a	To appoint a person to preside at a meeting.
b	To approve the absence of councillors.
c	To approve the accuracy of the minutes of the previous meetings.
d	To approve and correct an inaccuracy in the minutes of the previous meeting.
e	To dispose of any business remaining from the last meeting.
f	To alter the order of business on the agenda by direction of the Chair, if he/she feels the matter is urgent.
g	To proceed to the next business on the agenda.
h	To close or adjourn debate.
i	To refer, by formal delegation, a matter to a sub-committee, Working Group or the Clerk.
j	To receive nominations or appoint or dissolve a committee/working group or any councillors thereto.
k	To note the minutes of a meeting of a committee/Working group.
m	To consider a report/recommendations made a committee/Working Group/Clerk or by an outside professional advisor/consultant/expert.
n	To authorise legal deeds to be signed by the designated officers (Clerk to clarify as to who can sign).
o	To authorise payments up to £ 2500, after which 3 quotes would be needed. Payments of up to £500 can be agreed by the Chair/Vice Chair in conjunction with the Clerk. In an emergency where and if justified, the Chair, or in his absence Vice-Chair, could override this rule.
p	To amend a motion, relevant to the original motion, but not so as to nullify it.
q	To extend the time allowed for speeches, by direction of the chair.
r	To exclude the press and or public for all or part of the meeting.
s	To silence or remove from the meeting any councillor/ member of the public for disorderly conduct by direction of the Chair. In the case of a 'virtual' meeting the Chair will direct the 'host' to exclude the said person/s. (such action should appear in the minutes of that meeting).
t	To consent the council if such consent is required within the Standing orders.
u	To suspend any Standing order, except those which are mandatory by law. (such action should appear in the minutes of that meeting).
v	To adjourn the meeting.
w	To appoint representatives to outside bodies and to make arrangements for those representatives to report back to those outside bodies.
x	To answer questions from councillors.
y	If a motion fails within the terms of reference of a committee/working group or within the delegated powers, a referral of the same may be made to that committee/working group provided that the chair directs it to be dealt with at the present meeting on a matter of urgency/expedience.

7	RULES OF DEBATE
----------	------------------------

a	Motions included in the agenda shall be considered in the order they appear on the agenda unless the order is changed by direction of the chair.
b	A motion that would require written notice, and is not on the agenda can be considered, provided it is proposed and seconded.
c	A motion included on the agenda that has not been moved by the councillor who tabled it, may be treated as withdrawn. A motion to amend an original motion shall not be considered unless proper notice has been given after the original motion has been seconded, and the chair may direct that the amendment be put in writing and handed to the chair to determine the order in which they are considered.
d	A councillor may move amendments to his/her own motion, even if it has been seconded, but it must be agreed by the seconder.
	Any amendment to a motion shall be either:
e	To add or remove words.
	If an amendment is proposed or 'carried' it shall not have the effect of rescinding the original motion.
f	Only one amendment shall be moved and debated at a time, the order directed by the Chair.
g	No further amendment to a motion shall be moved until the previous amendment has been disposed of, unless the Chair thinks it expedient, but each motion shall be voted upon separately.
h	The mover of a motion or amendment shall have a right to reply, not exceeding 3 minutes.
i	During the debate of a motion, a councillor may only interrupt on a 'point of order' or a personal explanation. The councillor who was interrupted shall stop speaking and the interrupter will state the standing order that he/she thinks has been breached or specify the irregularity in the meeting he is concerned by.
j	The 'point of order' will be decided by the Chair (following confirmation by the Clerk), whose decision is final.
k	If a motion is withdrawn by the proposer, a councillor may not speak upon it unless permission for the withdrawal has been refused.
l	When a motion is under debate, no other motion can be moved except:
m	To amend the motion
n	To proceed to the next business
o	To adjourn the debate
p	To put the motion to a vote
q	To ask a person for silence or for him/her to leave the meeting
r	To refer the motion to a sub-committee/working group for consideration.
s	To exclude the press and public
t	To adjourn the meeting
u	To suspend a standing order, unless it is a mandatory order.
v	The Chair must be satisfied that the motion has been sufficiently debated before it is put to the vote, at which time the 'mover' must waive a right to reply.
w	If a debate has been adjourned, the 'mover' has the right of reply at the resumption.

8	Code of Conduct
a	All councillors must observe the ERYC Code of Conduct adopted by the council.
b	Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting must have already declared an interest, to be Minuted by the Clerk. The member should not be involved in the debate, however, at the discretion of the Chair the member may be asked to clarify a point. In such a case the member will retain the right not to comment. The Chair may direct the member to move to the public area or to leave the meeting

9	Questions
a	A councillor or member of the public may seek an answer to a question concerning any business of the Council provided 7 clear days notice are given to the Clerk, except that if the question relates to old or complex detail that may be too time consuming to research. In such a case the Clerk will seek permission from the Chair to not pursue the question.
b	Questions not related to items of business on the agenda must only be asked at the part of

	the meeting set aside for questions (e.g. Any other business). Questions raised at this time cannot demand an immediate response and the Chair may direct it to the next meeting, or for the Clerk to respond within the permit of Point 9 - a.
c	A question posed by a Councillor or member of public, that relates to a 'closed' meeting may not be answered at the public meeting if the Chair feels that it is not appropriate to do so. For the councillor, the Clerk would agree to respond within 7 working days, in writing to the member, provided it did not relate to old/complex detail, then Point 9-a would apply.

10	Disorderly Conduct
a	No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
b	If, in the opinion of the Chairperson, there has been a breach of the above standing order, the Chair will state so and may move for that person to be silenced or excluded from the meeting, and if this motion is seconded then it will be moved without further discussion.
c	If such a resolution is disobeyed the Chair will take steps to enforce it, or may adjourn the meeting.

11	Rescission of previous resolutions
a	A resolution (whether affirmative or negative) of the Council shall not be reversed within 3 months except either by a special written motion with 3 Councillor's signatures.

12	Voting on appointments
a	Where more than 2 persons have been nominated for a position to be filled by the Council and none have received a majority of votes in their favour, the name of the person with the least votes shall be removed and a fresh vote taken.
b	The process shall continue until there is one person with a majority of the votes.
c	In the event of a tie, the Chair can use his/her casting vote to settle the matter.

13	Expenditure
a	Any expenditure incurred by the Council must be in accordance with the Council's financial regulations.
b	The Council's financial regulations shall be received annually.
C	The Council's financial regulations may make provision for the authorisation of payment in any of the functions delegated to a committee/working group or employee.

14	Committees
a	The Council may, at its annual meeting, appoint committees/working groups and may do so at any other time as necessary (as well dissolving a committee) and:
b	Determine their terms of reference
c	May permit the committee to determine the dates/times for their meetings.
d	Shall appoint and determine the term of office of Councillor/non-Councillors of the committee, so as to hold office no later than the next annual meeting.
e	Should a Councillor be unable to attend a meeting the committee can appoint a substitute councillor provided that the Clerk is informed. However the substitute councillor cannot participate in a debate or vote at that meeting and may only speak during any public participation during the meeting.

15	Sub-Committees/working Groups
a	A committee can elect a sub-committee and its terms of reference and members shall be determined by a resolution of the Committee.

16	Extra ordinary meetings
a	The Chair may convene an extra ordinary meeting of the Council at any time, provided the members are given reasonable notice.
b	If the Chair does not call an extra ordinary meeting within 7 days of having been requested to do so by 2 Councillors, then those 2 councillors may approach the Clerk and request an extra ordinary meeting, but the statutory notice time (3 clear days) must be observed.
c	In such a case the Clerk must Minute the reason for the meeting and who instigated it.
d	The Chair of a Committee/Sub-committee can convene an extra ordinary meeting of said committee at any time.
e	If the Chair of a committee does not call an extra ordinary meeting of the Council within 7 days of having been requested to do so by 2 Councillors, then those 2 councillors may request an extra ordinary meeting, but the statutory notice time (3 clear days) must be observed.

17	Advisory committees
a	The Council may appoint advisory committees comprised of Councillors and non-Councillors.
b	An advisory committee and any sub-committee can consist of councillors and non-councillors but at least one Parish Councillor must be a member.

18	Accounts and Financial statements
a	All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations that must be reviewed at least annually.
b	The Clerk shall circulate a summary of the annual Budget on a quarterly basis for display on the website. A copy of the Income and Expenditure report shall be available at all times upon the request of any member of the Council. If member/s wish to discuss that report they need to request a copy prior to the meeting of the Council.
c	To request a copy prior to the meeting of the Council. The Clerk must present the statement of accounts that will be presented to the external auditor, to the Council, including the governance statement, for approval, prior to 30 th June.
d	A copy of the audited accounts summary will be posted on the Council's website and on it' public notice boards prior to the date stipulated by the auditor.
e	Following both an internal and/or external audit, the Clerk must report the findings at the next meeting. Any procedures that require amendments must be reported to the Council and an agreed plan must be put in place within 3 months.
f	The Council's accounts must be available for viewing by members of the public. Under any periods of health restrictions this may not be practical to meet in person.
g	Any such request needs to be made to the Clerk, in writing, giving 7 days notice. A copy of the Budget and Income/Expenditure report may be submitted electronically, if that is agreeable to both parties. If archived information is requested and the Clerk feels that too much time/expense would be involved in retrieving, the Clerk would seek the right to refuse the request (from The Chair), and the outcome must be Minuted.
h	Copies of Council Minutes are displayed on the Council's website.
i	Councillors can request copies of the accounts of Committees/sub-committees and they can request that the Clerk examines those accounts.
j	A notice period of 7 days must be given to the Committee.
k	The Clerk is required to maintain accurate financial records, that can be viewed by members of the Council, and should report any anomalies to the Council as soon as the Clerk is aware of them in relation to:
l	Copies of all invoices and corresponding cheques.
m	Income and Expenditure report
n	Budget
o	Bank statements
p	Any debts owed to the Council
q	Any outstanding payments by the Council
r	Any uncashed or cancelled cheques/payments
s	Proof of HMRC contributions paid on behalf of employees by the Council.
t	Copies of Insurance policies
u	Expiry dates of any agreements or Leases/tenancy agreements.

19	Precept
a	The clerk must provide the Council with the information required to calculate the precept, prior to the December meeting, to clarify the current precept and to give examples of the rate of any increase/decrease.
b	The annual precept must be discussed by the Council no later than December, to be agreed and Minuted by no later than the first meeting in January, so as to meet the written submission to the Local Authority before the date they set in late January.
c	The Clerk must ensure that the signed documentation is presented to the local authority prior to the set date.
d	If the Council fails to reach agreement on the precept, the Chair can take a vote and adopt a quorate agreement. If a quorate agreement cannot be achieved then the precept will be set at the same level as the current year, and must be Minuted accordingly.

20	Confidential business
a	Councillors shall not disclose any information that is given or understood to be confidential.
b	A meeting held in 'closed' session should not have its content disclosed publicly by any councillor. The Clerk must present to the Chair and Vice-Chair a summary of the minutes of such a meeting and must receive their approval for the disclosures.

21	Variation/suspension/revocation of Standing orders
a	Any or any part of standing orders (unless those mandatory by law) may be suspended by a resolution in relation to a specific item of business.
b	A motion to add/vary/revoke a standing order (not mandatory by law) shall be proposed by a special motion in writing to the Clerk, and must bear the names of at least 2 councillors.

22	Unauthorised activities
a	No councillor must issue orders/instructions/directions on behalf of the council, unless they have been specifically allowed to do so.
b	No councillor must enter discussions with the press/media/social platforms on behalf of the council, unless they have been specifically allowed to do so.(refer Point 3-o).

23	Confidential business
a	No councillor shall disclose any information given in confidence, or that they believe or ought to have known that it is of a confidential nature.
b	No councillor should disclose the contents of any meeting held in 'closed session' unless or until it has been summarised in approved Minutes (refer Point 9-c)

24	Relationship with Ward Councillors
a	Copies of the draft Minutes and agenda for forthcoming meetings must be circulated to the Ward councillors
b	The Ward Councillors should be invited to attend meetings of the Council and to be pre warned of any known items that may require their involvement/intervention.
	The Ward Councillors should be copied into any correspondence that may be of a serious nature that would involve them and/or the local authority.

25	Matters affecting Council employees
	Refer to Complaints procedure

26	Policies/Codes in place with Leconfield Parish Council
A	Appraisal policy for employees

B	Clerk's job description
C	Code of Conduct - adopt the ERYC policy
D	Complaints procedure
E	Data protection and GDPR policy
F	Freedom of information policy
G	Governing document
H	Grievance procedure
I	Grant policy
J	Health and Safety policy
K	Press/media policy
L	Safeguarding policy
M	Social media policy