

STANDING ORDERS - CHEDDLETON PARISH COUNCIL.

MEETINGS

1. Meetings of the Council shall be held alternatively between the Craft Centre Meeting Room and Wetley Rocks Village Hall, at 7:30 pm. unless the Council otherwise decides at a previous meeting.
2. **The Statutory Annual Meeting (a) in an election year shall be held on the Tuesday next following the fourth day after the ordinary day of elections to the Council and (b) in a year which is not an election year shall be held on the third Tuesday in May.**
3. **The three other statutory meetings shall be held on the third Tuesday in the months of July, November and February.**
4. **Eight additional meetings shall be held on the third Tuesday in the months of January, February, March, April, June, September, October, and December.**

CHAIRMAN OF MEETING

5.
 - a. **The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the Meeting.**
 - b. **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, 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.**

PROPER OFFICER

6. Where the statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he/she shall be the clerk:
 - (a) To receive the declarations of acceptance of office and Members Code of Conduct.
 - (b) To receive and record notices disclosing personal and prejudicial 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 a District Council.
 - (f) To certify copies of byelaws made by the Council.
 - (g) To sign summonses to attend meetings of the Council.In any other case the proper officer shall be the person nominated by the Council and, in default of nomination, the clerk.

QUORUM

7. **Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council. Six members shall constitute a quorum at Council Meetings.**
8. 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 prejudicial interest falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or, on such other day as the Chairman may fix.

VOTING

9. Members shall vote by a show of hands, or, if at least two members so request, by signed ballot.

10. **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.**
11. (1) **Subject to (2) and (3) below the Chairman 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 for Chairman.**
12. **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.**

ORDER OF BUSINESS

In an election year Councillors should execute Declarations of Acceptance of Office in each other's presence, or in the presence of a proper officer previously authorised by the Council to take such declarations, before the annual meeting commences.

Members should also complete and sign the Notification of Interests and have due regard to the Code of Conduct.

13. * At the Annual Meeting every two years the first business shall be:-
 - (a) **To elect a Chairman.**
 - (b) **To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
 - (c) **To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.**
 - (d) To elect a Vice-Chairman.
 - (e) To appoint committees.
 - (f) To consider the payment of any subscriptions falling to be paid annually.
 - (g) To inspect any deeds and trust instruments in the custody of the council; and shall thereafter follow the order set out in Standing Order 16.
14. At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman 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, to decide when they shall be received.
15. In every year not later than the meeting at which the estimates for next year are settled the Council shall review the pay and conditions of service of existing employees. (S/Order 38.)
16. After the first business has been completed, the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows: -
 - (a) **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.**
 - (b) After consideration to approve the signature of the Minutes by the person presiding as a correct record.
 - (c) To deal with business expressly required by statute to be done.
 - (d) To dispose of business, if any, remaining from the last meeting.

- (e) To receive such communications as the person presiding may wish to lay before the Council.
- (f) To answer questions.
- (g) To receive and consider reports and minutes of committees.
- (h) To receive and consider reports from officers of the Council
- (i) To authorise the sealing of documents.
- (j) To authorise the signing of orders for payment.
- (k) To consider resolutions or recommendations in the order in which they have been notified.

17. A motion to vary the order of business on the grounds of urgency

- (a) may be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
- (b) shall be put to the vote without discussion.

RESOLUTIONS MOVED ON NOTICE

- 18. 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 before noon on Monday in the week prior to the next meeting of the Council.
- 19. The Clerk shall date every notice of resolution or recommendation when received by her, 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.
- 20. The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
- 21. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- 22. 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 Chairman, 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.
- 23. Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.

RESOLUTIONS MOVED WITHOUT NOTICE

- 24. Resolutions dealing with the following matters may be moved without notice: —
 - (a) To appoint a Chairman of the meeting.
 - (b) To correct the Minutes.
 - (c) To approve the Minutes.
 - (d) To alter the order of business.
 - (e) To proceed to the next business.
 - (f) To close or adjourn the debate.
 - (g) To refer a matter to a committee.
 - (h) To appoint a committee or any members thereof.
 - (i) To adopt a report.

- (j) To authorise the sealing of documents.
- (k) To amend a resolution.
- (l) To give leave to withdraw a resolution or an amendment.
- (m) To extend the time limit for speeches.
- (n) To exclude the public (See Order 65.)
- (o) To silence or eject from the meeting a member named for misconduct (See Order 33.)
- (p) To invite a member having an interest in the subject matter under debate to remain (See Order 56.)
- (q) To give the consent of the Council where such consent is required by these Standing Orders.
- (r) To suspend any Standing Order (See Order 73.)

QUESTIONS

- 25. A member may ask the Chairman or the Clerk any question concerning the business of the Council, provided notice of the question has been given to the person to whom it is addressed before the meeting begins.
- 26. No question not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- 27. Every question shall be put and answered without discussion.
- 28. A person to whom a question has been put may decline to answer.

RULES OF DEBATE

- 29. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialed by the Chairman.
- 30. (a) A member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order
- (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 motion 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.
- (g) A member may rise to make a point of order or a personal explanation. A member rising for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.
- (h) 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.

- (i) When a resolution is under debate no other resolution shall be moved except the following: -
 - (i) To amend the resolution.
 - (ii) To proceed to the next business.
 - (iii) To adjourn the debate
 - (iv) That the question now be put.
 - (v) That a member named be not further heard
 - (vi) That a member named do leave the meeting
 - (vii) That the resolution be referred to a committee
 - (viii) To exclude the public and press.
 - (ix) To adjourn the meeting

- 31. (a) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- (b) Members shall address the Chairman.
- (c) If two or more members indicate that they wish to speak the Chairman shall call upon one of them to speak and the others shall resume their seats.
- (d) Whenever the Chairman rises during a debate all other members shall be seated and silent.

CLOSURE

- 32. 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 Chairman shall put the motion but, in the case of a motion “to put the question” only if he 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, he shall call upon the mover to exercise or waive his right to reply and shall put the question immediately after that right as been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

DISORDERLY CONDUCT

- 33. (a) **All members must observe the Code of Conduct which was adopted by the Council in 2015, a copy of which is annexed to these Standing Orders.**
- (b) No member shall at a meeting persistently disregard the ruling of the Chairman, willfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalize the Council or bring it into contempt or ridicule.
- (c) If, in the opinion of the Chairman a member has broken the provisions of Paragraph (a) of this order, the Chairman shall express that opinion to the Council thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forth with and without discussion.
- (d) If either of the motions mentioned in paragraph (b) is disobeyed the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

RIGHT OF REPLY

34. 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 an 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

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

RESCISSION OF PREVIOUS RESOLUTION

36. (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 10 (ten) members of the council, or by a resolution moved in pursuance of the report or recommendation of a committee.
- (b) When a special resolution has been disposed of, no similar resolution may be moved within a further six months.

VOTING ON APPOINTMENTS

37. 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 favor of one person.

DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

38. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the public shall be excluded. (See Standing Order No. 64.)

RESOLUTIONS ON EXPENDITURE

39. 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 Chairman, 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

40. Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

SEALING OF DOCUMENTS

41. A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution. [Any two members of the Council may seal, on behalf of the Council, any document required by law to be issued under seal.]

COMMITTEES AND SUB-COMMITTEES

42. The Council may at the annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf: -
- (a) shall not appoint any member of a committee as to hold office later than the Annual Meeting, and
 - (b) may subject to the provisions of Order 36 above at any time dissolve or alter the membership of a committee.
43. The Chairman and Vice-Chairman shall be members of every committee.
44. Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year.
45. The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
46. Every committee may appoint sub-committees for purposes to be specified by the committee.
47. The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
48. 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, the quorum of a committee or sub-committee shall be one-third of its members.
49. The Standing Orders on rules of debate and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

VOTING IN COMMITTEES

50. Members of committees and sub-committees shall vote by a show of hands, or, if at least three members so request, by signed ballot
51. Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

52. A member who has proposed a resolution which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

ACCOUNTS AND FINANCIAL STATEMENT

53. (a) Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- (b) Where it is necessary to make 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 Chairman or Vice-Chairman 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.
54. The Clerk shall supply to each member at the ordinary meeting next after the end of the Financial Year Audit a statement of receipts and payments.

ESTIMATES

55. (a) The Council shall approve written estimates for the coming financial year at its meeting in the month of January.
- (b) Any committee desiring to incur expenditure shall, not later than December give to the Clerk a written estimate of the expenditure recommended for the coming year.

INTERESTS

56. If any member has a personal or, prejudicial interest, as defined by the Code of Conduct, in any contract, proposed contract or, other matter, he shall while it is under consideration by the Council, withdraw from the meeting room unless: —
- (a) The disability imposed upon him by those sections has been removed by the Council;
- or
- (b) The Council invite him to remain; or
- (c) The contract, proposed contract or other matter is under consideration as part of the report of a committee and is not itself the subject of debate.
57. The Clerk shall report in a book to be kept for the purpose; particulars of any notice given by any member or any office of the Council of a prejudicial interest in a contract and the book shall be open during reasonable hours of the day for the inspection of any member.
58. If any member has a prejudicial interest within the ambit of the National Code of Local Government Conduct he shall, having declared it, be invited to withdraw from the meeting.
59. If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is 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 58 shall apply.

The Clerk shall make known the purport of this Standing Order to every candidate.

CANVASSING OF A RECOMMENDATION BY MEMBERS

60. (a) Canvassing of members or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this subparagraph of this Standing Order to every candidate.
 - (b) A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, a member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
61. Standing Orders Nos. 59 and 60 shall apply to tenders as if the person making the tender were a candidate for an appointment.

INSPECTION OF DOCUMENTS

62. 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 available shall, on request, be supplied for the like purpose with a copy.
63. All Minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

UNAUTHORISED ACTIVITIES

64. No member of the Council or of any committee or sub-committee shall in the name of or on behalf, or which, to any reasonable person, suggests, indicates, or implies Council consent, without prior consent.
 - (a) Inspect any lands or premises which the council has a right or duty to inspect; or
 - (b) Issue order; unless authorized to do so by the Council or the relevant committee or sub-committee.
 - (c) Make any statement or report concerning the business of the Council, or its proceedings, through any branch of the media, whether in print, broadcast by radio or television, or by any electronic means. The only exception to this shall be if, or when, the Chairman or the Clerk is required to make statements regarding matters of significant local importance or emergency and the content of such statements shall be confined to the Council's agreed policies.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

65. The public shall be admitted to all meetings of the Council and its committees and sub-committees, 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,”

(Note: If a person's advice or assistance is needed, they may be invited (by name) to remain after the exclusion resolution is passed)

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.

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.

- (a) Where the public are excluded from a meeting of the Council:- the Council may also prevent any person from reporting on the meeting using methods a) which can be used without that person's presence at the meeting, and (b) which enables persons not present at the meeting to see or hear the proceedings at the meeting as it takes place or later.
- (b) In the case of a meeting of the Council, while the meeting is open to the public any person attending is to be permitted to report on the meeting.
- (c) Written commentary at a meeting is permitted however, oral commentary is only permitted outside or after a meeting as oral commentary would be disruptive.
- (d) People will be asked to leave a meeting if they act in a disruptive manner, such as: making excessive noise, intrusive lighting, making statements etc.
67. If a member of the public interrupts the proceedings at any meeting, the chairman may, after warning, order that he be removed from the Council Chamber.
68. At the appointed time on the agenda questions may be asked by members of the public, who will be asked to state their name. Questions will be answered by the Chairman or person/s nominated by the Chairman to answer.
Members of the public residing outside the parish and, who wish to ask a question, will be asked to put their question in writing, this will be considered at the next meeting of the Council.

CONFIDENTIAL BUSINESS

69. (a) No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, 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 COUNTY AND DISTRICT COUNCILLORS

70. A notice of meeting shall be sent to the County Councillor for the division and to the District Councillor or Councillors for the ward.

PLANNING APPLICATIONS

71. (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) the name of the applicant;
- (iii) the place to which it relates;
- (iv) a summary of the nature of the application.

STANDING ORDER ON CONTRACTS

72. (a) Where it is intended to enter into a contract exceeding £5,000 excluding V.A.T. three quotes are to be obtained (as per. the Financial Regulations annexed to these Standing Orders.
- (b) Notice of a contract exceeding £25,000 (Tender) shall state the general nature of the intended contract and state the name and address of the person to whom tenders are to be addressed and the last date by which those tenders should reach that person in the ordinary course of post. (as per. the Financial Regulations

- (c) Tenders shall be opened by the Clerk or other person to whom tenders are required to be addressed on the date specified pursuant to paragraph (b) of this Order and shall be reported by the person who opened them to the Council or, where the tenders have been sought by a committee or sub-committee to that committee or sub-committee.
- (d) Neither the Council nor the committee, or sub-committee is bound to accept the lowest tender.
- (e) If no tenders are received or if all the tenders are identical the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.
- (f) A notice issued under this standing order shall contain a statement of the effect of Standing Orders Nos. 58, 59 and 60.

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 ISSUED TO MEMBERS

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

ELECTRICAL WORK

- 76. (a) Where it is intended to enter into a contract exceeding £3,000 excluding V.A.T. 3 (three) quotes to be obtained.
- (b) Where the value of the intended work is below £3,000 excluding V.A.T. The approved contractor shall undertake the works - the quote to be approved by the Council.
- (c) In an emergency the Chairman and the Clerk to authorise works being carried out by the approved contractor.

PLUMBING WORK

- 77. (a) Where it is intended to enter into a contract exceeding £3,000 excluding V.A.T. 3 (three) quotes to be obtained.
- (b) Where the value of the intended work is below £3,000 excluding V.A.T. The approved contractor shall undertake the works - the quote to be approved by the Council.
- (c) In an emergency the Chairman and the Clerk to authorise works being carried out by the approved contractor.

MOWING CONTRACT

78. The person contracted shall send his invoice to the Clerk, and when the Clerk is satisfied that the work has been undertaken, payment can be made. To be included in the next schedule of payments laid before the Council.

HANDYMAN

79. The Handyman shall be authorised to order/purchase materials he requires to undertake the work for the Council, to an amount not exceeding £200 for any individual job.

CHAIRMANS ALLOWANCE

80. Index Linked - The rise to take effect in May of every year.

EXECUTIVE POWER OF COMMITTEE CHAIRMAN

81. In an emergency the power to rest with three Councillors - The Chairman, The Chairman of the Committee and one member.

COUNCIL DINNER

82. The Chairman to choose the venue and date of the Council dinner.

WAR MEMORIAL KEEPER - WETLEY ROCKS

83. A payment of £35 per. annum. to be paid in December to the War Memorial Keeper, for the cleaning of the War Memorial.

VILLAGE POUND KEEPER

84. A quarterly payment of £15 to be paid to the Village Pound Keeper in March, June, September and December for keeping the village pound tidy and cleaning the War Memorial Stones.

ACCOUNTS

85. The Clerk and Chairman may authorise the payment of an account before the next Council Meeting; only when a late payment could jeopardize the running of Council business, or, if a late payment would result in a loss of revenue to the Council.

POPPY WREATHS

86. The purchase of 4(four) poppy wreaths for Cheddleton and Wetley Rocks is authorised by the Council.

SPONSORSHIP OF GARDEN AND ALLOTMENTS COMPETITION

87. Each year the competition takes place, the Council will, if required, sponsor the competition, the amount stands at £160.

PURCHASING OF CLEANING EQUIPMENT BY THE CARETAKER

88. The Clerk to authorise the purchase of cleaning equipment, such as, (bleach, cloths, liquid, mops, buckets, brushes) by the Caretaker.

PROCEDURE FOR COUNCIL MEETINGS

- 90.
- (a) Correspondence to be summarized rather than read out in full - Chairman's discretion.
 - (b) Correspondence to be split between the Council meetings and the Planning and Amenities Committee meetings.
 - (c) Public Question Time - Tightening up of regulations.
 - (d) No set length to a debate other than through the normal action of the Chairman.
 - (e) Outside Speaker — 30 minutes talk, 15 minutes debate.
 - (f) No elaboration by the Chairman of a sub-committee when presenting the minutes to the council. Any member of the council can through the chair raise points of debate.
 - (g) Two Public Question Times, one to be taken after Announcements and one at the end of the meeting.
 - (h) Correspondence to be taken at the end of the Council meeting before Public Question Time.
 - (i) Minutes of the meeting to be taken page by page.
 - (j) Reports of Committee Meetings to be taken in number order.

ATTENDANCE RECORDS

91. Attendance records of members to be included on the April Agenda, to be recorded in the said minutes for publication.

AGENDA ITEMS

92. Items for the Agenda (Council or Sub-Committee Meetings) to be given to the Clerk by no later than 12 noon on Monday in the week prior to the meeting. The Clerk is authorized to allocate all Agenda items to the appropriate committee.

AUDIT REGULATIONS

93. The Clerk was appointed the Council's Responsible Financial Officer in February 1997. Two members of the Council to sign the cheque stubs to verify payment. Reconciliation of the Accounts to be carried out at six monthly intervals.

HANDYMAN – PAYMENT OF TIME SHEETS

94. As soon as the RFO is satisfied that the time sheets issued by the Handyman are accurate and has certified them as such, payment can be made, and the sum included in the next schedule of payments laid before the Council for ratification.

COUNCIL POLICY WITH REGARD TO PARTY POLITICS

95. The Council is not a political Council and therefore there shall be no party Politics discussed within the Council Chamber. The Council is elected to serve the people and the community and, as such, will not discuss any issue that may jeopardize this Policy. Any articles will be kept in a folder should any member wish to read the literature.

FREEDOM OF INFORMATION ACT

96. The Model Freedom of Information Act 2000 — The New Model Publication Scheme. The Scheme the Council chose to adopt was approved and adopted by the Council in 2008. From January 2009 the Council is obliged, under Sec. 19 (1) (b), to publish information in accordance with the model publication scheme.

EMERGENCY ITEMS OF BUSINESS

97. In the case of an emergency, where an item is deemed to be of an urgent nature and the Agenda is already in circulation - The Chairman, Vice-Chairman and Clerk have delegated powers to add to the Council's Agenda any emergency item of business for the Council's consideration on the night

PLANNING APPLICATIONS

98. In order to meet the deadline the Planning & Amenities committee shall be granted delegated powers to deal with and make observations on all Planning Applications received by the Council.

PENSION RE-ENROLMENT

99. The Pensions Regulator requires that every three years (2019), as an employer the Council has a legal duty to assess and re-enrol eligible staff who have left the workplace pension scheme.