

Arthington Parish Council

Standing Orders

Adopted at Council Meeting held: 14th October 2025



PREFACE

It is recognised that local councillors and the clerk can be male or female. Therefore, wherever the masculine gender is used in this publication, this should be interpreted as also meaning the feminine gender, where appropriate.

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STANDING ORDERS

1. COUNCIL MEETINGS

- a) Meetings of the Council shall be held a minimum of 3 times per year and are typically held during January, March, May, July and October, on a Tuesday commencing 7.30pm at the Parish Hall. Additional meetings may be held on such dates, times and at such places as the Council may direct.
- b) All meetings are open to the public. When present, the public are given a suitable amount of time at the start of the meeting to raise questions or make comments relating to agenda matters, the time limit being determined by the Chair. The council may resolve to exclude the public for the relevant part of any meeting in cases where a topic for discussion is deemed confidential, where the council must state the special reason for exclusion.
- c) Any matters raised by the public or members which are not part of the agenda shall normally be carried over to the next meeting. At the Council's discretion, minor items may be discussed and actions agreed under agenda item "Any Other Business".

2. MINUTES

- a) All meetings are minuted as a record of business transacted.
- b) Corrections to Minutes shall be made by resolution and must be initialed by the Chairman. An amendment may not be a direct negative of the original proposal. Amendments can only refine and adjust or correct a mistake.
- c) Minutes must be signed by the Chairman as a true record at the next meeting. All pages shall be consecutively numbered and the Chairman shall initial each page.
- d) All copies of Minutes circulated prior to signing must be clearly marked as unapproved.
- e) Where the order of business is changed during the meeting, the order and numbering of Minutes shall reflect the order of the meeting, not the original agenda.
- f) Minutes of all meetings shall be made available on the website following approval.
- g) Normally minutes shall only be distributed after they have been approved at the start of the following meeting. At the Council's discretion, minutes may be distributed before approval to specific individuals, in which case the Clerk shall ensure minutes are marked as UNAPPROVED.
- h) Minutes shall record when a Councillor arrives late or leaves early and the point at which persons left the room or were excluded plus the reason for doing so.
- i) Minutes shall record instances where the Council becomes inquorate for any item of business and the reason.

3. CONVENING MEETINGS

- a) **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available**

free of charge or at a reasonable cost.

- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- f A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- g The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- h Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).
- i The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) 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.
- j Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- k The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their

casting vote whether or not they gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- l Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- m A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- n No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
- o If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**
- p A meeting shall not exceed a period of 2 hours.**

ORDINARY COUNCIL 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 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 day in May as the Council decides.**
- c The annual meeting of the Council shall take place at 7.30pm.**
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is**

elected at the next annual meeting of the Council.

- g **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Review and adoption of appropriate standing orders and financial regulations;
 - iv. Review of the Council's complaints procedure;
 - v. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - vi. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - vii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

EXTRAORDINARY MEETINGS OF THE COUNCIL,

The Chair of the Council may convene an extraordinary meeting of the Council at any time.

- a **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors,**

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

PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

VOTING ON APPOINTMENTS

- a Where more than two 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. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the

councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

MANAGEMENT OF INFORMATION

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period**

for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall liaise with the Chair of the Council's Staffing Committee if appropriate.
- c **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

PROPER OFFICER

- a The Proper Officer shall:
 - **at least three clear days before a meeting of the council,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- i. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 4 days before the meeting confirming their withdrawal of it;
- ii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iii. **facilitate inspection of the minute book by local government electors;**
- iv. **receive and retain copies of byelaws made by other local authorities;**
- v. hold acceptance of office forms from councillors;
- vi. hold a copy of every councillor's register of interests;

- vii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- viii. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xi. arrange for legal deeds to be executed;
(see also standing order 23);
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xiv. refer a planning application received by the Council to the [Chair or in their absence the Vice-Chair (if there is one) of the Council] OR [Chair or in their absence Vice-Chair (if there is one) of the () Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [() committee];
- xv. manage access to information about the Council via the publication scheme; and
- xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;

- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

FINANCIAL CONTROLS AND PROCUREMENT

- 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:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below [60,000] due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]*
The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.

RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

Standing Orders – Last updated 14 October 2025

See also standing order 11.

- a **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- b **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- c **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- d **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- e **The Council shall maintain a written record of its processing activities.**

RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District Council representing the area of the Council.

RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- c The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

CONDUCT

- a) All members must observe the Code of Conduct which was adopted by the council on.
- 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 bring the Council into disrepute.
- c) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (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.
- d) If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Leeds Standards Committee, either directly or via the Clerk.
- e) If either of the motions mentioned in paragraph c) is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.
- f) If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order the he be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

4. INTERESTS

- a) If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 10.10.12, then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.
- (b) If a member who has declared a personal interest then considers the interest to be prejudicial, or if any other person including members and the public could reasonably argue that the interest is prejudicial, he may not participate, or participate further, in any discussion of the matter at the meeting, participate in any vote, or further vote, taken on the matter at the meeting (unless the Member has requested and been granted a relevant dispensation by the Standards and Conduct Committee), or remain in the room during the discussion or vote on the matter.
- c) The Clerk is required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute. At the start of each meeting the Clerk shall ask Councillors to consider and declare any interest in relation to items on the agenda. When compiling Minutes, the Clerk shall compare declared interests to the register and amend the register if required. Councillors are

required to review their register of interests at least annually and report any changes to the July meeting or re-date and sign the existing register as correct.

- 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 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 any such disclosure.
- e) Canvassing of members of the Council, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purpose of this sub-paragraph of this Standing Order to every candidate.
- f) A member of the Council 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.
- g) Standing Order No 13 subparagraph d) to f) shall apply to tenders as if the person making the tender were a candidate for appointment.

5. UNAUTHORISED ACTIVITIES

No member of the Council 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
- c) Speak to the press
- d) Speak to Leeds City Council

unless authorised to do so by the Council.

6. CONFIDENTIALITY

- a) No member of the Council shall disclose to any person not a member of the Council any business declared to be confidential by the Council.
- b) A member may for the purpose of his duty as a Councillor (but not otherwise), inspect any document in possession of the Council, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- d) All documents remain the property of the Council and should be returned to the Clerk on request when a member ceases to be a Councillor.
- e) Requests for copies of documents from the public should be addressed through the Clerk.

7. COMPLAINTS

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in the manner laid down within the Council's complaints procedure (documented separately). Complaints about a Councillor or

Clerk's conduct will automatically be directed to the Leeds Standards Committee for consideration.

8. FINANCE AND EXPENDITURE

- a) Except where provided in paragraph b) of this Standing Order or by statute, all claims for the payment of money shall be authorised by resolution of 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 Clerk acting as Responsible Financial Officer and shall be authorised by the same for payment with the approval of the Chairman or Vice-Chairman. All payments ratified in this way shall be included in the next schedule of payments set before the Council.
- c) All payments shall be made by BACS payment, signed by two authorised signatories.
- d) As soon as possible after completion of each financial year, the Clerk as Responsible Financial Officer shall supply a statement of accounts to each member for the completed financial year, where this statement shall be presented for formal approval, typically during the May Annual Assembly and in all cases before the end of June. This statement shall show details for both the completed and previous year and will be independently assessed by the Internal Auditor prior to submission to the Council.
- e) Once approved, this statement plus other documentation as required shall be submitted to the external auditor within the designated timescales and notice given to the public that financial documents are available for inspection.
- f) The clerk shall prepare and the council shall approve written estimates for the coming financial year, typically at its October meeting (and in all cases by the January meeting at the latest), in good time for submission of precept documents to the City Council.
- g) During the January Parish Council meeting, the Council shall consider and amend its Financial Regulations as required (documented separately). Such Regulations shall include arrangements for the following:
 - the accounting records and systems of internal control
 - the assessment and management of risks faced by the Council
 - the work of the Internal Auditor and the receipt of the annual report from the Internal Auditor
 - the financial reporting requirements of members and local electors
 - procurement policies.
- h) Any proposed contract for the supply of goods, materials or services shall be procured only after receiving a minimum of 3 comparative quotes for the work to be done, where, except in the case of simple works, a written specification shall be produced either by the Clerk or another member and agreed by the Council. The Council shall not be bound to accept the lowest quote but shall agree the

most suitable supplier on the basis of overall merit.

i) **PLANNING APPLICATIONS**

The Clerk shall maintain a record of the following particulars for every planning application notified to the Council

- the date on which it was received
- the place to which it relates
- the unique reference number
- the date by which comments must be made
- where appropriate, the dates and reference numbers for any appeals.
- a record of all correspondence with Leeds Planning Dept.

- j) The council shall appoint a designated first contact within the council for planning matters. This may be the Clerk or a Councillor. The first contact shall refer every planning application received to the Chairman and the Clerk (or in the Chairman's absence to another designated Councillor) within 48 hours of receipt.
- k) Where possible, planning applications shall be discussed within Parish Council Meetings. All matters of a nature requiring settlement before the next meeting of the Council may be dealt with by the Clerk after consultation (via email or telephone) with the Chair and members of the Council with comments submitted online, or for approval or otherwise at the next meeting of the Council.
- l) All correspondence relating to an application (including comments, decisions and appeals) shall be kept **electronically**.

9. HEALTH AND SAFETY

The Parish Council accepts responsibility for 2 wooden seats, the stone bus shelter , all notice boards, **the memorial bench and telephone box**.

- a) For meetings of the Council, or when members of the public are invited to gather together to consider business of the Council, use is made of premises which meet current health and safety standards and legislation and where a current health and safety policy is in force.
- b) An annual Parish Cleanup is organised by the Parish Council where it is made clear that if they choose to take part, residents are acting in their private capacity. This is made clear to all attendees and risks are highlighted at the start. All residents have a responsibility for their own and other's safety whilst performing the cleanup.
- c) Where work is contracted to a third party individual or company by the Council, the Council shall ensure that the contractor is competent and has the necessary insurance to carry out the task.
- d) For any work deemed to be especially risky, the Council shall ask the contractor for a written summary of how the work shall be performed and what steps shall be taken to ensure the safety of all, prior to work commencing.
- e) Any repair work identified, which by failure to repair promptly may cause significant risk of harm to the public, shall be treated as a priority. This may require liaison with Leeds City Council or other external contractor, depending on the nature of the repair.
- g) A risk analysis shall be performed at least annually by the Clerk (normally for

- consideration at the March meeting) and approved by the Council.
- h) A village inspection should be carried out annually during the summer months.

INSURANCE

The Parish Council holds Employer's Liability and Public Liability insurance, to be reviewed at the March meeting each year. As part of the annual risk assessment and at other times if necessary, the Council shall assess the risks associated with actions it is responsible for and arrange appropriate insurance where it is deemed necessary.

10. STANDING ORDERS

- a) 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 observe the Code of Conduct adopted by the Council.
- b) Standing Orders shall be reviewed at least annually, typically at the July Council meeting and may be amended accordingly.

