



MALVERN TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

REPORTS

**For meeting on Wednesday 7 February 2024 at 6.00 pm
Council Chamber, Belle Vue Terrace**

MALVERN TOWN COUNCIL

Town Clerk
28-30 Belle Vue Terrace
Malvern
WR14 4PZ



31 January 2024

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MEETING OPEN TO MEMBERS OF THE PUBLIC

To Members of the Policy and Resources Committee (Quorum 5):

Councillors Iain Dawson (Chair), Clive Fletcher (Vice-Chair), Marilyn Birks, Nick Houghton, Melanie Jones, Julie MacLusky, Ronan McLaverty-Head, Karen Newbigging

All other Members of the Town Council for information only.

You are hereby invited to attend a meeting of the Policy and Resources Committee to be held in the Council Chamber, Belle Vue Terrace, Malvern on Wednesday 7 February 2024, commencing at 6.00pm for the transaction of the business shown on the Agenda below.

A handwritten signature in black ink, appearing to read 'L. J. Blake'.

Linda Blake
Town Clerk

No.	Agenda Item
1.	Apologies for Absence To receive and note apologies for absence
2.	Declarations of Interest To receive declarations of disclosable pecuniary interests and other disclosable interests
3.	Minutes of Previous Meeting To receive and confirm as a correct record the Minutes of the previous Policy and Resources Committee meeting: <ul style="list-style-type: none">➤ 6 December 2023 (previously circulated)
Public Participation <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	Proposed budget savings - project to construct timber building in cemetery yard <ul style="list-style-type: none">➤ Report PR01/24 to follow
5.	Review of standing orders <ul style="list-style-type: none">➤ Report PR02/24 to follow
6.	Date and Time of Next Meeting <ul style="list-style-type: none">➤ Wednesday 27 March 2024 at 6.00 pm (Grants) Proposed additional meeting <ul style="list-style-type: none">➤ Wednesday 28 February 2024

**MINUTES OF A MEETING OF
THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**held in the Council Chamber, Belle Vue Terrace, Malvern
on Wednesday 6 December 2023 at 6.00 pm**

Councillors

I Dawson (Chair)
M Birks
N Houghton
R McLaverty-Head (from 6.10pm)
K Newbigging

Absent

C Fletcher (apologies)
M Jones
C Lee
J MacLusky (apologies)

Also in attendance

Linda Blake - Town Clerk
Louise Wall – Minute Clerk

Once quorate, the meeting started at 6.12pm

44. APOLOGIES FOR ABSENCE

Apologies for absence were **NOTED** from Cllr Fletcher and Cllr MacLusky, and Cllr McLaverty-Head for lateness.

45. DECLARATIONS OF INTEREST

Agenda item 47, Budget 2024/25 – Cllr Karen Newbigging is an allotment holder.

46. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the following meeting be approved and adopted as a correct record of the proceedings, to be signed by the Chairman:

- Policy and Resources Committee meeting 1 November 2023

PUBLIC PARTICIPATION

None.

47. BUDGET 2024/25

Report PR01/23 was received and accepted.

The Town Clerk explained that for the second year running, there had been several challenging aspects to both the re-forecast and the budget process, not least the Victoria Park community hub project and sale of Belle Vue Terrace, with timescales and predicted costs changing daily up to the time of the meeting.

At the meeting held on 1 November, Policy and Resources Committee had noted that whilst the aim was to keep any increase in the precept low, costs and inflation should be set at a reasonable level to avoid any reduction in services.

The proposed budget submitted to the meeting included an increase in precept of 8.5%.

The re-forecast for 2023/24 had resulted in a small underspend for the year and a balance being put into reserves of £324.

The tax base had not been received at the time of the meeting, but using last year's tax base and an increase on precept of 8.5% resulted in an increase of £5.79 per Band D household.

If a similar increase in the tax base to last year was applied, the increase in a Band D household would be £4.23.

Office Equipment

£3,000 for the purchase of office furniture for the new building at Victoria Park Reserves had been included in the budget but members **AGREED** that this should be increased to £10,000 to purchase new desks, chairs and other furniture, in order to ensure ongoing staff welfare.

Other expenses

Included in other expenses was an amount for annual subscriptions. It was agreed to discontinue the subscription to the Cotswold Line Promotion Group. Although only a small cost, officers confirmed that no councillors had ever asked to read the magazine, and in line with the environmental policy it was felt that paper magazines should be avoided.

The Chair of the meeting then asked members if they would be happy to see an increase in precept of 8.5%. Whilst members felt it would be preferable to see a lower increase, discussions on the proposed budget had shown this would not be possible without reducing services and projects, which was not ideal.

A report would be presented to Full Council to reflect these changes.

48. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the date of the next meeting would be Wednesday 7 February 2024.

The meeting finished at 7.45pm

.....(Chairman)

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Wednesday 7 February 2024 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

**PROPOSED BUDGET SAVINGS – PROJECT TO CONSTRUCT
TIMBER BUILDING IN CEMETERY YARD**

1. Purpose of report

- 1.1. For decision.

2. Recommendation

- 2.1. Policy and Resources Committee is asked to approve an amendment to the 2023/24 Asset Refurbishment Scheme, to create budget savings by the purchase and installation of a steel storage container in the cemetery, rather than construction of a timber building in the cemetery yard.

3. Background

- 3.1. As part of the annual budget for 2023/24, Full Council agreed £15,000 to build a wooden structure/lean-to in the rear of the cemetery lodge yard. This would require planning permission due to its proximity to the cemetery lodge.
- 3.2. An opportunity has arisen for officers to purchase a second-hand steel storage container, 6m x 2.5m, for £250 and it is felt that this would offer a better and more cost-effective solution for storage and would be located to the rear of the existing composting/bin area, making it easier to access.



- 3.3. The container would be sited on a stone pad, painted in Town Council green and be fully lockable.
- 3.4. Costs to transport the container to Great Malvern Cemetery will be in the region of £350 and a further £500 will be needed to construct the stone pad and for consumables.

- 3.5. With an amended project cost of approximately £1,100, there will be considerable budget savings achieved. Committee approval is required for this due to the significant change from the project specification in the original budget.

4. Financial Implications

- 4.1. Budget savings achieved by amending the specification for this project will be approximately £13,900.

5. Legal Implications

- 5.1. None pertaining to this report.

End

Linda Blake
Town Clerk

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Wednesday 7 February 2024 at 6.00 pm
in the Council Chamber, Belle Vue Terrace, Malvern**

REVIEW OF STANDING ORDERS

1. Purpose of report

- 1.1. For review and decision.

2. Recommendation

- 2.1. Policy and Resources Committee is asked to consider, review and revise as necessary, the Town Council's standing orders with recommendations to go to Full Council for approval and adoption.

3. Background

- 3.1. The last review of standing orders was carried out in 2018, following the issue of a new National Association of Local Councils (NALC) model standing orders in 2018.
- 3.2. In September 2018 Policy and Resources Committee carried out an in-depth review of standing orders reviewing the new NALC model standing orders issued in 2018 alongside the Town Council's standing orders adopted in 2014/15 and proposing a new revised set of standing orders.
- 3.3. The Council's current standing orders were approved and adopted by Full Council in October 2018.
- 3.4. No further model standing orders have been issued by NALC since 2018, but it is felt for good governance practice Council should now review its standing orders and make any changes as necessary.
- 3.5. In order to facilitate this review, officers have set out the Council's current standing orders in a table as attached at Appendix A to this report. One column contains the Town Council's current standing orders and the second contains details setting out any differences from the NALC model and where there is the opportunity for Council to make a choice on what is inserted.
- 3.6. NALC model standing orders should be used as a useful and in some cases mandatory guideline, but committee discussions should also consider that Malvern Town Council is a large council at this level of local government and therefore some additions or variations may be required.
- 3.7. Committee is, in particular, asked to consider making the following amendments to follow the standardisation of language used in other Town Council documents:
- The titles of Chairman and Vice-chairman should be replaced with Chair and Vice-chair and a guidance note inserted as appropriate to cover the mandatory sections.
 - Any pronouns such as he/she, his/her should be replaced with they/their.

4. Financial Implications

- 4.1. None pertaining to this report.

5. Legal Implications

- 5.1. A council requires standing orders to regulate its proceedings and business.
- 5.2. Standing orders in bold type contain legal and statutory requirements and so cannot be amended.
- 5.3. The task of reviewing standing orders was delegated to Policy and Resources Committee at Annual Council in 2023 with recommendations taken to Full Council for ratification.

End

Linda Blake
Town Clerk



MALVERN TOWN COUNCIL

STANDING ORDERS 2018

Approved at Full Council 3 October 2018

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

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

2.	DISORDERLY CONDUCT AT MEETINGS	
a.	No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.	Match
b.	If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.	Match
c.	If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.	Match
3.	MEETINGS GENERALLY	
	Full Council meetings ● Committee meetings ● Sub-committee meetings ●	
a.	● Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.	Mandatory
b.	● The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.	Mandatory
c.	● The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.	Mandatory
d.	●● Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.	Mandatory
e.	Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. [Public participation will	Last sentence added to MTC's STO's

	take place following 'Apologies for Absence', 'Declarations of Interest' and 'Approval of the Minutes of the last meeting' (if relevant).]	
f.	The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed thirty minutes unless directed by the chairman of the meeting.	Amount of minutes set by MTC
g.	Subject to standing order 3(f), a member of the public shall not speak for more than five minutes.	Amount of minutes set by MTC
h.	In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.	Match
i.	A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking. <u>NALC model version:</u> [A person shall stand when requested to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.	Two options on this. See NALC version
j.	A person who speaks at a meeting shall direct his comments to the chairman of the meeting.	Match
k.	Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.	Match
l.	●● Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.	Mandatory
m.	●● A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.	Mandatory
n.	●● The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.	Mandatory
o.	● Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before	Mandatory

	the Vice-Chairman of the Council (if there is one).	
p.	<ul style="list-style-type: none"> ● The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting. 	Mandatory
q.	<ul style="list-style-type: none"> ●●● Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting 	Mandatory
r.	<ul style="list-style-type: none"> ●●● The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. 	Mandatory
	<i>See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.</i>	Match
s.	<ul style="list-style-type: none"> ● Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before the vote is taken and before moving on to the next item of business on the agenda. 	Mandatory and match
t.	The minutes of a meeting shall include an accurate record of the following:	Match
	i. the time and place of the meeting;	
	ii. the names of councillors who are present and the names of councillors who are absent. [Apologies for absence submitted by councillors will be considered individually with those absences that are accepted and approved by a resolution being recorded in the minutes;]	Last sentence added to MTC's STO's
	iii. interests that have been declared by councillors and non-councillors with voting rights;	Match
	iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;	Match
	v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;	Match
	vi. if there was a public participation session; and	Match
	vii. the resolutions made.	Match
u.	<ul style="list-style-type: none"> ●●● A councillor or a non-councillor with voting rights who has a disclosable pecuniary 	Mandatory

	interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.	
v.	● No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.	Mandatory
	<i>See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.</i>	Match
w.	●●● If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.	Mandatory and match
x.	A meeting shall not exceed a period of 2 hours. At the discretion of the chairman, the council may agree to suspend standing orders and the meeting be extended for a further 30 minutes.	Number of hours set by MTC. Last sentence added to MTC's STO's
4.	COMMITTEES AND SUB-COMMITTEES	
a.	Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.	Mandatory
b.	The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.	Mandatory
c.	Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.	Mandatory
d.	The Council may appoint standing committees or other committees as may be necessary, and:	
	i. shall determine their terms of reference;	Match
	ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;	Match
	iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;	Match
	iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;	Match
	v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting	NALC model has option for number of days after Proper

	of a committee if the ordinary members of the committee confirm to the Proper Officer before the meeting that they are unable to attend;	Officer.
	<p>vi. shall permit the members of a standing committee to appoint the chairman and vice-chairman of that standing committee at the first meeting of the committee held after the Annual Council in May;</p> <p><u>NALC model version:</u></p> <p>Shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee.</p>	Different, see NALC version
	vii. Shall permit a committee other than a standing committee to appoint its own chairman at the first meeting of the committee;	NALC but not MTC
	viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no fewer than three;	
	ix. shall determine if the public may participate at a meeting of a committee;	
	x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;	
	xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and	
	xii. may dissolve a committee or a sub-committee.	
5.	ORDINARY COUNCIL MEETINGS	
a.	In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.	Mandatory
	<i>Note: Elected councillors take office on the fourth day following ordinary elections and in both cases the number of days is calculated disregarding Sundays, bank holidays and days appointed for public thanksgiving.</i>	This is an addition to MTC's STO's
b.	In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.	Mandatory
c.	If no other time is fixed, the annual meeting of the Council shall take place at 6pm.	Mandatory
d.	In addition to the annual meeting of the Council, at least three other ordinary meetings shall be	Mandatory

	held in each year on such dates and times as the Council decides.	
e.	The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council. <i>(In the case of Malvern Town Council, this is currently the Mayor and the Deputy Mayor).</i>	Bold is mandatory , bracketed words are an addition to MTC's STO's
f.	The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.	Mandatory
g.	The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.	Mandatory
h.	In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.	Mandatory
i.	In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.	Mandatory
j.	Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:	
	i. in an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;	Mandatory
	ii. confirmation of the accuracy of the minutes of the last meeting of the Council;	Match
	iii. receipt of the minutes of the last meeting of a committee;	Match
	iv. consideration of the recommendations made by a committee;	Match
	v. review of delegation arrangements to committees, sub-committees, staff and other local authorities;	Match

	vi. review of the terms of reference for committees;	Match
	vii. appointment of members to existing committees;	Match
	viii. appointment of any new committees in accordance with standing order 4;	Match
	ix. review and adoption of appropriate standing orders and financial regulations;	Match
	x. review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.	Match
	xi. review of representation on or work with external bodies and arrangements for reporting back;	Match
	xii. in an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;	Match
	xiii. review of inventory of land and other assets including buildings and office equipment;	Match
	xiv. confirmation of arrangements for insurance cover in respect of all insurable risks;	Match
	xv. review of the Council's and/or staff subscriptions to other bodies;	Match
	xvi. review of the Council's complaints procedure;	Match
	xvii. review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);	Match
	xviii. review of the Council's policy for dealing with the press/media;	Match
	xix. review of the Council's employment policies and procedures;	Match
	xx. review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.	Match
	xxi. determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.	Match
	<i>Items v. to xxi may be referred to a committee before final ratification by Full Council during the council year.</i>	This is an addition to MTC's STO's
6.	EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES	
a.	The Chairman of the Council may convene an extraordinary meeting of the Council at any time.	Mandatory
b.	If the Chairman of the Council does not call an extraordinary meeting of the Council within	Mandatory

	seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.	
c.	The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.	Match
d.	If the chairman of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.	Number of days and number of members set by MTC
7.	PREVIOUS RESOLUTIONS	
a.	A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 7 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.	Number of councillors set by MTC
b.	When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.	Match
8.	VOTING ON APPOINTMENTS	
a.	Where one position is to be filled: Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.	Match
b.	Where more than one position is to be filled: Where there are more nominations than positions available to be filled, each councillor at the meeting shall have the same number of votes as vacancies. A councillor can choose to place fewer votes than vacancies, but cannot place more. A councillor may also only vote for each candidate once. If there is a tie in votes, which does not allow for the election of the required number of candidates, then the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes are given in favour of the required number of people to fill the vacancies	This is an addition to MTC's STO's

9.	MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER	
a.	A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.	Match
b.	No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.	Number of days set by MTC
c.	The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.	Match
d.	If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least five clear days before the meeting.	Number of days set by MTC
e.	If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.	Match
f.	The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.	Match
g.	Motions received shall be recorded and numbered in the order that they are received.	Match
h.	Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.	Match
10.	MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE	
a.	The following motions may be moved at a meeting without written notice to the Proper Officer:	
	i. to correct an inaccuracy in the draft minutes of a meeting;	Match
	ii. to move to a vote;	Match
	iii. to defer consideration of a motion;	Match
	iv. to refer a motion to a particular committee or sub-committee;	Match
	v. to appoint a person to preside at a meeting;	Match

	vi. to change the order of business on the agenda;	Match
	vii. to proceed to the next business on the agenda;	Match
	viii. to require a written report;	Match
	ix. to appoint a committee or sub-committee and their members;	Match
	x. to extend the time limits for speaking;	Match
	xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;	Match
	xii. to not hear further from a councillor or a member of the public;	Match
	xiii. to exclude a councillor or member of the public for disorderly conduct;	Match
	xiv. to temporarily suspend the meeting;	Match
	xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);	Match
	xvi. to adjourn the meeting;	Match
	xvii. to close the meeting; or	Match
	xviii. to congratulate, thank or encourage an individual or body or to send condolences or best wishes to someone.	This is an addition to MTC's STO's
10B.	QUESTIONS	
a.	Councillors' questions regarding any aspect of council business, addressed to a named councillor or officer, must be sent via the Town Clerk, not later than 3 working days before the Council meeting.	Standing order 10B is an addition to MTC's STO's
b.	Every question put shall be answered by that named person, either verbally or in writing at the meeting or, in the case of more complex issues, at the earliest possible opportunity.	Standing order 10B is an addition to MTC's STO's
c.	The questioner shall have the right to ask a supplementary question and receive an answer, either verbally at the meeting or in writing at the earliest possible opportunity thereafter.	Standing order 10B is an addition to MTC's STO's
d.	No further discussion or debate will be permitted.	
11.	MANAGEMENT OF INFORMATION	
	<i>See also standing order 20.</i>	

a.	The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.	Mandatory
b.	The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).	Mandatory
c.	The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.	Mandatory
d.	Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.	Mandatory
12.	DRAFT MINUTES	
	<div>Full Council meetings ●</div> <div>Committee meetings ●</div> <div>Sub-committee meetings ●</div>	
a.	<p>Draft minutes will be confirmed at the next meeting of the relevant Council or Committee having been served on Councillors with the agenda to attend the meeting at which they are due to be approved.</p> <p><u>NALC model version:</u></p> <p>If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.</p>	Two options on this, see NALC version
b.	There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).	Match
c.	The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.	Match
d.	If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the	Match

	<p>same effect:</p> <p>“The chairman of this meeting does not believe that the minutes of the meeting of the () held on () in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”</p>	
e.	<p>●●● If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.</p>	Mandatory
f.	<p>Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.</p>	Match
13.	CODE OF CONDUCT AND DISPENSATIONS	
	<i>See also standing order 3(u).</i>	
a.	<p>All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.</p>	Match
b.	<p>Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.</p>	Match
c.	<p>Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.</p>	Match
d.	<p>Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.</p>	Mandatory in part and match
e.	<p>A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.</p> <p><u>NALC model version:</u></p> <p>A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.</p>	Two options on this, see NALC version

f.	A dispensation request shall confirm:	
	i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;	Match
	ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;	Match
	iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and	Match
	iv. an explanation as to why the dispensation is sought.	Match
g.	Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required. <u>NALC model version:</u> Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].	Two options on this, see NALC version
h.	A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:	Mandatory
	i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;	Mandatory
	ii. granting the dispensation is in the interests of persons living in the Council's area; or	Mandatory
	iii. it is otherwise appropriate to grant a dispensation.	Mandatory
14.	CODE OF CONDUCT COMPLAINTS	
a.	Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.	Match
b.	Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing	Match

	order 14(d).	
c.	The Council may:	
	i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;	Match
	ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;	Match
d.	Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.	Mandatory
15.	PROPER OFFICER	
a.	The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.	Match
b.	The Proper Officer shall:	
	i. at least three clear days before a meeting of the Council, a committee or a sub-committee,	
	<ul style="list-style-type: none"> serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and 	Mandatory
	<ul style="list-style-type: none"> Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them). 	Mandatory
	<i>See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;</i>	
	ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least five days before the meeting confirming his withdrawal of it;	Number of days set by MTC
	iii. convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;	Mandatory
	iv. facilitate inspection of the minute book by local government electors;	Mandatory

	v. receive and retain copies of byelaws made by other local authorities;	Mandatory
	vi. hold acceptance of office forms from councillors;	Match
	vii. hold a copy of every councillor's register of interests;	Match
	viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;	Match
	ix. liaise, as appropriate, with the Council's Data Protection Officer, [if there is one; as officially appointed by Council.]	Last sentence added by MTC
	x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;	Match
	xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);	Match
	xii. arrange for legal deeds to be executed; (see also standing order 23).	Match
	xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;	Match
	xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;	Match
	xv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) of the Operations and Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Operations and Planning committee ;	Committee selected by MTC
	xvi. manage access to information about the Council via the publication scheme; and	Match
	xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect (see also standing order 23).	Match
16.	RESPONSIBLE FINANCIAL OFFICER	
a.	The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.	Match

17.	ACCOUNTS AND ACCOUNTING STATEMENTS	
a.	“Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioner’s Guide”.	Match
b.	All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.	Match
c.	The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September, 31 December and 31 March in each year a statement to summarise:	Match
	i. the Council’s receipts and payments (or income and expenditure) for each quarter;	Match
	ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;	Match
	iii. the balances held at the end of the quarter being reported and	Match
	which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.	Match
d.	As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:	
	i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and	
	ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.	Correct ‘Section 1’ to ‘Section 2’ Match
e.	The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.	Match
18.	FINANCIAL CONTROLS AND PROCUREMENT	
a.	The Council shall consider and approve financial regulations drawn up by the Responsible Financial	Match

	Officer, which shall include detailed arrangements in respect of the following:	
	i. the keeping of accounting records and systems of internal controls;	Match
	ii. the assessment and management of financial risks faced by the Council;	Match
	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;	Match
	iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and	Match
	v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.	Match
b.	Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.	Match
c.	<p>A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.</p> <p>A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of <u>£30,000</u> but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity, <u>unless it proposes to use an existing list of approved suppliers (framework agreement)</u></p>	Mandatory , but minor amendment since 2018
d.	Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:	Match
	i. a specification for the goods, materials, services or the execution of works shall be drawn up;	Match
	ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;	Match
	iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;	Match

	iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;	Match
	v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;	Match
	vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.	Match
e.	Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.	Match
f.	<p>A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.</p> <p>A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of <u>£189,330</u> for a public service or supply contract or in excess of <u>£4,733,252</u> for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.</p>	Mandatory – amounts changed by Public Contracts (amendments) Regulation 2022
g.	<p>A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of <u>£4,551,413</u> for a works contract; or <u>£820,370</u> for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.</p> <p>A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of</p>	Mandatory – amounts changed by Public Contracts (amendments) Regulation 2022

	£378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.	
19.	HANDLING STAFF MATTERS	
a.	A matter personal to a member of staff that is being considered by a meeting of Council OR the Policy and Resources Committee is subject to standing order 11.	Committee selected by MTC
b.	Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Policy and Resources Committee or, if he is not available, the vice-chairman (if there is one) of the Policy and Resources Committee of absence occasioned by illness or other reason and that person shall report such absence to the Policy and Resources Committee at its next meeting.	Committee selected by MTC
c.	The chairman of the Policy and Resources Committee or in his absence, the vice-chairman, along with the Chairman of the Council shall upon a resolution conduct a review of the performance and annual appraisals of the work of the Town Clerk and the Operations Manager . The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Policy and Resources Committee . The Policy and Resources Committee shall also have the responsibility of reviewing annual appraisals of all Town Council officers once they have been completed by the Town Clerk and the Operations Manager.	Committee and staff members selected by MTC. Last sentence is an addition to MTC's STO's.
d.	Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Policy and Resources Committee or in his absence, the vice-chairman of the Policy and Resources Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Policy and Resources Committee .	Committee selected by MTC.
e.	Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chairman or vice-chairman of the Policy and Resources Committee , this shall be communicated to another member of the Policy and Resources Committee , which shall be reported back and progressed by resolution of the Council.	Committee and Council selected by MTC.
f.	Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.	Match
g.	In accordance with standing order 11(a), persons with line management responsibilities shall have	Match

	access to staff records referred to in standing order 19(f).	
20.	RESPONSIBILITIES TO PROVIDE INFORMATION	
	<i>See also standing order 21.</i>	
a.	In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.	Mandatory
b.	<i>If gross annual income or expenditure (whichever is the higher) exceeds £200,000 the Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.</i>	Mandatory
21.	RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	
	<i>See also standing order 11. (Below is not an exclusive list).</i>	
a.	The Council shall appoint a Data Protection Officer, if required.	Mandatory
b.	The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.	Mandatory
c.	The Council shall have a written policy in place for responding to and managing a personal data breach.	Mandatory
d.	The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.	Mandatory
e.	The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.	Mandatory
f.	The Council shall maintain a written record of its processing activities.	Mandatory
22.	RELATIONS WITH THE PRESS/MEDIA	
a.	Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.	Match
23.	EXECUTION AND SEALING OF LEGAL DEEDS	
	<i>See also standing orders 15(b)(xii) and (xvii).</i>	

a.	A legal deed shall not be executed on behalf of the Council unless authorised by a resolution or the delegated powers of the Proper Officer.	Match
b.	Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.	Mandatory
	<i>The above is applicable to a Council without a common seal.</i>	
24.	COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS	
a.	An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.	Match
b.	Unless the Council determines otherwise, a copy of each correspondence sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.	Match
25.	RESTRICTIONS ON COUNCILLOR ACTIVITIES	
a.	Unless duly authorised no councillor shall:	Match
	i. inspect any land and/or premises which the Council has a right or duty to inspect; or	Match
	ii. issue orders, instructions or directions.	Match
26.	STANDING ORDERS GENERALLY	
a.	All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.	Match
b.	A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least seven councillors to be given to the Proper Officer in accordance with standing order 9.	Number of councillors selected by MTC
c.	The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.	Match
d.	The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.	Match