



Hermitage Parish Council STANDING ORDERS

Standing orders are the written rules of a local council. These standing orders do not include financial regulations, which are produced separately.

Legal requirements are in bold text.

For convenience, the word “councillor” includes a non-councillor with or without voting rights, unless the context suggests otherwise.

This version accepted at the July 2025 meeting.

Signed:

Date:

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1. MEETINGS GENERALLY

- a) Meetings of the council shall be held on a date and time specified by the council, usually third Thursday of each month-at 7.30pm.
- b) **Meetings shall not take place in premises which, at the time of the meeting, are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- c) **A minimum of three clear days' notice of a meeting; shall be given see 13b). This 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.**
- 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 that shall give reasons for the public's exclusion.**
- e) At a meeting open to the public, the first 10 minutes is available to members of the public to make representations and give evidence. Councillors may ask brief questions to clarify statements but shall not otherwise respond during the public session.
- f) The period of time designated for public participation at a meeting in accordance with standing order 1e) shall not exceed ten minutes unless directed by the chair of the meeting.
- g) Subject to standing order 1f), a member of the public shall not speak for more than two minutes. More time may be granted by prior written arrangement with the parish clerk, listing the points to be made, or at the Chair's discretion.
- h) In accordance with standing order 1e), a question from the public shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i) Any person who speaks at a meeting shall direct their comments to the chair of the meeting.
- j) Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- k) **Subject to standing order 1l), 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.**

- l) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- m) **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.**
- n) **Subject to any standing orders that indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- o) **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the opening of the meeting shall preside at the meeting.**
- p) **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.**
- q) **The chair 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 their casting vote whether or not they gave an original vote.**

See standing orders 3h) and i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- r) **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 their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- s) The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors;
 - iv. the grant of dispensations (if any) to councillors;
 - v. whether a councillor left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- t) **A councillor 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 their right to participate and vote on that matter.**

- u) **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.**
- v) **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.
- w) A meeting should not exceed a period of 2 hours.

2. COMMITTEES

- a) The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - 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;
 - 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;
 - iv. shall, subject to standing order 2b), appoint and determine the terms of office of members of such a committee including temporary replacements;
 - v. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee or allow the committee to appoint its own chair at the first meeting;
 - vi. shall determine the place, notice requirements and quorum for a meeting of a committee or sub-committee which, in both cases, shall be no less than three;
 - vii. shall determine if the public may participate at a meeting of a committee and
 - viii. may dissolve a committee.
- b) The members of a committee may include non-councillors unless it is a committee that regulates and controls the finances of the Council.
- c) In the event that the Council creates a committee, it shall define which aspects of these standing orders apply to that committee.

3. ANNUAL MEETING

- 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.**
- b) **In a year that is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c) **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

- d) **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be 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 Chair and Vice-Chair (if there is one) of the Council.**
- f) **Unless the Chair of the Council has resigned or becomes disqualified, they shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g) **Unless the Vice-Chair of the Council, if there is one, resigns or becomes disqualified, they shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h) **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i) **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j) **Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:**
 - i. **In an election year, delivery by the Chair 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 that is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. **Appointment of any new committees in accordance with standing order 2;**
 - iii. **Review and adoption of appropriate standing orders and financial regulations;**
 - iv. **Review of representation on or work with external bodies and arrangements for reporting back;**
 - v. **In an election year, to agree whether arrangements should be made that would enable the Council to become eligible to exercise the general power of competence in the future.**

4. EXTRAORDINARY MEETINGS OF THE COUNCIL

- a) **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**

- b) **If the Chair of the Council does not call an extraordinary meeting of the Council within 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.**

5. MEETING AGENDA

- a) The Proper Officer shall be responsible for the preparation of the Agenda for all meetings in accordance with the requirements of Standing Order 13. Such Agenda shall be agreed with the Chair of the meeting or with the Councillors who convened the meeting.
- b) The Proper Officer shall provide a draft agenda to all Councillors at least one week before the publication of the final agenda requesting advice of any requested changes and specifying a date and time by which these must be received.
- c) Any request for inclusion of an item on the Agenda shall clearly indicate:
- i. The subject and its relationship (if any) to other items on the Agenda
 - ii. The reason for discussion by the Council and nature of any decision sought
 - iii. If a formal motion, precise wording for the proposal.
- d) Any proposal requiring decision that concerns the policies of the council shall be presented as a formal motion and identified as such in the meeting agenda.
- e) Where a proposal can only be formulated following debate, the need to make a decision shall be clearly identified on the Agenda.
- f) Any 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 that specifically affects the Council's area or its residents.
- g) If the Proper Officer considers a request for an agenda item unclear, the originator shall be asked to clarify; if such clarification is not received in sufficient time to appear on the final agenda the item may be deferred.
- h) If the wording or subject of a proposed item is considered improper, the Proper Officer shall consult with the chair (or the councillors who have convened the meeting) to agree whether the item shall be included in the agenda or rejected. The originator may be asked to revise the proposal.
- i) Councillors may be provided with information in advance of the meeting and asked to provide comments to all council members in sufficient time for advance consideration in order to reduce the amount of time spent on debate. Any comments so distributed shall be taken as read and the author should not repeat them during debate.
- j) Councillors should try to ask questions in advance of the meeting, copying to the Chair, Vice Chair, Proper Officer and person who raised the proposal.

6. RULES OF DEBATE

- a) Motions relating to the operation of the meeting, such as its closure or order of discussion, do not require notification.
- b) The agenda shall be followed as it appears unless the order is changed at the discretion of the chair of the meeting.
- c) Any motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- d) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- e) If an amendment to the original motion is carried, the amended version becomes the substantive motion upon which further amendment(s) may be moved.
- f) Any councillor may move an amendment to a motion.
- g) If there is more than one amendment to a motion, the amendments shall be moved in the order directed by the chair of the meeting.
- h) Subject to standing order 5i), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- i) One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- j) Councillors should speak only once on any particular aspect in the debate. If the chair considers that information is being repeated, they may ask the speaker to withdraw from the debate.
- k) During the debate on a motion, a councillor may interrupt only on a point of order or an explanation if they appear to have been misunderstood; the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall specify the irregularity in the proceedings of the meeting of concern.
- l) A point of order shall be decided by the chair of the meeting and their decision shall be final.
- m) The chair of the meeting shall call for a motion to be put to the vote when it is considered to have been sufficiently debated.

7. 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 chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b) If a person(s) disregards the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c) If a resolution made under standing order 7b)) is ignored, the chair 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.

8. PREVIOUS RESOLUTIONS

- a) A resolution shall not be reversed within six months except where there is new info or either by a special motion, which requires written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 5, or by a motion moved in pursuance of the recommendation of a committee.
- b) When a motion moved pursuant to standing order 8a) has been disposed of, no similar motion may be moved for a further six months.

9. MANAGEMENT OF INFORMATION

See also standing order 17.

- a) **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) that it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b) **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) that 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).**
- 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.**
- d) **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

10. DRAFT MINUTES

- a) 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.
- b) There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. Proposals to amend the minutes should be notified in advance of the meeting.
- c) The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

- d) If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e) Subject to the publication of draft minutes in accordance with standing orders and following a resolution that 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.

11. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 1t).

- a) All councillors shall observe the code of conduct adopted by the Council.
- b) Unless they have been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest as listed in Appendix A of the Code of Conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- c) Unless they have been granted a dispensation, a councillor may not vote on matters in which they have an interest listed in Appendix B of the Code of Conduct or if a friend or relative has an interest per Appendix A.
- d) **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible and in any case before the meeting.
- e) A decision as to whether to grant a dispensation shall be made at the relevant meeting and that decision is final.
- 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;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or both the discussion and vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g) **A dispensation may be granted in accordance with standing order 11f) if, having regard to all relevant circumstances, any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great as to impede the transaction of the business;**

- ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**

12. CODE OF CONDUCT COMPLAINTS

- a) Upon notification by the Principal Council that it is dealing with a complaint that a councillor has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 9, report this to the Council.
- b) Where the notification in standing order 12a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council and the Chair shall 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 order 12a).
- c) The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- a) **Upon notification by the Principal Council that a councillor has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

13. PROPER OFFICER

- a) The Proper Officer shall be either the clerk or other person nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b) The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council or a committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit (provided the councillor has consented to service by email), a signed summons confirming the time, place and the agenda, and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with the agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 1(c)) for the meaning of clear days for a meeting;

- ii. subject to standing order 5, include on the agenda all motions received;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in the office;**

- iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - 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;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - 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);
 - xii. arrange for legal deeds to be executed;
(*see also standing order 19*);
 - 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;
 - xiv. advise the Chair and any lead person for planning of the receipt of every planning application notified to the Council and record those applications and the Council's response to the local planning authority in a book for such purpose;
 - xv. manage access to information about the Council via the publication scheme.
- c) Maintain a review schedule for policies, procedures, risk assessments and the asset register and ensure that council is advised when these are due for review.
- d) Confirm arrangements for insurance cover in respect of all insurable risks in advance of renewal date and as necessary to include changes to the register of assets or other requirements.

14. ACCOUNTS AND ACCOUNTING STATEMENTS

- a) "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- 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.
- c) The Responsible Financial Officer shall supply to each councillor for each meeting a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for the month/quarter;

- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the month/ quarter being reported and including a comparison with the budget for the financial year and highlights any actual or potential overspends.
- 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 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- 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.

15. FINANCIAL CONTROLS AND PROCUREMENT

- a) The Council shall consider and approve financial regulations drawn up by or in consultation with the Responsible Financial Officer that shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - 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 councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b) Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c) 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:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - 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;
 - iii. the invitation to tender shall be advertised on the council's website;
 - iv. tenders are to be reported to and considered by the appropriate meeting of the Council.
- d) The Council is not bound to accept the lowest value tender.
- e) **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with those procurement rules.**

16. HANDLING STAFF MATTERS

- a) A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 9.
- b) 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.
- c) In accordance with standing order 9a), persons with line management responsibilities shall have access to staff records.

17. RESPONSIBILITIES TO PROVIDE INFORMATION

*See also standing order 18***Error! Reference source not found.**

- 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.**
- b) The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.

Note: Standing Order 17b) would be mandatory if the Council's income or expenditure (whichever is higher) did not exceed £25,000. If it should exceed £200,000 the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015 would apply instead.

18. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list). See also standing order 9.

- a) The Council may appoint a Data Protection Officer.
- b) **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c) **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- 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.**
- 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.**
- f) **The Council shall maintain a written record of its processing activities.**

19. EXECUTION OF LEGAL DEEDS

See also standing order 13b)(xii).

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

Any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

20. COMMUNICATING WITH DISTRICT 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 Council representing the area of the Council.
- b) Unless the Council determines otherwise, a copy of each letter sent to the District Council shall be sent to the ward councillor(s) representing the area of the Council.

21. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a) Unless duly authorised, no councillor shall issue orders, instructions or directions.

22. 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.
- 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 two councillors to be given to the Proper Officer in accordance with standing order 5.
- c) The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.
- d) These standing orders shall be reviewed at least annually, and on notification of any change in relevant legislation.