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## **STANDING ORDERS**

### **1. 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) Council and Committee 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
- c) The minimum three clear days for notice of a Council or Committee meeting is given but this does not include the day on which notice was issued, the day of the meeting, a Sunday or bank holidays (Working Groups are not required to give statutory notice)
- d) All meetings of the Council do not exceed 2 hours in duration unless there is a further resolution by the members to agree to an extension.

### **2. The Statutory Annual Meeting**

- a) In an election year shall be held on or within 14 days following the day on which the councillors elected take office.
- b) In a year which is not an election year shall be held on such day in May as the Council may direct.

### **3. Other Meetings**

In addition to the Statutory Annual Meeting at least six other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.

### **4. Chair of the Meeting**

The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

### **5. Proper Officer**

Adopted by Halesworth Town Council 6<sup>th</sup> April 2009. Previous Amendments; 2<sup>nd</sup> July 2013, 6<sup>th</sup> March 2017, latest amendments 5<sup>th</sup> March, 2018

Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, he/she shall be the clerk or nominated officer:

- a) To receive declarations of acceptance of office.
- b) To record declarations disclosing personal or personal and prejudicial interests.
- c) To receive and retain plans, documents, and completed, signed registers of interests.
- d) To sign notices or other documents on behalf of the Council.
- e) To receive copies of bylaws made by a District Council.
- f) To certify copies of bylaws made by a District Council.
- g) To sign summons to attend meetings of the Council.
- h) To keep proper records for all Council meetings.
- i) Convene a meeting of full council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;
- j) Manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- k) Record every planning application notified to the council and the council's response to the local planning authority
- l) Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary

## **6. Quorum of the Council**

- a) Four members or one-third of the total membership, whichever is the greater, shall constitute a quorum.
- b) 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 prejudicial 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.
- c) For a quorum relating to a committee or sub-committee please refer to standing order 27 (g).

## **7. Voting**

- a) Members shall vote by a show of hands or if by predetermined agreement, by closed ballot.
- b) If a member so requires, the Clerk shall record whether they voted for or against or abstained. Such a request may be made before or after the vote but in any event before moving on to the next business.
- c) Subject to d) and e) 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 he/she gave an original vote.
- d) If the person presiding at the Statutory 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 he/she may not give an original vote in an election for Chair.
- e) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.

## **8. Order of First Business at the Statutory Annual Meeting**

At each Statutory Annual Meeting the first business shall be

- 1) To elect a Chair of the Council.
- 2) To receive the Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received.
- 3) In an election year to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- 4) To determine that declarations of acceptance of office and written undertakings to comply with the Code of Conduct adopted by the Council have been received by the Clerk as provided by law.
- 5) To elect a Vice-Chair of the Council.
- 6) To appoint representatives to outside bodies.
- 7) To appoint committees and sub-committees.
- 8) To consider the payment of any subscriptions falling to be paid annually.
- 9) To inspect deeds and trust investments in the custody of the Council as required.

And shall thereafter follow the order set out in standing order 10

#### **9. Order of First Business at Meetings Other than the Statutory Annual Meeting**

At every meeting other than the Statutory Annual Meeting the first business shall be

- 1) To appoint a Chair if the Chair and Vice-Chair be absent
- 2) To determine that such declarations of acceptance of office and written undertakings to comply with the Code of Conduct adopted by the Council (if any) have been received by the Clerk as provided by law.

And shall thereafter follow the order set out in standing order 10

#### **10. Subsequent Order of Business at all Meetings**

After the first business has been completed, the order of business, unless the Council decides otherwise on the ground of urgency, shall be as follows:

- 1) To receive apologies
- 2) To receive declarations of interest (see 29)
- 3) To consider the minutes.
- 4) After consideration to approve the minutes as a correct record and duly signed by the Chair.
- 5) To deal with business expressly required by statute to be done.
- 6) To dispose of business, if any, remaining from the last meeting.
- 7) To receive such communications as the Chair may wish to lay before the Council.
- 8) To answer questions from Councillors.
- 9) To receive and consider reports and minutes of committees.
- 10) To receive and consider motions or recommendations in the order in which they have been notified.
- 11) To receive and consider other business as on the Agenda for each meeting.
- 12) To authorise the sealing of documents.
- 13) If necessary, to authorise the signing of orders for payment.

#### **11. 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.

## **12. Motions Moved on Notice**

- a) Except as provided by these standing orders, no motion 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 four clear days before the next meeting of the Council.
- b) The Clerk shall date every notice of motion or recommendation when received by him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to inspection of every member of the Council.
- c) 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 he/she intends to move it at some later meeting or that he/she withdraws it.
- d) If a motion or recommendation specified in the summons is not moved 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.
- e) If the subject matter of a motion 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 he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- f) Every motion of recommendation shall be relevant to some subject over which the Council has powers or duties which affects its area.

## **13. Motions Moved Without Notice**

Motions 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 next business.
- f) To close or adjourn the debate.
- g) To refer a matter to a committee.
- 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 motion or amendment.
- m) To extend the time limit (if any) for speeches.
- n) To exclude the public (see order 33 below).
- o) To silence or eject from the meeting a member named for misconduct (see order 17 below).
- p) To give the consent of the Council where such consent is required by these standing orders.
- q) To suspend any standing order (see order 41 below)
- r) To adjourn the meeting.

## **14. Questions**

- a) A member may ask the Chair of the Council or the Clerk any question concerning the business of the Council, provided five clear days written notice of the question has been given to the person to whom it is addressed.
- b) Questions not connected with business under discussion shall be asked only during the part of the meeting set aside for questions.
- c) Every question shall be put and answered without discussion.
- d) A person to whom a question has been put may decline to answer.
- e) Local Government Councillors representing Halesworth should be given five clear days written notice of any question concerning the business of the Council.

## **15. Rules of Debate**

- a) A member shall stand when speaking unless permitted by the Chair to sit.
- b) No discussion shall take place upon the Minutes except upon their accuracy.
- c) Corrections to the Minutes shall be made by resolution and must be initialled by the Chair.
- d) Matters arising from the Minutes may be debated but must relate to a specific minute and must refer to progress made or information received since the last meeting.
- e) A motion 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 reduced to writing and handed to him before it is further discussed or put to the meeting.
- f) A member when seconding a motion or amendment may, if he/she then declares his intention to do so, reserve his speech until a later period of the debate.
- g) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
- h) An amendment shall be either:
  - i). To leave out words.
  - ii). To leave out words and insert others.
  - iii). To insert or add words.
- i) An amendment shall not have the effect of negating the motion before the Council.
- j) If an amendment be carried, the motion, as amended, shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.
- k) A further amendment may not be moved until the Council has disposed of every amendment previously moved.
- l) A member, other than the mover of a motion, shall not, without leave of the Council, speak more than once on any motion 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.
- m) A member may rise to make a point of order or a personal explanation. A member rising for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him, which may have been misunderstood.
- n) 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 on it after permission has been asked for its withdrawal unless such permission has been refused.
- o) When a motion is under debate no other motion shall be moved except the following:
  - i) To amend the motion
  - ii) To proceed to the next business
  - iii) To adjourn the debate
  - iv) That the question now be put

- v) That a member named be not further heard
  - vi) That a member named do leave the meeting
  - vii) That the motion be referred to a committee
  - viii) To exclude the public and the press
  - ix) To adjourn the meeting
- p) The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed
- q) Members shall address the Chair.
- r) If two or more members rise, or indicate their intention to speak, the Chair shall call upon one of them to speak and the others shall give way.
- s) Whenever the Chair rises during a debate all other members shall be seated and silent.
- t) A representative of the Council who is not a councillor may be asked to give a report on a matter within the area of their representation, and may answer questions and enter into discussion with councillors on that matter only. For all other purposes that person will be treated as a member of the public (see standing orders 33, 34 and 35).

## 16. Closure

At the end of any speech a member may, without comment, move *“that the question now be 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 now be put”*, only if he/she is of the opinion that the question before the Council has been sufficiently debated. If the motion *“that the question now be put”* is carried, he/she shall call upon the mover to exercise or waive his 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.

## 17. Disorderly Conduct

- a) **All members must behave in a manner required by the Council’s Code of Conduct incorporating the Suffolk Local Code of Conduct for Members 2012 in accordance with S 26 to 37 of the Localism Act 2011, adopted by the Council on 2nd July 2012 [Minute reference 34].**
- 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 scandalise the Council or bring it into contempt or ridicule.
- c) If, in the opinion of the Chair, a member has broken the provisions of a) or b) above, 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 c) above is disobeyed, the Chair may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

## 18. Right of Reply

The mover of a motion shall have a right to reply immediately before the motion is put to the vote. If an amendment is proposed the mover of the amendment shall have a right 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.

## **19. Alteration of Motion**

A Member may, with the consent of his seconder, move amendments to his own motion.

## **20. 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 motion, the written notice whereof bears the names of at least four members of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.

## **21. Voting on Appointments**

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.

## **22. Discussions and Motions 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 public shall be excluded. The Council will have regard to the Data Protection Act 1998 and the Freedom of Information Act 2000. (See standing order 33).

## **23. Pay and Conditions of Employees**

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. (See standing order 22).

## **24. Motions on Expenditure**

Any motion (which is moved otherwise than in pursuance of a recommendation of the Finance & Personnel Committee or of another committee after recommendation of the Finance & Personnel 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 & Personnel Committee shall report on the financial aspect of the matters).

## **25. Expenditure**

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

## 26. Sealing of Documents

- a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b) The Council's Common Seal shall alone be used for sealing documents. It shall be applied by the proper officer in the presence of two members who shall sign the document as witnesses.

## 27. Committees and Sub Committees

- a) The Council may at its Annual meeting appoint standing committees and may at any other time appoint such other committees as are necessary clearly defining roles of the committees and any delegated powers, but subject to any statutory provision in that behalf:-
  - i) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
  - ii) May appoint persons other than members of the Council to any Committee
  - iii) May subject to the provisions of order 20 above at any time dissolve or alter the membership of committee.
- b) The Chair and Vice-Chair ex-officio shall be members of every committee.
- c) 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.
- d) Extraordinary Meetings  
The Chair of a committee or the Chair of the Council may summon an Extraordinary meeting ~~of~~ at any time. If the Chair of the Council does not or refuses to 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 must be signed by the two councillors.
- e) Sub-committees Every committee may appoint sub-committees for purposes to be specified by the committee.
- f) 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.
- g) 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 no less than three.
- h) Rules of Debate 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.
- i) Advisory Committees  
The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate, members shall be specified.
- j) The clerk shall inform the members of each advisory committee of the terms of reference of the committee
- k) An advisory committee may make recommendations and give notice thereof to the Council.
- l) An advisory committee may consist wholly of persons who are not members of the Council.
- m) Voting in Committees Members of committees and sub-committees entitled to vote should do so by a show of hands.
- n) **Chair of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**
- o) Presence of non-members of Committees at Committee Meetings

A member who has proposed a motion which has been referred to any committee of which he/she is not a member, may explain his motion to the committee but shall not vote.

- p) If there is a danger that committee meetings are not making a quorum because of absence, illness etc., the Council can allow for this by appointing an additional member/s.

## **28. Accounts and Financial Statement**

- a) Except as provided in paragraph b) of this standing order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- b) 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 Chair or Vice-Chair of the Council.
- c) All payments ratified under sub paragraph b) of this standing order shall be separately included in the next schedule of payments before the Council.
- d) The Responsible Financial Officer shall supply to each member at the ordinary meeting next after the end of the financial year a financial statement of receipts and payments for the Council.
- e) Estimates/ Precepts  
The Council shall approve written estimates for the coming financial year at its meeting at the end of the month of October.
- f) Any committee desiring to incur expenditure shall give the clerk a written estimate of the expenditure recommended for the coming year no later than October.
- g) Financial regulations shall confirm that a 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 in accordance with Halesworth Town Council's Financial Regulations.
- h) 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.

## **29. Interest (England) & Dispensation**

- a) **If a member has a personal interest as defined by the code of conduct adopted by the Council on 2<sup>nd</sup> July, 2012 then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of that interest as required.**
- b) **A Councillor with a prejudicial interest can make a presentation, answer questions or give a report on the issue, provided that members of the public have the opportunity to speak on that issue also. Once the Councillor has made their representation etc., they must leave the room before any debate and the Councils vote.**
- c) The clerk shall hold a copy of the Register of Member's Interests in accordance with instructions received from the Monitoring Officer of the Responsible Authority and / or as required by statute.
- d) If a candidate for any appointment under the Council is to his knowledge related to any member of, or the holder of any office under, the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the clerk. A candidate who fails to do so 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 relationship to a member is disclosed this Standing Order shall apply.

- e) The Clerk shall make known the purport of this Standing Order to every candidate.
- f) **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.
- g) A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- h) **Unless he/she 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/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.**

### **30. Canvassing Of And Recommendation By Members**

- a) Canvassing of members of the Council or of the 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 sub paragraph of this Standing Order to every candidate.
- b) 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.
- c) Standing Order Numbers 29d and 30b shall not apply to tenders as if the person making the tender were a candidate for an appointment.

### **31. Inspection of Documents**

- a) A Member may for the purpose of his 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.
- b) All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

### **32. Unauthorised Activities**

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) Issues orders, instructions or directions

Unless authorised to do so by the Council or the relevant committee or sub-committee.

### **33. Admission of the Public and Press Meetings**

- a) The public shall be admitted to all meetings of the Council and its committees and sub committees (except Working Groups set up for the purpose of a single purpose or project), 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 public be temporarily excluded and they are instructed to withdraw".
- b) The Council shall state the special reason for exclusion, which must be one or more of those listed in the Local Government Act 1972 Schedule 12a.

34. At all meetings of the Council the Chair may at his 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.
35. The clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present. No individual may orally report or comment about a meeting as it takes place if they are present at the meeting, however they may: Film, photograph or make an audio recording of a Council or Committee meeting. Use any other means for enabling persons not present to see or hear proceedings at a Council or Committee meeting as it takes place or later, report or comment on the proceedings in writing during or after the meeting or orally report or comment after the meeting. If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that he/she be removed from the meeting.

All recording and filming to be in accordance with the HTC's Policy on 'Filming and recording of Council meetings', adopted March 6<sup>th</sup> 2017 and is included as an annexe to this document.

### **36. Confidential Business**

- a) 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.
- b) Any member in breach of the provisions of paragraph a) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

### **37. Liaison with County and District Councillors**

- a) A notice of meeting shall be sent together with an invitation to attend the County, Borough, Unitary or District Councillor for the appropriate ward.
- b) Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County Council or planning authority shall be transmitted to the County Councillor for the division or to the planning authority Councillor for the ward as the case may require.

### **38. Planning Applications**

The Clerk shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:-

- a. The date on which it was received;
- b. The name of the applicant;
- c. The place to which it relates;
- d. The Clerk shall refer every planning application received to the Chair/ Chair of the planning Committee or in the Chair's absence to the Vice-Chair as soon as practicable.

### **39. 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 probably directed to the district standards committee for consideration.

### **40. Variations / Revocation And Suspension of Standing Orders**

- a) 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.
- b) A motion to add, vary or revoke a Standing Order when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

Adopted by Halesworth Town Council 6<sup>th</sup> April 2009. Previous Amendments; 2<sup>nd</sup> July 2013, 6<sup>th</sup> March 2017, latest amendments 5<sup>th</sup> March, 2018

#### **41. Standing Orders to be given to Members**

A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the Members declaration of acceptance of office and written undertaken to comply with the code of conduct adopted by the Council.

### **Annexe (6<sup>th</sup> March, 2017)**

#### **Policy on filming and recording of Council meetings**

The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.

Members of the public are permitted to film or record open elements of meetings (press and public can be excluded from some elements of Council meetings in respect of prejudicial public interest – an example of this although not exhaustive list includes, terms of tenders and negotiations for contracts, legal proceeding preparation and discussion, employment matters)

The use of digital and social media recording tools, for example Twitter, blogging or audio recording be allowed as long as it is carried out in a non-disruptive way and only to the extent that it does not interfere with any person's ability, even where he/she or she has a disability, to follow the debate.

While the Councillors and Clerk are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.

Any person who intends to film or record a meeting is respectfully requested to contact the clerk to the council beforehand to inform him/her that this will take place. This is not mandatory but a matter of courtesy so that the Clerk can warn other members of the public in attendance that they may wish to ask that their comments may be excluded from the recording

The Chair of the meeting has the authority to stop a meeting and take appropriate action if any person contravenes these principals or is deemed to be recording in a disruptive manner.

Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

The Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining

from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.

The Council will display requirements as to filming, recording and broadcasting at its meeting venues and on its website and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

The Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies.

***Amendments approved March 2018***

***1b & 1c added, 4 amended, 5 (l,j,k,l) added, 10.1, 10.2 added, 10.4 amended, 17a updated, 27d amended, 28g & h added, 29 'dispensation' added to title, 29 f,g,h. All references to 'Chairman' replaced with 'Chair'. All references to 'he' replaced with 'he/she'***