



BOUGHTON UNDER BLEAN PARISH COUNCIL

Standing Orders

Adopted 11th December 2013

Last reviewed: September 2021

Next review: June 2022

Standing orders for the organisation and transaction of Council's business are decided by full Council. A committee may decide its own standing orders if its appointing body (which is the Council in the case of a committee or a committee in the case of a sub-committee) has not made standing orders which apply to them.

The model standing orders in this document which are in bold type should not be ignored or substantively amended unless the legislation out of which they are born changes. It is recommended that a Council adopts the model standing orders in bold type in their current form because these reflect statutory requirements. If a Council wants to alter the wording of the model standing orders in bold type, any such amendments must not have the effect of undermining, overriding or conflicting with statutory requirements.

Model standing orders, not in bold type, do not incorporate statutory requirements. They are aimed at (i) highlighting matters that merit regulation by standing orders and (ii) encouraging use of standing orders to regulate routine administrative arrangements. They may be adapted in their current form but are more likely to require adapting or supplementing to suit a Council's particular needs.

1. Meetings	2
2.Ordinary Council Meetings	3
3.Extraordinary Council Meetings	3
4.Minutes	4
5.Committees	4
6.Sub-Committees	4
7.Advisory Committees	5
8.Proper Officer	5
9.Voting on appointments	5
10.Motions requiring written notice	6
11.Motions not requiring written notice	6
12.Rules of Debate	6
13.Code of Conduct	7
14.Disorderly Conduct	7
15.Execution & sealing of legal deeds	8
16.Accounts & Financial Statements	8
17.Expenditure	8
18.Financial Matters	8
19.Estimates/precepts	9
20.Rescission of previous resolutions	9
21.Canvassing of and recommendations by Councillors	9
22.Inspection of documents	9
23.Unauthorised activities	9
24.Confidential business	9
25.Power of well-being	10
26.Freedom of Information Act 2000	10
27.Relations with the press/media	10
28.Liaison with County, District and Unitary Councillors	10
29.Allegations of breaches of the Code of Conduct	10
30.Variation, revocation and suspension of Standing Orders	10
31.Standing Orders documentation	10

1. Meetings

- X Mandatory for full Council meetings
XX Mandatory for committee meetings
XXX Mandatory for sub-committee meetings
- A. **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost. (X)**
- B. Meetings may be held remotely when current legislation provides for this. If meetings are held remotely, Parish Council business may be dealt with under the powers of delegation in existence at that time.
- C. **When calculating the 3 clear days for notice of a meeting to councillors and the public, 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 shall not count. (X, XX)**
- 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. (X, XX)**
- E. Prior to the commencement of the meeting and subject to standing order 1.C above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- F. The period of time designated for public participation in accordance with standing order 1(d) above, shall be 15 minutes unless the Chairman uses his discretion to extend the period as circumstances may demand.
- G. Subject to standing order 1.E above, each member of the public is entitled to speak for whatever time is considered appropriate or necessary at the discretion of the Chairman.
- H. In accordance with standing order 1.D above, questions asked by a member or members of the public during a public participation period, shall be dealt with as may be considered appropriate at the discretion of the Chairman.
- I. A person shall raise his hand when requesting to speak.
- J. Any person speaking at a meeting shall address his comments to the Chairman.
- K. Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- L. **Photographing, recording, broadcasting or transmitting the proceedings of a meeting is only permitted in accordance with the Council's media policy. (X, XX)**
- M. **In accordance with standing order 1.C above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. (X, XX)**
- N. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman. (X)**
- 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. (X)**
- P. **Subject to model standing order 1.U below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon. (X, XX, XXX)**
- Q. **The Chairman 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 also standing orders 2.I and 2.J below.) (X, XX, XXX)**
- R. **Members shall vote by a show of hands or, if considered appropriate, by ballot. If a member so requires, the names of the members who voted on any question shall be recorded so as to show whether they voted for or against it. Such a request must be made before moving on to the next business. (X)**

- S. **The minutes of a meeting shall record the names of councillors present. (X, XX, XXX)**
- T. **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting. (X, XX, XXX)**
- U. **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (See also standing orders 4 and 13 below.) (X, XX, XXX)**
- V. **No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3. (X)**
- W. **If a meeting is or becomes inquorate no business shall be transacted. (X, XX, XXX)**
- X. **Meetings shall not exceed a period of 2 hours.**

2. Ordinary Council Meetings

See also standing order "Meetings"

- A. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- B. **In a year which is not an election year, the annual meeting of the Council shall be held on such a day in May as the Council may direct.**
- C. **If no other time is fixed, the annual meeting of the Council shall take place at 7:30pm.**
- D. **In addition to the annual meeting of the Council, ordinary meetings shall normally be held on the second Wednesday of each month, with the exception of August in each year.**
- E. **The election of the Chairman and Vice-Chairman of the Council shall be the first business completed at the annual meeting of the Council.**
- F. **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- G. **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- H. **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- I. **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- J. **In an election year, prior to the commencement of the first meeting and any transaction of business, all councillors-elect shall sign and deliver their Declarations of Acceptance of Office which should be recorded in the prologue to the minutes.**
- K. **Following the election of the Chairman and Vice-Chairman of the council at the Annual Meeting of the council, the order of business shall be as follows:**
 1. **Appointment of members to standing committees**
 2. **Appointment of members to outside bodies**
 3. **Confirmation of the minutes of the last meeting of the council**
 4. **To dispose of other business as notified on the agenda**

3. Extraordinary Council Meetings

- A. **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- B. **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those**

two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.

- C. The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
- D. If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

4.Minutes

- A. If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- B. No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.
- C. Minutes, including any amendment to correct their accuracy, 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 majority of the () and the minutes are confirmed as an accurate record of the proceedings.”
- E. Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

5.Committees

See also standing order 1 above

- A. The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
 - 1. shall determine their terms of reference;
 - 2. may permit committees to determine the dates of their meetings;
 - 3. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
 - 4. may in accordance with standing orders, dissolve a committee at any time
 - 5. The following committees shall be the standing committees of the Council and committee members shall be appointed at the Annual Meeting of the Parish Council (May):
 - Planning Committee
 - Public Amenities Committee
 - Public Footpaths Committee
 - Finance Committee
 - Village Hall Management Committee
 - 6. The Chairman of the Council shall be Chairman of each standing committee unless specified otherwise.
 - 7. The members of any standing committee shall be consulted by the Chairman in any manner as may be considered to be appropriate, convenient or expedient for the business of the Council.
 - 8. Each standing committee shall have its own Terms of Reference which will be reviewed on a regular basis and at least once a year.

6.Sub-Committees

See also standing order 1 above

- A. Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

7.Advisory Committees

See also standing order 1 above

- A. The Council may appoint advisory committees composed of a number of councillors and non-councillors.
- B. Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

8.Proper Officer

- A The Council's Proper Officer shall be either (i) the clerk, assistant-clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- B The Council's Proper Officer shall do the following.
- 1. Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the council and a meeting of a committee at least 3 clear days before the meeting.**
 - 2. Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub- committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - 3. Convene a meeting of the full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order 8.B.1 OR 8.B.2 above.**
 4. Make available for inspection the minutes of meetings.
 - 5. Receive and retain copies of byelaws made by other local authorities.**
 - 6. Receive and retain declarations of acceptance of office from councillors.**
 7. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
 8. Keep proper records required before and after meetings;
 9. Process all requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
 10. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
 11. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
 12. Arrange for legal deeds to be signed by 2 councillors and witnessed (*See also model standing orders 15.A and 15.B*)
 13. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
 14. Retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.
 15. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

9.Voting on appointments

- A Where more than 2 persons have been nominated for a position to be filled by the Council and

none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

10. Motions requiring written notice

- A Any concerns raised by a councillor will be passed through the Chairman and added as an agenda item. Communication should be by either letter or email.

11. Motions not requiring written notice

- A Motions in respect of the following matters may be moved without written notice.
1. To appoint a person to preside at a meeting.
 2. To approve the absences of councillors.
 3. To approve the accuracy of the minutes of the previous meeting.
 4. To correct an inaccuracy in the minutes of the previous meeting.
 5. To dispose of business, if any, remaining from the last meeting.
 6. To alter the order of business on the agenda for reasons of urgency or expedience.
 7. To proceed to the next business on the agenda.
 8. To close or adjourn debate.
 9. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
 10. To appoint a committee or sub-committee or any councillors (including substitutes)thereto.
 11. To receive nominations to a committee or sub-committee.
 12. To dissolve a committee or sub-committee.
 13. To note the minutes of a meeting of a committee or sub-committee.
 14. To consider a report and/or recommendations made by a committee or a sub- committee or an employee.
 15. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
 16. To authorise legal deeds to be signed by two councillors and witnessed.
(See *standing orders 15.A and 15.B below*)
 17. To authorise payment of monies.
 18. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
 19. To extend the time limit for speeches.
 20. To exclude the press and public for all or part of a meeting.
 21. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
 22. To give the consent of the Council if such consent is required by standing orders.
 - 23. To suspend any standing order except those which are mandatory by law.**
 24. To adjourn the meeting.
 25. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
 26. To answer questions from councillors.
- B If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

12. Rules of Debate

- A Motions at any meeting shall not be considered unless they have been proposed and seconded.
- B A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- C A proposed or carried amendment to a motion shall not have the effect of rescinding the

- original or substantive motion under consideration.
- D Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- E Subject to Standing Order 12.D above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- F A councillor may only make one amendment to a given motion.
- G If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- H If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- I The mover of a motion or the mover of an amendment shall have a right of reply at the discretion of the Chairman.
- J Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- K Subject to standing orders 12.I and 12.J above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
- L 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 irregularity in the meeting he is concerned by.
- M A point of order shall be decided by the Chairman and his decision shall be final.
- N With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- O Subject to standing order 12.A above, when a councillor's motion is under debate no other motion shall be moved except:
 1. to amend the motion;
 2. to proceed to the next business;
 3. to adjourn the debate;
 4. to put the motion to a vote;
 5. to ask a person to be silent or for him to leave the meeting;
 6. to refer a motion to a committee or sub-committee for consideration;
 7. to exclude the public and press;
 8. to adjourn the meeting;
 9. to suspend any standing order, except those which are mandatory.
- P In respect of standing order 12.O.4 above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

13.Code of Conduct

- A All councillors shall observe the code of conduct adopted by the Council.**

14.Disorderly Conduct

- A No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- B If, in the opinion of the Chairman, there has been a breach of standing order 14.A above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

- C If a resolution made in accordance with standing order 14.B above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

15.Execution & sealing of legal deeds

See also standing order 11.A.16 above

- A A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- B In accordance with a resolution made under standing order 15.A 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.**

16.Accounts & Financial Statements

- A All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
- B The Responsible Financial Officer shall supply to each councillor at each council meeting a statement summarising the Council's receipts and payments for the previous month and the balances held at the end of the same month. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for the year to 31 March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

17.Expenditure

- A Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- B The Council's financial regulations shall be reviewed once a year.**
- C The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

18.Financial Matters

- A The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
1. the accounting records and systems of internal control;
 2. the assessment and management of financial risks faced by the Council;
 3. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
 4. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;
 5. procurement policies (subject to standing order 18.B below) including the setting of values for different procedures where the contract has an estimated value of less than £60,000.
- B Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 18.C below.**
- C Any formal tender process shall comprise the following steps:
1. a public notice of intention to place a contract to be placed in a local newspaper;
 2. a specification of the goods, materials, services and the execution of works shall be drawn up;
 3. tenders are to be sent to the Proper Officer by a stated date and time;
 4. tenders submitted are to be opened, after the stated closing date and time, by the Proper

- Officer and at least one member of the council;
5. tenders are then to be assessed and reported to the appropriate meeting of council or committee
- D Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
- E Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.**

19.Estimates/precepts

- A **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.

20.Rescission of previous resolutions

- A A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice which bears the names of at least 2 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- B When a special motion or any other motion moved pursuant to standing order 20.A above has been disposed of, no similar motion may be moved within a further 6 months.

21.Canvassing of and recommendations by Councillors

- A Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- B A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- C This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

22.Inspection of documents

- A Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

23.Unauthorised activities

- A Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
1. inspect any land and/or premises which the Council has a right or duty to inspect; or
 2. issue orders, instructions or directions.

24.Confidential business

- A Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.

- B A councillor in breach of the provisions of standing order 24.A above may be removed from a committee or a sub-committee by a resolution of the Council.

25.Power of well-being

- A Before exercising the power to promote well-being, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.**
- B The Council's period of eligibility begins on the date that the resolution under standing order 25.A above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.**
- C After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 25.B above.**

26.Freedom of Information Act 2000

- A All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- B Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Council. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 8.B.10 above.

27.Relations with the press/media

- A All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's media policy in respect of dealing with the press and/or other media.
- B In accordance with the Council's media policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

28.Liaison with County, District and Unitary Councillors

- A An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the local councillor representing the Kent County Council and also the local councillor(s) representing Swale Borough Council.

29.Allegations of breaches of the Code of Conduct

- A On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to the Monitoring Officer at Swale Borough Council.

30.Variation, revocation and suspension of Standing Orders

- A Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- B A motion to add to or vary or revoke one or more of the Council's standing orders, not mandatory by law, shall not be carried unless two-thirds of the councillors at a meeting of the council vote in favour of the same.
- C Standing orders will be reviewed annually.

31.Standing Orders documentation

- A The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- B The Chairman's decision as to the application of standing orders at meetings shall be final.
- C A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders or at the Chairman's discretion.