

Adlington Town Council

Standing Orders

**Reviewed by Adlington Town Council to reflect
NALC Model rules, May 2025 and approved by
The Town Council on 22 September 2025**

Previous revisions as below:

**Adopted by Adlington Town Council at its meeting
on Monday 21st February 2011**

**Revisions to reflect changes to the Code of Conduct agreed at its meeting on
Monday 17th September 2012**

Reviewed by Adlington Town Council on 19 July 2021 without change

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1. Introduction

Local councils include Town and Parish Councils at the lowest tier of local government. They are statutory bodies that operate under powers and duties laid down in law. The two principal statutes that define the role, responsibilities and powers local councils are set out in the Parish Council Act 1957 and the Local Government Act 1972 (particularly Part II of Schedule 12). This has now been supplemented in particular by the Localism Act 2011 and the UK General Data Protection Regulation (UK GDPR) which came into effect on 1 January 2021.

Standing orders, on the other hand, are the rules and procedures to enable the Town Council to operate its business effectively, providing guidance on how the organisation is to work and how meetings are to be run. Standing orders need to be appropriate and proportionate to guide the Town Council. As such they may be subject to periodic change and amendment and, in that sense, are revisable and non-permanent but as written, they reflect its traditions.

Individual items within standing orders may reflect a legal requirement. They may also simply be voluntary on the part of the council (and probably reflect good practice as set out in model rules which are also periodically revised). Whether required directly by law or adopted for other reasons, the general content of standing orders must be consistent with what the Council has the power to do, and what it is lawful to do with those powers.

The current ATC standing orders were originally drafted in 2011 probably based on the model rules then in force before being revised periodically – as legislation requires it and at least once every four years.

The Standing Orders in **bold type** follow the bold type format convention to indicate what the Town Council **must do** to carry out the statutory requirements which are placed on it. It is beyond the powers of the Town Council to suspend or alter these! The rest are advisory. Standing orders are part of the wider set of policies and procedures which the Town Council has available to it to follow to operate within the law. Model standing orders use gender-neutral language (e.g. “Chair”) which the Town Council has agreed to adopt.

2. Meetings

- a) Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct.
- b) Smoking is not permitted at any meeting of the Council.
- c) Meetings normally are held in Adlington Library or in another local community venue by agreement.
- d) A list of meeting dates is on the Town Council's website.

2. **The Statutory Annual Meeting**

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- a) In an election year the Annual Town Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office and
- b) In a year which is not an election year the Annual Town Council Meeting shall be held on such day in May as the Council may direct.
3. In addition to the Statutory Annual Town Council Meeting at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct. In practice, the Town Council meets monthly, normally on the third Monday in each month.
4. Chairing of the Meeting

The person presiding at a meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting. For Town Council meetings this is normally the Town Mayor, or in the absence of the Town Mayor, the Deputy Mayor. If neither is in attendance Standing Order 13 applies.

5. Proper Officer

Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, for the Town Council this shall be the Clerk, who within their function is the nominated officer to:

Receive and hold declarations of acceptance of office and register of interest forms from each councillor

Receive and record notices disclosing interests at meetings

Receive, record and retain plans and documents

Sign notices or other documents on behalf of the Council

Receive and retain copies of bylaws made by another local authority

Certify copies of bylaws made by the Council

Sign and issue the summons to attend meetings of the Council

Keep proper records for all Council meetings

Receive and issue information on behalf of the Council

Manage access to information about the Council via the Publication Scheme and assist with responding to freedom of information requests in accordance with the Council's policies

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Act as the Responsible Financial Officer to the Council where employed to do so.

The Clerk will receive line management advice and support from the Town Mayor.

6. Quorum of the Town Council

Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Town Council.

If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chair may fix.

8. For a quorum relating to a committee or sub-committee, please refer to Standing Order 48.

9. Voting

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

10. **If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.**

11. **(1) Subject to (2) and (3) below the Chair may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not they gave an original vote.**

(2) If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chair and Vice-Chair until the end of their term of office the person may not give an original vote in an election for a Chair.

(3) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.

12. Order of Business

At each Annual Town Council Meeting the first business shall be:-

- a) To elect a Chair of the Council. In the case of the Town Council this is the Town Mayor.**
- b) To receive the Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received.**

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- c) **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**
- d) **To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.**
- e) To elect a Vice-Chair of the Council.
- f) To appoint representatives to outside bodies.
- g) To appoint committees and sub-committees.
- h) To consider the payment of any subscriptions falling to be paid annually.
- i) To inspect any deeds and trust investments in the custody of the Council as required;
- j) To review and agree the policies and procedures of the Town Council,

and shall thereafter follow the order set out in Standing Order 15

- 13. **At every meeting other than the Annual Town Council Meeting the first business shall be to appoint a Chair if the Town Mayor and Deputy Mayor be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.**
- 14. In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 38 must be read in conjunction with this requirement.
- 15. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-
 - a) To read and consider the Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - b) **After consideration to approve the signature of the Minutes by the person presiding as a correct record.**
 - c) **To deal with business expressly required by statute to be done.**
 - d) To dispose of business, if any, remaining from the last meeting.
 - e) To receive such communications as the person presiding may wish to lay before the Council.

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- f) To answer questions from Councillors.
- g) To receive and consider reports and minutes of committees.
- h) To receive and consider resolutions or recommendations in the order in which they have been notified.
- i) To authorise the sealing of documents.
- j) If necessary, to authorise the signing of orders for payment.

16. Urgent Business

A motion to vary the order of business on the ground of urgency:

- a) May be proposed by the Chair or by any member and, if proposed by the Chair, may be put to the vote without being seconded, and
- b) Shall be put to the vote without discussion.

17. Resolutions Moved On Notice

Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 7 clear days before the next meeting of the Council.

- 18. The Clerk shall date every notice of resolution or recommendation when received and shall number each notice in the order in which it was received to be placed on the meeting agenda.
- 19. The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that the person intends to move at some later meeting or withdraw it.
- 20. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- 21. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chair, if it is considered to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

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22. Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties, which affects its area.

23. Resolutions Moved Without Notice

Resolutions dealing with the following matters may be moved without notice:-

- a) To appoint a Chair of the meeting.
- b) To correct the Minutes.
- c) To approve the Minutes.
- d) To alter the order of business.
- e) To proceed to the next business.
- f) To close or adjourn the debate.
- g) To refer a matter to a committee and/or require a written report
- h) To appoint a committee or any members thereof.
- i) To adopt a report.
- j) To authorise the sealing of documents.
- k) To amend a motion.
- l) To give leave to withdraw a resolution or amendment.
- m) To extend the time limit for speeches.
- n) To exclude the press and public. (see Order 68 below)
- o) To silence or eject from the meeting a member named for misconduct. (see order 33 below)
- p) To give the consent of the Council where such consent is required by these Standing Orders.
- q) To suspend any Standing Order, unless it reflects mandatory, statutory or legal requirements (see Order 79 below)
- r) To temporarily suspend and/or adjourn the meeting.

24. Questions

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A member may ask the Chair of the Council or the Clerk any question concerning the business of the Council.

- 25. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- 26. Every question shall be put and answered without discussion.
- 27. A person to whom a question has been put may decline to answer.

28. Rules of Debate

No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chair.

- 29. a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chair, be produced in writing and handed to members before it is further discussed or put to the meeting.
- b) A member when seconding a resolution or amendment may, if they then declare an intention to do so, reserve their speech until a later period of the debate.
- c) A member shall direct their speech to the question under discussion or to a personal explanation or to a question of order.
- d) No speech by a mover of a resolution shall exceed 5 minutes and no other speech shall exceed 5 minutes except by consent of the Council.
- e) An amendment shall be either:-
 - i) To leave out words.
 - ii) To leave out words and insert others
 - iii) To insert or add words.
- f) An amendment shall not have the effect of negating the resolution before the Council.
- g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.

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- h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- i) The mover of a resolution or of an amendment shall have a right of reply, not exceeding 5 minutes.
- j) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- k) A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by the member who may have been misunderstood.
- l) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- m) When a resolution is under debate no other resolution shall be moved except the following:-
 - i. To amend the resolution.
 - ii. To proceed to the next business.
 - iii. To adjourn the debate.
 - iv. That the question be now put.
 - v. That a member named be not further heard.
 - vi. That a member named leave the meeting.
 - vii. That the resolution be referred to a committee.
 - viii. To exclude the public and press.
 - ix. To adjourn the meeting.
- 30. A member shall remain seated when speaking unless requested to stand by the Chair.
- 31. a) the ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.

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- b) Members shall address the Chair. If two or more members wish to speak, the Chair shall decide who to call upon first and the order for others who wish to speak.
- c) Whenever the Chair speaks during a debate all other members shall be silent. It is good practice that only one person speaks at any time during the meeting so allow everyone to hear and to show respect for one another.
- d) The decision of the Chair of a meeting as to the application of the standing orders at the meeting shall be final.

32. Closure

At the end of any speech a member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council do now adjourn”. If such motion is seconded, the Chair shall put the motion but, in the case of a motion “that the question be now put”, only if the Chair is of the opinion that the question before the Council has been sufficiently debated. If the motion “that the question be now put” is carried, the Chair shall call upon the mover to exercise or waive their right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

33A. Code of Conduct

- a. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council which will be updated to reflect the law.
- b. Unless they have been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which the member has a disclosable pecuniary or another specific interest which must be explained. The councillor may return to the meeting once the discussion has been completed on the matter to which the interest related.
- c. Dispensation requests shall be in writing and submitted to the Clerk or Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required as listed on the agenda and before any discussion takes place.
- d. 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.

33B. Disorderly Conduct

- a) **All members must declare any disclosable pecuniary and / or specific interests and should observe the Code of Conduct currently in force.**

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- b) No member shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute.**
- c) If, in the opinion of the Chair, a member has broken the provisions of paragraph (b) of this Order, the Chair shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- d) If either of the motions mentioned in paragraph c is disobeyed, the Chair may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them. This may include temporarily suspending or closing the meeting as set out in 23r) above.

33C. Code of Conduct Complaints

- a. Upon notification by the principal 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 them. Advice may be sought. Such action excludes disqualification or suspension from office.

34. Right of Reply

The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

35. Alteration of Resolution

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

36. Rescission of Previous Resolution

- a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 7 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
- b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

37. Voting On Appointments

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Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

38. Discussions and Resolutions Affecting Employees of the Council

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order No. 68.)

39. Resolutions on Expenditure

Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance Committee or of another committee after recommendation by the Finance Committee) and which, if carried, would, in the opinion of the Chair, substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon (and the Finance Committee shall report on the financial aspect of the matters).

40. Expenditure

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

41. Sealing of Documents

Adlington Town Council has no official seal.

A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution

In accordance with a resolution made as above, any two members of the Council may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures

42. Committees and Sub Committees

The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-

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- a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
 - b) May appoint persons other than members of the Council to any Committee; and
 - c) May subject to the provisions of Standing Order 36 above at any time dissolve or alter the membership of committee.
43. The Town Mayor and Deputy Mayor, ex-officio, shall be voting members of every committee.
44. Every committee shall at its first meeting before proceeding to any other business, elect a Chair and may elect a Vice-Chair who shall hold office until the next Annual Meeting of the council, and shall settle its programme of meetings for the year.
45. Special or Extraordinary Meetings of the Council or a committee
- a. **The Chair of the Council or of a committee may summon an additional meeting of that Council or committee at any time.** An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
 - 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.**
 - c. If the Chair of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee, any 3 members of the committee may convene an extraordinary meeting of the committee.
46. Sub-Committees
- Every committee may appoint sub-committees for purposes to be specified by the committee.
47. The Chair and Vice-Chair of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
48. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one-half of its members.

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49. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

50. Advisory Committees

- 1) The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.
- 2) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- 3) An advisory committee may make recommendations and give notice thereof to the Council
- 4) An advisory committee may consist wholly of persons who are not members of the Council.

Voting in Committees

51. Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.

52. **The Chair of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

53. Presence of Non-Members of Committees at Committee Meetings

A member who has proposed a resolution, which has been referred to any committee of which they are not a member, may explain their resolution to the committee but shall not vote.

54. Accounts and Financial Statement

- 1) Except as provided in paragraph (2) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
 - 2) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer for payment with the approval of the Town Mayor or Deputy Mayor of the Council.
 - 3) All payments ratified under sub-paragraph (2) of this Standing Order shall be separately included in the next schedule of payments before the Council.
55. The Responsible Financial Officer (RFO)
- 1) The RFO shall supply to each member as soon as practicable after 31 March in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the

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appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each member as soon as possible after the year end. The Town Council normally publishes an unaudited copy of its financial statement within the Town Council's Annual Report which is presented to the Annual Town Meeting in May.

2) The annual financial statement is the basis for the preparation of the Annual Governance and Accountability Return (AGAR) which **RFO has to compile for the Town Council to approve and return by the national deadline normally before the 1 July annually in line with the "proper practices"** set out by the Joint Panel on Accountability and Governance which local councils are required to comply with using the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide."

3) In addition, **the Town Council is required to publish its AGAR and supporting information on its website before 1 July annually** in compliance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These papers are then subject to external audit and review by the UK Government appointed External Auditor.

4) On completion, the External Auditor prepares a report and Certificate detailing any matters arising from the Review. **The Town Council must consider and display this information on its website together with a Notice of Conclusion of Audit before 30 September annually.**

56. Estimates / Precepts

- 1) The council shall approve written estimates for the coming financial year at its meeting relating to income and expenditure to identify the annual precept required for submission to the principal authority by their specified due date, normally in mid-January annually.
- 2) Any committee desiring to incur expenditure shall give the Clerk a written estimate of their proposed expenditure and recommendations for the coming year to be considered by the Council no later than November monthly meeting.

57. Interests (ENGLAND)

If a member has a pecuniary or specific interest as defined by the current Code of Conduct then they shall declare such interest as soon as it becomes apparent.

58. **Councillors with a pecuniary or specific interest in relation to any item of business will not participate in any discussion of, vote on, or discharge any function related to the business, unless dispensation has been granted by the Council (standing order 33A).**

59. Interests (WALES) – not applicable

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60. **The Clerk will be required to compile, hold and display on its website a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Principal Authority and/or as required by statute unless section 32(2) of the Localism Act 2011 sensitive circumstances arise, which allows some exemption of personal details to be withheld from public display. Councillors are required to inform the Clerk of any change to their Register of Interest form during their term of office.**
61. If a candidate for any appointment under the Council is to their knowledge related to any member of or the holder of any office under the Council, the member and the person to whom they are related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do, shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where a relationship to a member is disclosed, Standing Orders 57, 58 and 59 shall apply as appropriate.
62. The Clerk shall make known the purpose of Standing Order 61 to every candidate.
63. Canvassing of and Recommendations by Members
- 1) Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this subparagraph of this Standing Order to every candidate.
 - 2) A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
64. Standing Order Nos. 61 & 63 shall apply to tenders as if the person making the tender were a candidate for an appointment.
65. Inspection of Documents
- A member may for the purpose of their duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
66. **All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council and be made available for external viewing by request. The minutes of the Town Council, once approved, will be added to the website.**
67. Unauthorised Activities

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No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:-

- a) Inspect any lands or premises which the Council has a right or duty to inspect; or
 - b) Issue orders, instructions or directions.
- Unless authorised to do so by the Council or the relevant committee or sub-committee.

68. Admission of the Public and Press to Meetings

The public and press shall be admitted to all meetings of the Council and its committees and sub-committees, **which may, however, temporarily exclude** the public by means of the following resolutions: -

“That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”

69. The Council shall state the special reason for exclusion.
70. At all meetings of the Council the Chair may at their discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting. The Town Council advertises the Open Forum, at the start of each monthly Town Council meeting, which is offered as open to the public, and timetabled for up to 30 minutes before the main business agenda of the meeting is conducted. A member of the public may request to remain to listen to the business of the meeting but is not allowed to speak during it.
71. The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.
72. If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that they be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.
73. Confidential Business
 - 1) No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
 - 2) Any member in breach of the provisions of paragraph (1) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

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74. Liaison with County and District Councillors

A summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.

75. Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County or District Council shall be transmitted to the County Councillor for the division or to the District Councillor for the ward as the case may require.

76. Planning Applications

- 1) The Clerk or Proper Officer shall, as soon as it is received, circulate information and list all planning applications within Adlington on the meeting agenda for consideration with a summary of the proposal and the address so that comments made at each Town Council meeting can be reported back to the appropriate Planning Authority.
- 2) If necessary, the Clerk has delegated authority to ask the Local Planning authority for a time extension to allow the Town Council to consider and comment on each planning application in its boundary.

77. Financial Matters

The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer.

- 1) Such Regulations shall include detailed arrangements for the following:
 - a) the accounting records and systems of internal control;
 - b) the assessment and management of risks faced by the Council;
 - c) the work of the independent Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
 - d) the financial reporting requirements of members and local electors and
 - e) procurement policies (subject to (2) below) including the setting of values for different procedures where the contract has an estimated value less than £6,000
- 2) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £6,000 shall be procured depending on its value on the basis of a written quotation as a minimum or by a formal tender as summarised in (3) below.
- 3) Any formal tender process shall comprise the following steps:
 - a) An invitation to tender shall be drawn up to confirm the details in b below, a response deadline, response/ return contact details and request for each interested party to follow the prescribed process which as a minimum will include the following:

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- b) A specification of the goods, materials, services and the execution of works shall be drawn up;
 - c) Tenders are to be submitted in writing in a sealed marked envelope, to the Clerk to be received before the deadline stated date and time has expired;
 - d) Tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of Council;
 - e) Tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- 4) Neither the Council, nor any Committee, is bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 61, 63 & 64 regarding improper activity.
- 5) The Financial Regulations of the Council shall be subject to regular review, at least once every four years and be considered annually. This is normally carried out by the Finance Working Group in November annually for recommendations to be considered by the Town Council.

For high value contracts, the Town Council must be aware of and comply with the UK Government's national threshold limits and requirements of current procurement legislation.

78. Code of Conduct on Complaints

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in such manner as adopted by the Council except for those complaints which should be properly directed to the Principal Authority for consideration.

79. Variation, Revocation and Suspension of Standing Orders

Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.

80. A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

81. Standing Orders to be given to Members

A copy of these Standing Orders shall be given to each member by the Clerk upon delivery of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.

82. Length of Meetings

Meetings will commence at 7.15pm and will finish by 9.00. The meeting may be extended by agreement of the Council by a maximum of 30 minutes.

83. Responsibilities to provide information

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- 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. If gross annual income or expenditure (whichever is higher) does not exceed £25,000, the Council shall publish information in accordance with the requirements of the **Smaller Authorities (Transparency Requirements) (England) Regulations 2015**. The Town Council has continued to follow this good practice in years when either its income or expenditure has exceeded £25k per annum (paragraph 55).

84. Responsibilities under data protection legislation

- a. The Council has appointed the Clerk as the Data Protection Officer.
- b. **The Council has policies and procedures in place to respond to an individual wishing to exercise statutory rights concerning their personal data.**
- c. **The Council has 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 is in an easily accessible and available form and is kept up to date.**
- f. **The Council shall maintain a written record of its processing activities.**