

# Standing Orders Wanborough Parish Council

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Adopted: May 27 <sup>th</sup> 2025
To be reviewed: Annually
Review date: May 2026

# Standing Orders for Wanborough Parish Council

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2025 Revision (based on NALC Model Standing Orders)

## 1. Rules of Debate at Meetings

- Members shall address their comments to the Chair.
- A motion shall not be discussed until it has been proposed and seconded.
- Amendments to the motions shall be discussed in the order they are received.

## 2. Disorderly Conduct at Meetings

- No member shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- The Chair may adjourn the meeting if necessary to restore order.

## 3. Meetings Generally

- Meetings shall be held at Wanborough Village Hall, if in the event is unavailable The Great Barn of Wanborough on the last Wednesday of the month commencing at 7:30pm
- A minimum of five clear days' notice shall be given for all meetings.
- Public participation shall be permitted during a designated agenda item.
- A meeting can go ahead when the quorum is met of 3 councilor members.

## 4. Committees and Sub-Committees

- The Council may appoint committees with specific terms of reference.
- Committees may appoint sub-committees as necessary.

## 5. Ordinary Council Meetings

- The first business at the Annual Meeting shall be the election of the Chair and Vice Chair.
- The order of business shall be determined by the Chair unless the Council decides otherwise.

## 6. Extraordinary Meetings of the Council and Committees

- The Chair may convene an extraordinary meeting at any time.
- If the Chair does not call an extraordinary meeting within seven days of a request by two members, those two members may convene the meeting.

## 7. Previous Resolutions

- A resolution shall not be reversed within six months except by a special motion.

## **8. Voting on Appointments**

- Where more than two people have been nominated for a position, voting shall be by a process of elimination by majority vote.

## **9. Motions for a Meeting That Require Written Notice**

- A motion shall relate to the responsibilities of the meeting and shall be in writing to the Proper Officer at least seven clear days before the meeting.

## **10. Motions at a Meeting That Do Not Require Written Notice**

- Motions may be moved without notice on matters such as correcting the minutes, approving reports, or referring matters to a committee.

## **11. Handling Confidential or Sensitive Information**

- The Council shall exclude the press and public from meetings where confidential information is to be discussed.

## **12. Draft Minutes**

- Draft minutes shall be prepared by the Proper Officer and submitted to the Council for approval at the next meeting.

## **13. Code of Conduct and Dispensations**

- All members shall observe the Council's Code of Conduct.
- [Note: As per NALC's April 2025 update, sections 14.a, 14.b, and 14.c have been removed to streamline the document.]

## **14. Code of Conduct Complaints**

- Complaints regarding breaches of the Code of Conduct shall be referred to the Monitoring Officer of the principal authority.

## **15. Proper Officer**

- The Proper Officer shall be the Clerk or other appointed officer and shall carry out functions as required by law and the Council.

## **16. Responsible Financial Officer**

- The Council shall appoint a Responsible Financial Officer (RFO) to manage its financial affairs.

## **17. Accounts and Accounting Statements**

- The RFO shall ensure that the Council's accounts are prepared in accordance with statutory requirements.

## 18. Financial Controls and Procurement

- **a.** The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer (RFO), which shall include detailed arrangements for the following:
  - i. The accounting records and systems of internal control;
  - ii. The assessment and management of financial risks faced by the Council;
  - iii. The work of the Independent Internal Auditor in accordance with proper practices and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
  - iv. The inspection and copying by councilors and local electors of the Council's accounts and/or orders of payments; and
  - v. Procurement policies, including the setting of values for different procedures where a contract has an estimated value of less than £30,000.
- **b.** financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- **c.** A public contract regulated by the Public Contracts Regulations 2015 with an estimated value more than **£25,000** shall comply with the relevant requirements of the 2015 Regulations, including:
  - i. A requirement to advertise the contract opportunity on the **Contracts Finder website**;
  - ii. A requirement to follow a transparent and non-discriminatory process for awarding the contract.
- **d.** A public service or supply contract with an estimated value more than **£213,477 (inc. VAT)**, or a public works contract more than **£5,336,937 (inc. VAT)**, shall comply with the **Public Contracts Regulations 2015**, including use of the **Find a Tender Service (FTS)** for notices.
- **e.** The full Council is responsible for approving tenders and contract awards above thresholds stated in the Financial Regulations. Contracts may not be disaggregated to avoid these thresholds.
- **f.** Where the Council intends to procure or award a public supply contract, public service contract, or public works contract as defined by the Regulations, and it is valued at or above the thresholds in **18.d**, the Council must comply with the **Public Contracts Regulations 2015** and where applicable, the **Utilities Contracts Regulations 2016**.
- **g.** Neither the Council, nor any committee, nor the Clerk shall be required to accept the lowest tender, quote, or estimate.
- **h.** The Council's Financial Regulations shall set out procedures for securing value for money in procurement, including requirements for obtaining quotations (written or otherwise) for goods, materials, and services.
- [Note: NALC has updated Model Standing Order 18 to comply with new procurement legislation, specifically sections 18.a.v, 18.c, 18.d, and 18.f.]

## **19. Handling Staff Matters**

- All staff shall be treated in accordance with employment law and the Council's policies.

## **20. Requests for Information**

- Requests for information held by the Council shall be handled in accordance with the Freedom of Information Act 2000 and the Data Protection Act 2018.

## **21. Relations with the Press/Media**

- All press and media communications shall be managed by the Chair or designated spokesperson.

## **22. Execution and Sealing of Legal Deeds**

- A legal deed shall not be executed on behalf of the Council unless authorized by a resolution.

## **23. Communicating with District and County or Unitary Councillors**

- Official communication with the principal authorities shall be conducted by the Clerk or as directed by the Council.

## **24. Restrictions on Councillor Activities**

- Unless authorized by the Council, no individual councillor shall issue orders, instructions, or directions.

## **25. Standing Orders Generally**

- These Standing Orders shall be reviewed annually.
- The Council may suspend any standing order by resolution, except those that are mandatory by law.