

Helmsley Recreational Charity (Reg. No 523358)

As Helmsley Town Council is Sole Trustee some references to the council have been made - they also refer to the Trustee.

Standing Orders

Adopted September 2018 Review Due 2019

Standing Orders

		Page Number
1	Rules of debate at meetings	2
2	Disorderly conduct at meetings	3
3	Meetings generally	3
4	Committees	5
5	Ordinary Trustee meetings	6
6	Extraordinary meetings of the Trustee and committees	6
7	Previous resolutions	7
8	Voting on appointments	7
9	Motions for a meeting that require written notice to be given to the Proper Officer	7
10	Motions at a meeting that do not require written notice	8
11	Management of information	8
12	Draft minutes	9
13	Code of conduct and dispensations	9
14	Code of conduct complaints	10
15	Proper Officer	11
16	Accounts and accounting statements	12
17	Financial controls and procurement	13
18	Handling staff matters	13
19	Responsibilities to provide information	13
20	Responsibilities under Data Protection Legislation	13
22	Relations with the press/media	13
23	Execution and sealing of legal deeds	13
24	Communicating with District and County councillors	14
25	Restrictions on councillor activities	14
26	Standing orders generally	14

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.
- b** An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- c** If an amendment to the original motion is carried, the amended motion becomes the substantive motion upon which further amendment(s) may be moved.
- d** 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.
- e** A councillor may move an amendment to his own motion if agreed by the meeting.
- f** 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.
- g** Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- h** 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.
- i** A councillor may not move more than one amendment to an original or substantive motion.
- j** The mover of an amendment has no right of reply at the end of debate on it.
- k** 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 of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- l** Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i.** to speak on an amendment moved by another councillor;
 - ii.** to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii.** to make a point of order;
 - iv.** to give a personal explanation; or
 - v.** in exercise of a right of reply.
- m** During the debate of 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.
- n** A point of order shall be decided by the chairman of the meeting and his decision shall be final.

- o When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.

- 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.

- t Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

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.

- 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 excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c If a resolution made under standing order 2(b) above 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.

3 Meetings generally

■ Full Trustee meetings

■ 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.**

- 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.**

- c The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.

- 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.**
- 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 provided that at least 2 working days notice is given
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 6 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e) above, 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.
- i A person shall raise his hand when requesting to speak.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- 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 the meeting.
- l The recording of council and parish meetings is permitted under the Openness of Local Government Bodies Regulations 2014 but that recording will be carried out in accordance with separate rules adopted by the local council to effectively and lawfully manage this activity.**
- m The press shall be provided with reasonably 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 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 the Vice-Chairman of the Council.**
- o The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- p Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
- q 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.**

See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman 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 his 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 present and who have sent apologies for absence.
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.

- **t A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- **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.
See standing order 4c(viii) below for the quorum of a committee meeting.
- **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 shall not exceed a period of 3 hours.

4 Committees

- a **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council or Trustee.**

- b **Unless the Trustee determines otherwise, all the members of an advisory committee may be non-councillors.**

- c The Trustee 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 full 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 orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c) above, 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 of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. may dissolve a committee.

5 Ordinary Trustee meetings

The business of the first meeting of the Trustee following the Annual Meeting of the Town Council in May will include all or any of the items below and will be chaired by the Chairman of the Council, and in his absence by the Vice Chairman;

- i. Confirmation of the accuracy of the minutes of the last meeting of the Trustee;
- ii. Receipt of the minutes of the last meeting of a committee;
- iii. Consideration of the recommendations made by a committee;
- iv. Review of delegation arrangements to committees, staff and other local authorities;
- v. Review of the terms of reference for committees;
- vi. Appointment of members to existing committees;
- vii. Appointment of any new committees in accordance with standing order 4 above;
- viii. Review and adoption of appropriate standing orders and financial regulations;
- ix. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- x. Review of representation on or work with external bodies and arrangements for reporting back;
- xi. Review of inventory of land and assets including buildings and office equipment;
- xii. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xiii. Review of the Trustee's complaints procedure;
- xiv. Review of the Trustee's procedures for handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulation.
- xv. Review of the Trustee's policy for dealing with the press/media; and

6 Extraordinary meetings of the council and committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Trustee at any time.**
- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Trustee 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 Trustee. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee may convene an extraordinary meeting of the committee at any time.

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 4 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee.
- b** When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8 Voting on appointments

- a** Where more than two persons have been nominated for a position to be filled by the Trustee 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.

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 which it is tabled for 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.
- 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.
- c** The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d** If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood. The motion must be submitted before the Proper Officer issues the agenda.
- 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.
- f** Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

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;
 - ii.** to move to a vote;
 - iii.** to defer consideration of a motion;
 - iv.** to refer a motion to a particular committee;
 - v.** to appoint a person to preside at a meeting;
 - vi.** to change the order of business on the agenda;
 - vii.** to proceed to the next business on the agenda;
 - viii.** to require a written report;
 - ix.** to appoint a committee and its members;
 - x.** to extend the time limits for speaking;
 - xi.** to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii.** to not hear further from a councillor or a member of the public;
 - xiii.** to exclude a councillor or member of the public for disorderly conduct;
 - xiv.** to temporarily suspend the meeting;
 - xv.** to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvi.** to adjourn the meeting; or
 - xvii.** to close a meeting.

11 Management of information

See also standing order 20

- 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.**
- 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).**
- 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.**

12 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. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- 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.
- 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 same effect:
 “The chairman 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 his 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 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.

13 Code of conduct and dispensations

See also standing order 3(u) above.

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b 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.
- c 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.
- d **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.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee for which the dispensation is required 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 a discussion and a 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 Subject to standing orders 13(d) and (f) above, dispensations requests shall be at the beginning of the meeting of the Trustee or committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
 - a. **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 or**
 - b. **granting the dispensation is in the interests of persons living in the council's area or**
 - c. **it is otherwise appropriate to grant a dispensation.**

14 Code of conduct complaints

- a Upon notification by the District 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 above, report this to the council.
- b Where the notification in standing order 14(a) above 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 order 14(d) below].
- 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;
- 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.**

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.
- b** The Proper Officer shall:
- i.** **at least three clear days before a meeting of the council or a committee**
 - **serve on councillors 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, if not the summons will be delivered or posted), and**
 - **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).**

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;

- 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 four days before the meeting confirming his withdrawal of it;
- iii.** **facilitate inspection of the minute book by local government electors;**
- iv.** hold acceptance of office forms from councillors;
- v.** 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;
- vi.** receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- vii.** 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);
- viii.** arrange for legal deeds to be executed; (*see also standing order 23*);
- ix.** arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

16 Accounts and accounting statements

- a** The Responsible Financial Officer shall supply to each Trustee as soon as practicable after the end of every month a statement to summarise:
- i.** the council's receipts and payments for the year to date;
 - ii.** the council's aggregate receipts and payments for the year to date;
 - iii.** the balances held at the end of the month being reported
- and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- b** As soon as possible after the financial year end at 31 December, the Responsible Financial Officer shall provide:
- i.** each councillor with a statement summarising the Trustee's receipts and payments (or income and expenditure) for the year to date for information; and

- c The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the council and the Charity Commission. They will be submitted for the appropriate examination.

17 Financial controls and procurement

- a The Trustee shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which 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 Trustee;
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 17(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 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- 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:
 - 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 in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - 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;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Trustee or a committee with delegated responsibility.
- e Neither the Trustee, nor a committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **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.**

18 Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or a committee is subject to standing order 11 above
- 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 Employee grievances will be dealt with according to the Trustee's grievance policy.
- d In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order if so justified.

19 Responsibilities to provide information

See also standing order 20

Helmsley Recreational Charity is not subject to Freedom of Information legislation.

20 Responsibilities under Data Protection Legislation

(Below is not an exclusive list).

See also standing order 11.

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

21 Relations with the press/media

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 Trustee's policy in respect of dealing with the press and/or other media.

22 Execution of legal deeds

See also standing orders 15(b) above.

- a A legal deed shall not be executed on behalf of the Trustee unless authorised by a resolution.
- b **Subject to standing order 22(a) above, any two councillors may sign, on behalf of the Trustee, any deed required by law and the Proper Officer shall witness their signatures.**

The above is applicable to a council without a common seal.

23 Communicating with District & County councillors

- a** An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillors of the District and County Councils representing the area of the council.
- b** District and County Councillors may, during meetings, answer question and address the council.

24 Restrictions on councillor activities

- a.** Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions

25 Standing orders generally

- a** All or part of a standing order, except one that incorporates mandatory statutory 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 requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c** The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d** The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

* * * * *