

## DEREHAM TOWN COUNCIL

### STANDING ORDERS

#### MEETINGS

1. Meetings of the Council shall be held in the Assembly Rooms, Ruthen Place, Dereham, at 7.30 pm unless the Council otherwise decides at a previous meeting.
2. **The Statutory Annual Meeting**
  - (a) In an election year shall be held on the Tuesday next following the fourth day after the ordinary day of elections to the Council and
  - (b) In a year which is not an election year shall be held on the third Tuesday in May.
3. **Acceptance of Code of Conduct**

In an election year all Councillors shall execute Declarations of Acceptance of Code of Conduct in the presence of a proper officer previously authorised by the Council to take such a declaration, before the annual meeting commences. Any councillor who is unable, through illness or absence to do so prior to the Annual Meeting shall be required to execute a Declaration of Acceptance of Code of Conduct prior to participating in the first Council or Committee meeting which that councillor is able to attend.

#### CHAIRMAN OF MEETING

4. **The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the Meeting. The chairman's decision shall be final at any meeting.**

#### PROPER OFFICER

5. Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he/she shall be the Clerk:
  - (a) To receive declarations of acceptance of office.
  - (b) To receive and record notices disclosing pecuniary interests.
  - (c) To receive and retain plans and documents.
  - (d) To sign notices or other documents on behalf of the Council.
  - (e) To receive copies of bye-laws made by a District Council.
  - (f) To certify copies of bye-laws made by the Council.
  - (g) To sign summons to attend meetings of the Council.
  - (h) To keep proper records for all Council meetings.

In any other case the proper officer shall be the person nominated by the Council and, in default of nomination, the Clerk. In the absence of the Clerk, the officer acting in place of the Clerk shall have delegated powers of the proper officer and such other delegated powers as may be considered necessary by the Council.

- 5.1 No meeting of the Council shall take place without a suitably qualified officer acting as Clerk. To advise the Council and ensure that a proper record is kept of any decisions made.

## **QUORUM OF THE COUNCIL**

6. Six members shall constitute a quorum at full Council meetings - see Standing Order No. 47 for quorum for committee meetings.
7. If a quorum is not present when the Council meets or if during a meeting the number of Councillors present and not debarred by reason of a Registered Disclosable Pecuniary or other declared prejudicial interest falls below the quorum the meeting shall be adjourned. The business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Mayor may fix.

## **VOTING**

8. Members shall vote by show of hands, or, if at least two members so request, by signed ballot.
9. **If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request may be made before or after the vote but in any event before moving on to the next business.**
10. (1) **Subject to (2) and (3) below, the Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote whether or not he gave an original vote.**
- (2) **If the person presiding at the annual meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Mayor and Deputy-Mayor until the end of their term of office he may not give an original vote in an election for Mayor.**
- (3) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.**

## **ORDER OF BUSINESS**

11. **At each Annual Meeting the first business shall be:**
- (a) **To elect a Town Mayor (Chairman).**
- (b) **To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
- (c) **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**
- (d) To decide when any declarations of acceptance of office and written undertakings to comply with the Code of Conduct adopted by the Council which have not been received as provided by law shall be

received.

- (e) To elect a Deputy Mayor (Vice-Chairman).
- (f) To appoint representatives to outside bodies.
- (g) To appoint Committees.
- (h) To consider the payment of any subscriptions falling to be paid annually.
- (i) To inspect any deeds and trust instruments in the custody of the Council:

The meeting shall thereafter follow the order set out in Standing Order 14.

12. **At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Mayor and Deputy Mayor be absent and to receive such declarations of acceptance of office (if any) as are required by law to be made, or, if not then received, to decide when they shall be received.**
13. In every year not later than the end of March staff will be given appraisals to assess their entitlement to any increment on their pay scale. (Staff contracts are linked to a national scheme for pay and conditions, so as conditions are altered at a national level the contracts will automatically be updated and the council notified of any changes) (See Standing Order 37 below)
14. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:
  - (a) To read and consider the Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
  - (b) **After consideration to approve the signature of the minutes by the person presiding as a correct record.**
  - (c) **To deal with business expressly required by statute to be done.**
  - (d) To dispose of business, if any, remaining from the last meeting.
  - (e) To receive such communications as the person presiding may wish to lay before the Council.
  - (f) To receive and consider reports and accuracy of minutes and to consider approval of any recommendations from Committees.
  - (g) To receive and consider reports from officers of the Council.
  - (h) To authorise the sealing of documents.
  - (i) To authorise the signing of orders for payment.
  - (j) To answer questions from Councillors.
  - (k) To consider resolutions or recommendations in the order in which they have been notified.
  - (l) Any other business specified in the summons.
15. A motion to vary the order of business on the ground of urgency:
  - (a) may be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
  - (b) shall be put to the vote without discussion.

## **RESOLUTIONS MOVED ON NOTICE**

16. Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice **in writing** of its terms and had delivered the notice to the Clerk not later than Wednesday in the week before the next meeting of the Council.
17. The Clerk shall date every notice of resolution or recommendation when received by him, shall number each notice in order in which it was received and shall enter it in a book which shall be open to inspection by every member of the Council.
18. 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 intends to move the said motion at some later meeting or that he withdraws it.
19. If a resolution or recommendation specified in the summons is not moved either by the member who gave the 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.
20. If the subject matter of a resolution comes within the province of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the Chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
21. Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.

## **RESOLUTIONS MOVED WITHOUT NOTICE**

22. Resolutions dealing with the following matters may be moved without notice:-
  - (a) To appoint a Chairman of the meeting.
  - (b) To correct the Minutes.
  - (c) To approve the minutes.
  - (d) To alter the order of business.
  - (e) To proceed to the next business.
  - (f) To close or adjourn the debate.
  - (g) To refer a matter to a Committee.
  - (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, resolution or recommendation.
  - (l) To give leave to withdraw a motion or resolution or an amendment.

- (m) To extend the time limit for speeches.
- (n) To exclude the public. (See order 68 below.)
- (o) To silence or eject from the meeting a member named for misconduct. (See order 32 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 78 below.)
- (r) To adjourn the meeting.

## **QUESTIONS**

- 23. A member may ask the Chairman or the Clerk any question concerning the business of the Council, provided at least 24 hours' notice of the question has been given to the person to whom it is addressed before the meeting begins.
- 24. No question not connected with business under discussion shall be asked except during the part of the meeting set aside for questions from the Councillors.
- 25. Every question shall be put and answered without discussion.
- 26. A person to whom a question has been put may decline to answer. If the meeting wishes to consider questions or comments from the public the meeting shall be adjourned. The time allowed for public speaking will be 15 minutes unless otherwise agreed by Council before public speaking commences. The protocol for public speaking shall be annexed to these Standing Orders.

## **RULES OF DEBATE**

- 27. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman of the meeting.
- 28.
  - (a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.
  - (b) A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
  - (c) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
  - (d) No speech by a mover of a resolution shall exceed five minutes, and no other speech shall exceed three minutes except by consent of the

Council.

- (e) An amendment shall be either:-
  - (i) To leave out words.
  - (ii) To leave out words and insert or add others.
  - (iii) To insert or add words.
  
- (f) An amendment should not have the effect of negating the motion before the Council. Where an amendment is proposed to a resolution and the proposer or seconder of the original motion feels that the amendment would negate that motion, they can demand that the original motion be put to the vote before any proposed amendment be put to the vote. If the motion falls, then a new motion can be proposed incorporating the amendment.
  
- (g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
  
- (h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
  
- (i) The mover of a resolution or amendment shall have the right of reply, not exceeding three minutes.
  
- (j) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
  
- (k) A member may 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.
  
- (l) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
  
- (m) When a resolution is under debate no other resolution shall be moved except the following;
  - (A) (where debate may continue)
    - (i) To amend the resolution.
    - (ii) That a member named be not further heard.
    - (iii) That a member named do leave the meeting.
    - (iv) To exclude the public and press.

(B) If any of the following resolutions be carried, no further debate may take place:

- (i) To proceed to the next business.
- (ii) To adjourn the debate.
- (iii) That the question be now put.
- (iv) That the resolution be referred to a Committee
- (v) To adjourn the meeting.

29. Members do not need to rise to speak unless the Chairman in consultation with the Clerk decide that the numbers of public present are such, that it would be more effective to do so. In any such case, the Chairman shall direct Members at the beginning of the meeting to stand when speaking.

30. (a) The ruling of the Chairman on a point of order or on the admissibility of a personal experience shall not be discussed.

(b) Members shall address the Chairman.

(c) **Whenever the Chairman rises during a debate all other members shall be seated and silent.**

## **CLOSURE**

31. At the end of any speech a member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council do now adjourn”. If such a motion is seconded the Chairman shall put the motion but, in the case of a motion “to put the question”, only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion “that the question be now put” is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after the 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.

## **DISORDERLY CONDUCT**

32. (a) **All members must behave in the manner required by the Code of Conduct adopted by the Council, a copy of which is annexed to these Standing Orders.**

(b) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or to bring it into contempt or ridicule.

(c) If, in the opinion of the Chairman, a member has broken the provisions

of paragraph (a) or (b) of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

- (d) If either of the motions mentioned in paragraph (c) is disobeyed the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

### **RIGHTS OF REPLY**

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

### **ALTERATION OF RESOLUTION**

- 34. A member may, with the consent of his seconder, move amendments to his own resolution.

### **RESCISSION OF PREVIOUS RESOLUTION**

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

### **VOTING ON APPOINTMENTS**

- 36. 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.

### **DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL**

- 37. 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. (See Standing Order No. 68.)

## **RESOLUTIONS ON EXPENDITURE**

38. (a) All expenditure shall comply with specified conditions in Financial Standing Orders.
- (b) Any resolution which is moved otherwise than in pursuance of a recommendation of the Finance Committee (or of another committee after recommendation by the Finance Committee) and which, if carried, would, in the opinion of the Chairman:
- (i) substantially increase the expenditure upon any service which is under the management of the Council or
  - (ii) reduce the revenue at the disposal of any committee, or
  - (iii) which would involve capital expenditure,

shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council. Any committee affected by the proposed resolution shall consider whether it desires to report thereon; and the Finance Committee shall in any event consider the financial aspect of the matter and report thereon to Council.

## **EXPENDITURE**

39. (a) All payments shall be made as specified in Financial Standing Orders.
- (b) **Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.**

## **SEALING OF DOCUMENTS**

40. (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.

The seal shall be applied by the proper officer in the presence of two members who sign the document as witnesses.

## **COMMITTEES AND SUB-COMMITTEES**

41. 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:-

- (a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
  - (b) may subject to the provisions of Order 35 above at any time dissolve or alter the membership of a committee.
42. The Mayor and Deputy Mayor shall be members of every Committee with full voting rights.
  43. Every Committee shall at its first meeting after the annual meeting of the Council in any year elect a Chairman and (if so desired) a Vice-Chairman for the year who shall each serve, being a member of the Committee, until the beginning of the first meeting of the Committee in the following year.
  44. The Chairman of a Committee or the Chairman of the Council may summon an additional meeting of that Committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the Committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
  45. Every Committee may appoint sub-Committees for purposes to be specified by the Committee.
  46. The Chairman and Vice-Chairman of the Committee shall be members of every sub-Committee appointed by it unless they signify that they do not wish to serve.
  47. 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 three of its members.
  48. Where a member of a committee is unable to attend a meeting of that committee and sends their apology, they may nominate another councillor to take their place for that meeting.
  49. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to Committee and sub-Committee meetings.
  50. The Council shall have a committee for considering the appointment of Community Car Scheme Drivers with criminal convictions; to be called the 'Car Scheme Appointment Committee' The Committee shall have specific responsibility for considering the appointment of drivers who have criminal convictions, to the Community Car Scheme. This Committee will have delegated authority to make decisions in its own right. In order to maintain confidentiality, the committee shall be made up of three councillors, with no other councillor being permitted to be present (unless invited by the Chairman of the committee to observe for training purposes). The Committee shall comprise the Chairman of Personnel (or their substitute from that committee), Chairman of Social and Welfare (or their substitute from that committee) and the Mayor or Deputy Mayor. If neither the Mayor nor Deputy

Mayor is able to attend then the Chairman of the Personnel Committee shall nominate a third member from either the Personnel or Social and Welfare Committees. Only the Councillors on that committee shall receive any confidential reports. With regards to Standing Orders for Committees; Standing Order 42, 45, 54 and 56a shall not apply to the Car Scheme Appointment Committee.

### **ADVISORY COMMITTEES**

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

### **VOTING IN COMMITTEES**

52. Members of Committees and sub-Committees entitled to vote shall vote by show of hands, or, if at least two members so request, by signed ballot.
- 53. The Chairman of a Committee or a sub-Committee shall in the case of an equality of votes have a second or casting vote.**
54. Any member of a Committee of Council may (save where expressly excluded in Standing Orders) arrange for a substitute in the event of that member being unable to attend that Committee. The absentee must (with the exception of any Advisory Committee member who is not a member of the Council) appoint as his substitute another member of the council. Normally at least one day's notice should be given to the Town Clerk or the appropriate officer of the Council, but in special cases a shorter notice may be given with the consent of the meeting.

### **PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS**

55. A member who has proposed a resolution which has been referred to any Committee of which he is not a member, may explain his resolution to the Committee but shall not vote.
56. (a) Any member of the Council shall be entitled to attend any meeting of a Committee or sub-Committee to which he/she has not been appointed save for the

the Community Car Scheme Appointment Committee and shall be allowed to speak but not vote at such meetings.

- (b) Any member of the Council who attends any meeting of a Committee or Sub-Committee shall be entitled to remain at any such meeting not with-standing the exclusion of the public and the press regardless of the item under consideration.

## **ACCOUNTS AND FINANCIAL STATEMENT**

- 57. (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 as specified in Financial Standing Orders.
  - (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 Chairman or Vice-Chairman 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 laid before the Council.
58. The Responsible Financial Officer shall supply to each member of every ordinary meeting a statement of receipts and payments as specified in Financial Standing Orders.

## **ESTIMATES**

- 59. (a) The Council shall approve written estimates for the coming financial year at its meeting at the end of the month of December as specified in Financial Standing Orders.
- (b) Any Committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than end of November.

## **INTERESTS**

- 60. (a) **If a member has a Disclosable Pecuniary Interest or other Registerable Interest as defined by the Code of Conduct adopted by the Council then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of that interest.**
61. A member who has declared a Pecuniary Interest must not participate in discussions relating

to that agenda item and shall leave the meeting until the Next Business is to be considered.

62. 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.
63. 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 and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed this Standing Order shall apply.
64. The Clerk shall make known the purport of Standing Order 63 to every candidate.

### **CANVASSING AND RECOMMENDATIONS BY MEMBERS**

65. (a) Canvassing of members of the Council or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this 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, a member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
66. Standing Orders Nos. 62 and 64 shall apply to tenders as if the person making the tender were a candidate for an appointment.

### **INSPECTION OF DOCUMENTS**

67. 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.
68. **All Minutes kept by the Council and by any Committee shall be open for the inspection of any member of the Council.**

### **UNAUTHORISED ACTIVITIES**

69. Unless authorised to do so by the Council or the relevant Committee or sub Committee, no member of the Council or of any Committee or sub-Committee shall in the name of or on behalf of the Council:

- (a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- (b) issue orders, instructions or directions to employees of the council or the council's contractors.

## **ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS**

- 70. The public shall be admitted to all meetings of the Council and its Committees and sub-Committees, which may, however, temporarily exclude the public** by means of the following resolution:

**To pass a resolution to exclude press and public from the meeting on the grounds that the business to be transacted is confidential and publicity would be prejudicial to the public interest.**

If a person's advice or assistance is needed they may be invited (by name) to remain after the exclusion resolution is passed.

- 71 At all meetings of the Council the Chairman may at their discretion prior to or 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.
- 72. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.**
73. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he or she be removed from the Council Chamber.

## **CONFIDENTIAL BUSINESS**

74. (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.

## **LIAISON WITH COUNTY AND DISTRICT COUNCILLORS**

75. A notice of each Council meeting shall be sent together with an invitation to attend to the County Councillor for each Dereham division and to the District Councillor or Councillors for each Dereham ward.

76. 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 relevant Dereham division or to the Planning Authority Councillor for the relevant Dereham ward as the case may require.

## **PLANNING APPLICATIONS**

- 77 (a) 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:-
- (i) the date on which it was received;
  - (ii) the name of the applicant;
  - (iii) the place to which it relates;
  - (iv) a summary of the nature of the application.
- (b) The Clerk shall refer every planning application to the next meeting of the appropriate plans Committee.

## **STANDING ORDER ON CONTRACTS**

Standing Orders on contracts shall be as defined in the Financial Standing Orders and Regulations.

## **CODE OF CONDUCT ON COMPLAINTS**

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

## **VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS**

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

## **STANDING ORDERS TO BE GIVEN TO MEMBERS**

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

