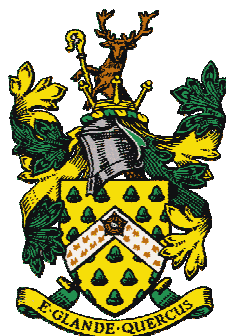


WOKINGHAM TOWN COUNCIL

Standing Orders



Standing Orders – Procedural

New Number	Title
1	Meetings and Proceedings
2	Town Mayor, Deputy Town Mayor and Leader
3	Chairman of Meetings
4	Quorum for a Meeting
5	Order of Business for Full Council
6	Notice of Motion
7	Resolutions and Amendments moved without Notice
8	Questions
9	Minutes
10	Rules of Debate
11	Discussions and Resolutions affecting Employees of the Council
12	Confidential Business
13	Disorderly Conduct
14	Admission of the Public and Press to Meetings
15	Repeal of a Preceding Resolution
16	Voting
17	Attendance
18	Appointment of Committees and Delegated Powers
19	Constitution of Committees
20	Time Limit on Meetings
21	Extraordinary Meetings of Council and Committees
22	Town Council's Seal
23	Mayoral Selection
24	Urgent Matters
25	Presence of Non-Members of Committees at Committee Meetings

Standing Orders – General

New Number	Title
26	Disclosure by Officers of Interest in Contracts
27	Code of Conduct - Members
28	Staff Appointments – Canvassing of and Recommendations by Members
29	Relatives of Members or Officers
30	Staff Complement and Filling Of Vacancies
31	Authentication of Documents for Legal Purposes
32	Inspection of Documents
33	Inspection of Lands, Premises etc.

Standing Orders – General Financial

New Number	Title
34	Financial Administration
35	Standing Orders on Contracts
36	Accounts and Financial Statement
37	Estimates

Standing Orders – Miscellaneous

New Number	Title
38	Variation and Revocation of Standing Orders
39	Suspension of Standing Orders
40	Standing Orders and Standing Financial Instructions to be given to Members
41	Interpretation of Standing Orders

STATUTES

*General:
LGA 1972,
s.99*

*Annual
Meeting: LGA
1972, Sch.
12, PtII, para.
7*

*Other
Meetings
LGA 1972
Sch. 12, PtII,
para. 8*

*Localism Act
2011 – Code
of Conduct*

1. MEETINGS AND PROCEEDINGS

- a. The Annual Meeting of the Council shall be held at a place, time and day in May, which Council shall fix. In the absence of any decision or statutory provision to the contrary, the meeting shall take place on the second Tuesday in May. However, in an election year, it shall take place on the second Tuesday after the Council elections.
 - i. The election of the Town Mayor, Deputy Town Mayor and Leader of the Council shall be completed at the Annual Meeting of the Council
 - ii. The Mayor and Deputy Mayor, unless either has resigned or been disqualified, shall continue in office and the Mayor shall preside at the Annual Meeting until a successor is elected.
 - iii. In an election year, if the current Mayor has not been re-elected as a member of the council, he shall preside at the meeting until a successor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but must give a casting vote in the case of a tie.
- b. Ordinary meetings of the Council and its standing committees shall be held at approximately two monthly intervals and shall be held at a place and time that the Council may determine.
- c. Wherever possible, no meeting of the Council or committees, sub-committees or working parties is to be held at the same date and time as any other such meeting of the Council. This is to ensure that Council Members, who may serve on more than one committee, sub-committee, or working party, do not have to choose which meeting to attend.
- d. Three clear days' notice of a meeting for a Council, committee, sub-committee or working party must be given to members, together with agenda items specifically set out along with background papers, in accordance with Standing Order 18.
- e. 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.

*Last revised
July 2014*

STATUTES

*Localism Act
2011 - Code
of Conduct*

- f. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior consent..
- g. Minutes and Agendas:
- i. The responsibility for the preparation of agendas and the final decision on items for inclusion in the same is the sole responsibility of the Town Clerk.
 - ii. The responsibility for the preparation of minutes of meetings and the final decision of the contents of those minutes shall be the sole responsibility of the Town Clerk. Consultation with the chairman of the meeting as to the contents shall be at the Town Clerk's discretion.
 - iii. No Councillor acting in whatever capacity shall take any responsibility or give an instruction for the administrative, managerial or supervisory tasks relating to the Town Council's functions. These are to be discharged by the Town Clerk or his delegated deputy.
 - iv. No Chairman or Leader shall:
 - Give any binding instructions to the Town Clerk or any other officer other than those agreed by the Council;
 - Have an increased right (in comparison with other Councillors) to discuss the merits of a particular case;
 - Have rights on matters of policy that are not possessed by other Councillors;
 - Seek to give the impression to any officer or servant of the Council that his position confers rights or privileges not enjoyed by all other Councillors.

*Last revised
July 2014*

STATUTES

*LGA 1972,
s.15(1) to (4)
and (8)*

*Deputy Town
Mayor LGA
1972 ,
s.15(6) to (9)*

2. TOWN MAYOR, DEPUTY TOWN MAYOR AND LEADER

- a. The election of the Town Mayor shall be undertaken at the Annual Meeting of the Council in accordance with Standing Order 23. The formal election of the Town Mayor shall only take place at the Annual Meeting of the Council in May.
- b. The Deputy Mayor shall be appointed at the Annual Meeting of the Council in May.
- c. The Leader of the Council shall be appointed at the Annual Meeting of the Council in May.
- d. The Leader of the Council shall be the first line of reference for the Town Clerk for all matters of agreed Council policy and direction. In the absence of the Leader, then the Deputy Leader of the Council becomes the first line of reference.
- e. The names of persons appointed as Leader and Deputy Leader by parties shall be notified to the Town Clerk who shall then report accordingly to the Council.

STATUTES

LGA 1972,
Sch. 12, PtII,
para 11, (1)
to (3)

3. CHAIRMAN OF MEETINGS**1. Council**

The person presiding at a meeting may exercise all powers and duties of the Town Mayor in relation to the conduct of the meeting. In the event of the Mayor or Deputy Mayor, as the case may be, arriving after the commencement of the meeting, the Deputy Mayor or other Chairman appointed pro-tem shall vacate the Chair and the Mayor or Deputy Mayor, as the case may be, shall then take the Chair.

2. Standing Committees

Every standing committee shall, during the Annual Meeting of the Council, elect a Chairman and Vice-Chairman for the year. In the absence from a meeting of the Chairman and Vice-Chairman, a Chairman for that meeting shall be appointed by the committee.

3. Committees, Sub-Committees, Working Parties

At meetings of committees or sub-committees the chairman presiding must be a Councillor except in the case of an advisory committee, advisory sub-committee or working party.

STATUTES

*Quorum LGA
1972,
Sch.12,
Para 12*

4. QUORUM FOR A MEETING

- a. One third of members shall constitute a quorum, but at no time can a quorum be less than three voting members.
- b. If no quorum exists when the meeting begins or if during a meeting the number of Councillors present and not debarred by reason of a prejudicial declared 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 Town Mayor may fix.

*Last revised
July 2014*

STATUTES

LGA 1972, s.
15 (2)

5. ORDER OF BUSINESS FOR FULL COUNCIL**1. Order of Business**

Except as otherwise provided by paragraph 2 of this Standing Order, the order of business at every meeting of the Council shall be:

- a. To elect a chairman to preside if the Town Mayor and Deputy Town Mayor are absent. If a chairman is elected pro-tem, a declaration of acceptance of office must be made, or if not received, then Council has to decide when it shall be received;
- b. To receive any Declarations of Interests from Members on the business about to be transacted;
- c. To approve as a correct record and sign the minutes of the last meeting of the Council;
- d. To receive the Monitoring Report and complete any business remaining from the last meeting;
- e. To deal with any business expressly required by statute to be done;
- f. Town Mayor's announcements;
- g. To receive such communications as the Leader of the Council may wish to lay before Council;
- h. To answer questions under Standing Order 8 from Councillors and members of the public;
- i. To receive and consider reports, minutes and recommendations of committees;
- j. To receive reports from Councillors acting as representatives on external bodies;
- k. To authorise the sealing of documents;
- l. To consider motions in the order in which notice has been received. (Refer to Standing Order 6 on motions).

*Last revised
July 2014*

STATUTES

*LGA 1972, s.
15 (2)*

2. Variation of Order of Business

- a. Business falling under items a, b, c or d of paragraph 1 may not be displaced. A motion (which need not be put in writing) to vary the order of business on the grounds of urgency may be proposed:
 - i. By the Town Mayor and may be put to the vote without being seconded or discussed, or;
 - ii. By a member, duly seconded, and put to the vote without discussion.

*Last revised
July 2014*

STATUTES

LGA 1972, s.
15 (2)

6. NOTICE OF MOTION**1. Notice of a Motion**

Notice of every motion other than that which under Standing Order 7 may be moved without notice is to be given in writing, signed by the Member or Members of the Council giving the notice and delivered at least seven clear days before the next meeting of the Council, at the office of the Town Clerk. Motions may be submitted by e-mail and must include the name of the Councillor proposing the motion. The Town Clerk shall date all motions and number and record them in the order in which they are received. The record shall be open to the inspection of every Member of the Council

2. Motions to be Set Out in Summons

The Town Clerk shall set out in the summons for every Council meeting all motions and any amendments, of which notice has been duly given, in the order in which they have been received, unless the member giving such a notice stated in writing, when giving it, that he has proposed to move it at some later meeting, or has since withdrawn it in writing. The order of motions and amendments as they appear on the agenda shall not be varied or changed by the chairman of the meeting without the permission of the mover of the motion or amendment, or of the Council meeting.

3. Motions not Moved

If a motion set out in the summons is not moved either by a member, who gave notice of it, or by some other member on his behalf it shall, unless postponed by consent or the Council, be treated as withdrawn and shall not be moved without fresh notice.

4. Automatic Reference to Committee

If the subject matter of any motion of which notice has been given comes within the province of any committee(s) it shall upon being moved and seconded be referred without discussion to such committee(s) as the Council may decide, for consideration or report. Alternatively the Town Mayor may, if he considers it convenient or a matter of urgency, allow the motion to be dealt with at the meeting at which it is brought forward.

5. Scope of Motions

Every motion shall be relevant to some subject over which the Council has powers or duties or which affects the Town.

*Last revised
July 2014*

STATUTES

*LGA 1972, s.
15 (2)*

6. Alteration to Motion

A member may with the consent of the seconder and of the Council (such consent to be given without discussion) alter a motion which they have proposed or given notice of, if the alteration is one which can be moved as an amendment.

*Last revised
July 2014*

STATUTES

*Public Bodies
(Admission to
Meetings) Act
1960, s.1 (2)*

*LGA 1972
s.100*

7. RESOLUTIONS AND AMENDMENTS MOVED WITHOUT NOTICE

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 adopt 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 a document;
- k. To amend a motion;
- l. To give leave to withdraw a resolution or an amendment;
- m. To extend the time limit for speeches;
- n. To exclude the press and the public (see Standing Order 14);
- o. To silence or eject from the meeting a member named for misconduct (see Standing Order 13);
- p. To invite a member having an interest in the subject matter under debate to remain;

*Last revised
July 2014*

STATUTES

*Public Bodies
(Admission to
Meetings) Act
1960, s.1 (2)*

*LGA 1972
s.100*

- q. To give consent of the Council where such consent is required by these Standing Orders;
- r. To suspend any Standing Order (see Standing Order 39);
- s. To adjourn the meeting;
- t. That the question now be put.

STATUTES

*Public Bodies
(Admission to
Meetings) Act
1960, s.1 (2)*

8. QUESTIONS**1. From Members of Council**

- a. A Member of the Council may ask the chairman of a committee any question upon an item of the report of a committee when that item is under consideration by the Council.
- b. A Member of the Council may:
 - i. If three clear days' notice in writing has been given to the Town Clerk, ask the Town Mayor or the chairman of any committee any question on any matter in relation to which the Council has powers or duties or which affects the Town;
 - ii. With the permission of the Town Mayor, put to him or the chairman of any committee any question relating to urgent business, of which such notice has not been given, but a copy of any such question shall, if possible, be delivered to the Town Clerk or submitted by e-mail not later than 10 o'clock on the morning of the day of the meeting.
- c. Every question shall be put and answered without discussion, but the Person to whom a question has been put may decline to answer.
- d. An answer may take the form of:
 - i. A direct, oral answer; or
 - ii. Where the desired information is contained in a publication of the Council, a reference to that publication; or
 - iii. Where the desired information contained cannot conveniently be given orally, a written answer circulated to Members of the Council.
- e. If a member who has given notice of a question is not present at the meeting at the appropriate time, the matter shall lapse and not be revived unless a fresh notice is given in accordance with paragraph b. of this Standing Order.

STATUTES

*Public Bodies
(Admission to
Meetings) Act
1960, s.1 (2)*

2. From Members of the Public

- a. Any registered Wokingham Town local government elector may at any ordinary meeting of the Town Council or at a committee meeting ask one question at the start of the meeting relating to the business of the Council/committee. It is recommended that three working days' notice of the question is given to the Town Clerk before the meeting at which the question is to be asked to ensure that the subject can be adequately researched.
- b. Questions from the public shall be taken by the chairman in the order in which they are received by the Town Clerk. Questions shall be asked and answered without discussion. The chairman may decline to answer a question, provide a written reply or nominate another member to answer on his behalf.
- c. A person asking a question may ask one supplementary question arising directly from the answer given, provided that it is relevant to the original question and does not introduce any new subject matter.
- d. The time allowed for written and supplementary questions shall not exceed 15 minutes. Questions not answered within that period shall be the subject of a written reply.
- e. That at the discretion of the chairman of the meeting, additional questions from the public may be asked relating to the agenda item being debated. The period of time allowed for this shall be a maximum of 10 minutes per item. The questions to be asked before the vote on the item being debated is taken.

3. Supplementary Question(s)

A person asking a question may ask one supplementary question arising directly from the answer given, provided that it is relevant to the original question and does not introduce any new subject matter.

STATUTES

LGA 1972,
Sch. 12, PtVI,
para 41

9. MINUTES

- a. The chairman of the meeting shall put the question that the minutes of the Council meeting on the *nth* day of *month* be approved as a true and correct record.
- b. Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- c. No discussion shall take place upon the minutes, except upon their accuracy, and any question of their accuracy shall be raised by motion. If no such question is raised, or if it is raised then as soon as it has been disposed of, the chairman shall sign the minutes.
- d. At a meeting of committees and sub-committees and immediately after the minutes have been agreed, the officer servicing the meeting shall report on the actions taken to implement decisions previously made by the committee or sub-committee. The chairman shall allow a maximum of 15 minutes for discussion of this item.
- e. An agenda item entitled 'Monitoring Report' shall be included on all agendas.

Last revised
July 2014

10. RULES OF DEBATE

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.

1. Motions and Amendments

A motion or amendment shall not be discussed unless it has been proposed and seconded. Unless notice has already been given in accordance with Standing Order 6, it shall if required by the Town Mayor, be put into writing and handed to the Town Mayor before it is further discussed or put to the meeting.

2. Secunder's Speech

A member when seconding a motion or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.

3. Only One Member to Stand at a Time

A member wishing to speak shall clearly signify to the Town Mayor who shall call upon the member by name. While a member is speaking the other members shall remain seated, unless rising to a point of order or in personal explanation.

4. Content and Length of Speeches

A member shall direct his speech to the question under discussion or to a personal explanation or to a point of order. No speech shall exceed five minutes in the case of the mover of a motion and three minutes in all cases except by consent of the Council.

STATUTES**5. When a Member may Speak Again**

A member who has spoken on any motion shall not speak again whilst it is the subject of debate except:

- i. To speak once on an amendment moved by another member;
- ii. If the motion has been amended since he last spoke, to move a further amendment;
- iii. If his first speech was on an amendment moved by another member, To speak on the main issue, whether or not the amendment on which he spoke was carried;
- iv. To exercise a right of reply given by paragraph 11 (*right of reply*) or 13 (*closure of motion*) of this Standing Order;
- v. To raise a point of order;
- vi. By way of personal explanation.

6. Amendment to Motions

- a. An amendment shall be relevant to the motion and shall be made either
 - i. To refer a subject of debate to a committee for consideration or re-consideration;
 - ii. To leave out words;
 - iii. To leave out words and insert others;
 - iv. To insert words.
- b. Any such omission, insertion or addition of words shall not have the effect of negating the motion before the Council

STATUTES**7. Only One Amendment may be Moved and Discussed at a Time**

Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of. If an amendment is 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.

8. Further Amendments

Providing notice thereof has been given to the Town Mayor during the debate of the amendment under discussion and before the vote thereon has been taken further amendments may be moved on the substantive motion.

9. Alteration to Motion

A member may with the consent of the Council signified without discussion:

- i. Alter a motion of which he has given notice; or
- ii. With the further consent of his seconder, alter a motion which has been moved if (in either case) the alteration is one which could be made as an amendment thereto.

10. Withdrawal of Motion

A motion or amendment may be withdrawn by the mover with the consent of his seconder and of the Council which shall be signified without discussion and no member shall speak upon it after the mover has asked permission for its withdrawal unless such permission shall have been refused.

11. Right of Reply

The mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If any amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment and shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on his amendment.

12. Motions which may be Moved during Debate

When a motion is under debate no other motion shall be moved except the following:

- i. To amend the motion;
- ii. To adjourn the debate;
- iii. To adjourn the meeting;
- iv. To proceed to the next business;
- v. That the question now be put;
- vi. That a member be not further heard;
- vii. Under Standing Order 13(c) (*Disorderly Conduct*) that a member do leave the meeting;
- viii. A motion under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public;
- ix. That the subject be referred back to the committee;
- x. To suspend a Standing Order.

13. Closure Motion

A member may move without comment at the conclusion of a speech of another member, "That the Council proceed to the next business", "That the question now be put", "That the debate be now adjourned", or "That the Council do now adjourn", on the seconding of which the Town Mayor shall proceed as follows:

- i. On a motion to proceed to the next business: unless in his opinion the matter before the meeting has been insufficiently discussed, he shall first give the mover of the original motion a right of reply, and then put to the vote the motion to proceed to next business.
- ii. On a motion that the question now be put: unless in his opinion the matter before the meeting has been insufficiently discussed, he shall first put to the vote the motion that the question now be put, and if it is passed then give the mover of the original motion his right of reply under paragraph h (*right of reply*) of this Standing Order before putting the motion to the vote.

STATUTES

- iii On a motion to adjourn the debate or the meeting: if in his opinion the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion he shall put forward the adjournment motion to the vote without giving the mover of the original motion his right of reply on that occasion.

14. Points of Order

A member may rise on a point of order or in personal explanation, and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a Standing Order or statutory provision and the member shall specify the Standing Order or statutory provision and the way in which he considers it has been broken. A personal explanation shall be confined to some material part of a former speech by him which may appear to have been misunderstood in the present debate.

15. Ruling of the Town Mayor

The ruling of the Town Mayor on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

16. Respect for Chair

Whenever the Town Mayor rises during a debate a member then standing shall resume his seat and the Council shall be silent.

STATUTES

*Public Bodies
(Admission to
Meetings)
Act, 1960, s.
1 (2)*

*L.G.A. 1972
s.100 & Part
IV, 100A*

**11. DISCUSSIONS AND RESOLUTIONS AFFECTING
EMPLOYEES OF THE COUNCIL**

If any question arises at a meeting of the Council or Committee concerning 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 14).

*Last revised
July 2014*

STATUTES**12. 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.

STATUTES**13. DISORDERLY CONDUCT**

- a. No Member shall persistently disregard the ruling of the Town Mayor, by wilfully obstructing business or by behaving irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.
- b. If in the opinion of the Town Mayor a Member has so behaved, the Town Mayor 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 leaves the meeting. The motion, if seconded, shall be put forth with and without discussion.
- c. In the event of general disturbance which, in the opinion of the Town Mayor, renders the due and orderly dispatch of business impossible, the Town Mayor in addition to any other power vested in him may, without question, adjourn the meeting of the Council for such period as he in his discretion shall consider expedient.
- d. If a Member of the public interrupts the proceedings at any meeting the Town Mayor shall warn him. If he continues the interruption the Town Mayor shall instruct him to leave. In case of general disturbance in any part of the chamber open to the public, the Town Mayor shall order that part to be cleared.

STATUTES

*Public Bodies
(Admission to
Meeting)
Act 1960, s. 1
(8)*

*LGA 1972
Schedule
12A*

14. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

- a. The press and public shall be admitted to all meetings of the Council and its committees and sub-committees. However, the press and public may be temporarily excluded by means of the following resolution:

“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”.

(Notes: the special reasons should be stated. If a person’s advice or assistance is needed they may be invited (by name) to remain after the exclusion resolution is passed).

- b. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
- c. If a member of the public interrupts the proceedings at any meeting, the chairman may, after warning, order that he be removed from the Council Chamber.

STATUTES**15. REPEAL OF A PRECEDING RESOLUTION**

- a. No motion to repeal or annul any resolution passed within the preceding six months can be proposed unless the notice is given in pursuance of Standing Order 6 and bears the names of at least one third of the members of the Council.
- b. Similarly, no motion or amendment to a resolution, which has been rejected within the preceding six months can be proposed unless the notice is given in pursuance of Standing Order 6 and bears the names of at least one third of the members of the Council.
- c. When any such motion or amendment has been dealt with by the Council, it shall not be open for any member to propose a similar motion within a further period of six months.

STATUTES

*LGA 1972,
Sch.12,
Pt .II, para
13
Pt. VI, para
39 (1) & (2)*

16. VOTING**a. General Method of Voting**

The mode of voting at meetings shall be by show of hands.

b. Roll-Call

Provided that a request is made prior to voting, any Council Member may ask for voting on a question to be by roll-call. The votes will then be recorded so as to show how each Member present and voting gave his/her vote. The name of any Member present and not voting shall also be recorded.

c. Voting on Appointments

Voting on appointments shall be by ballot.

Where more than two persons have been nominated for any one position to be filled by the Council, and of the votes given there is not an absolute majority in favour of one person, then the names of the person having the least number of votes shall be deleted and a fresh vote taken and so on until a majority of votes is given in favour.

STATUTES

*LGA 1972,
Sch.12,
Pt VI, para.
40*

17. ATTENDANCE

- a. Every Member of the Council attending a meeting of the Council, or any of its Committees, Sub-Committees or Working Parties of which he is a member, shall sign his name in the attendance book or sheet provided for that purpose. Apologies and reasons for not attending meetings have to be accepted by Council, Committee, Sub-Committee or Working Party as appropriate.
- b. If a Member other than an ex-officio Member, fails for three consecutive ordinary meetings to attend a meeting of a Committee, he shall be given an opportunity of making an explanation. Unless that explanation is accepted by the Committee he or she shall forthwith cease to be a member of that Committee. However, this Standing Order shall not apply to a member whose absence is due to attendance at a meeting of some other body or organisation to which he has been appointed as the Council's accredited representative.
- c. The Chairman of the meeting and Town Clerk must be advised in advance of a Councillor's intention to attend.
- d. For presence of non-members at committees see Standing Order 25.

STATUTES

LGA 1972, s.
101 (1)(2)
s.102

18. APPOINTMENT OF COMMITTEES AND DELEGATED POWERS**1. Appointment of Committees**

- a. The Council shall, at the Annual Meeting of the Council, appoint other committees as follows:
 - i. As required by Council;
 - ii. As required under any statute;
 - iii. Under Standing Order 19 (standing committees).
- b. Council may at any time appoint other committees and working parties as are necessary to carry out the work of the Council but, subject to any statutory regulation:
 - i. Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting of the Council;
 - ii. May at any time dissolve a committee or alter its membership.

2. Powers Common to all Committees

- a. Every committee may appoint sub-committees advisory sub-committees and working parties for the purposes to be specified by the committee. The minutes of these groups will be reported through the establishing committee.
- b. Committees, sub-committees, advisory sub-committees and working parties may co-opt persons who are not Members of the Council. With the exception of advisory sub-committees co-opted members will not have the right to vote. In the case of advisory sub-committees co-opted members will have the right to vote on the advice to be placed before Council but will have no decision making powers.
- c. The Chairman and Vice-Chairman of the committee shall be ex-officio members of every sub-committee and working party appointed by that committee unless they signify to the committee that they do not wish to serve.
- d. No committee may raise a loan or issue a precept.

STATUTES

LGA 1972, s.
101 (1)(2)
s.102

- e. A committee may incur any expenditure that has been specified and approved in the estimates for the appropriate year in pursuance of its duties. Any increase over the estimated figures incurred by mandatory commitment (e.g. national insurance, rates, tax) may be automatically met by diversion, or if this is not feasible, from the balances. New items or increases over estimated figures which are not covered by the aforementioned must be referred to the Finance and General Purposes Committee and also to Council, if above the limits agreed in accordance with Standing Order 36.b.
- f. Expenditure on major developments in excess of limits set in accordance with Standing Order 34.b shall be referred to the Finance and General Purposes Committee and to the Council.

3. Delegated Powers**a. The Strategy Committee**

The Strategy Committee shall be charged with the responsibility of considering the broad strategic policy and direction of the Council which will include reviewing the Council's vision from time to time and making recommendations to Full Council. This committee will not be a budget holder or have any executive powers.

b. The Amenities Committee

The Amenities Committee shall be charged with the responsibility with power to act for transacting all business including major policy matters pertaining to promotion, provision and maintenance of recreational, social, educational and leisure amenities including administration of parks and buildings, joint sports and community facilities, market, the allotment sites and any other land or buildings subsequently acquired or appropriated for provision of the aforementioned amenities.

c. The Planning and Transportation Committee

The Planning and Transportation Committee shall be charged with the responsibility with power to act for transacting all business including major policy matters pertaining to the Town and Country Planning, Highways and Transportation business of the Council.

STATUTES

LGA 1972, s.
101 (1)(2)
s.102

d. The Finance and General Purposes Committee

The Finance and General Purposes Committee shall be charged with the responsibility with power to act for transacting all business of the Council with exception of that pertaining to:

- i. Amenities whose business is dealt with by the Council's Amenities Committee;
- ii. The Town and Country Planning Acts and all other statutory planning, highways and transportation matters shall be dealt with by the Council's Planning and Transportation Committee.
- iii. All matters relating to employees of the Town Council, which are dealt with by the Council's Personnel Committee.

e. The Personnel Committee

The Personnel Committee shall be empowered to act on all matters concerned with staffing except for those powers reserved to Council under Standing Order 29 and those stated in the Council's Disciplinary, Grievance and Appeal Procedures.

f. The Civic Committee

The Civic Committee shall determine all matters with regard to civic functions and advise the Mayor of civic protocol and conventions.

g. The Arts and Culture Committee

The Arts and Culture Committee shall be charged with power to act for transacting all business to deliver, and to encourage the delivery of, more arts and culture for, and to, the users of the town centre, typically through the following means:

- i. initiatives from the Arts and Culture Committee
- ii. directions and suggestions from Full Council
- iii through support, and where appropriate, through leading voluntary and other organisations already engaged in the delivery of arts and culture to the users of the town centre.

STATUTES

LGA 1972, s.
101 (1)(2)
s.102

19. CONSTITUTION OF COMMITTEES

- a. The following committees shall be the standing committees of the Council, shall have power to act and shall consist of no more than the number of members (exclusive of the Town Mayor of the Council) as specified opposite each committee.

i. Strategy Committee

Seven to include Committee Chairmen, the leader and one other councillor

ii. Amenities Committee

Eleven

iii. Finance and General Purposes Committee

Six plus the Chairman of the Amenities, Chairman of the Planning and Transportation and Chairman of the Arts and Culture Committees.

iv. Planning and Transportation Committee

Eleven

v. Arts and Culture Committee

Eleven

vi. Personnel Committee

Town Mayor and seven members

vii. Civic Committee

To include past mayors who are current serving councillors

- b. If other members wish to stand, then no member shall serve on more than two standing committees.
- c. Except where otherwise provided by statute or a scheme made under statutory authority, the Town Mayor of the Council shall be an ex-officio member of every committee appointed by the Council.

STATUTES

LGA 1972, s.
101 (1)(2)
s.102

- d. The Mayoral Selection shall be constituted in accordance with Standing Order 23.
- e. Emergency Committee – See Standing Order 24.

*Last revised
July 2014*

STATUTES

LGA 1972, s.
101 (1)(2)
s.102

20. TIME LIMIT ON MEETINGS

- a. If a meeting has continued to 10.25 pm, the Chairman shall at this time propose the motion "That this meeting continue". The motion must be seconded and a vote shall be taken without discussion.
- b. If any meeting is adjourned before its business has finished, the meeting shall stand adjourned until its next ordinary meeting or a date to be determined by the Chairman or in his absence the Vice-Chairman.

*Last revised
July 2014*

21. EXTRAORDINARY MEETINGS OF COUNCIL AND COMMITTEES

- a. The Town Mayor of the Council or the chairman of a committee, sub-committee or working party may call an extraordinary meeting of that body at any time.
- b. An extraordinary meeting may also be called at the request of one third of the whole Membership of the Council, committee, sub-committee or working party delivered in writing or via e-mail to the Town Clerk, but in no case can less than three members request an extraordinary meeting.
- c. The summons for the extraordinary meeting shall set out business to be considered and no business other than what has been set out in the summons shall be considered at the meeting.

STATUTES

LGA 1972, s.
14 (3)

22. TOWN COUNCIL'S SEAL**1. Custody of Seal**

The Common Seal of the Council shall be kept in a safe place in the custody of the Town Clerk and shall be secured by two different locks, the keys of which shall be kept respectively by the Town Mayor and the Town Clerk. The Town Mayor may entrust his key temporarily to another Member of the Council and the Town Clerk may entrust his key temporarily to a responsible officer.

2. Sealing of Documents

- a. The Common Seal of the Council shall not be affixed to any document unless sealing has been authorised by a resolution of the Council or of a committee to which the Council has delegated their powers in this respect. A resolution of the Council (or of a committee where that committee has the power) authorising the acceptance of any tender, the purchase, sale, letting, or taking of any property, the issue of stock, the presentation of any petition, memorial or address, the making of any rate or contract or the doing of any other thing, shall be sufficient authority for sealing any document necessary to give effect to the resolution.
- b. The seal shall be witnessed as being correct by the following persons present at the sealing: the Town Mayor (or Deputy Mayor or other Member of the Council) and the Town Clerk (or his Deputy).

STATUTES

LGA 1972, s.
101 (1)(2)
s.102

23. MAYORAL SELECTION

- a. The Mayoral Selection shall be made by a special meeting of Full Council and shall be open to all Members of Council. Council shall elect a chairman and a scrutineer and any Member seeking election shall be barred from chairing the meeting or in the counting of votes. Selection of a nominee as the Town Mayor-elect shall take place by secret ballot.
- b. Selection of a nominee for the office of Town Mayor shall be detailed as below. (It should be noted that any prior selection procedure has no legal standing, and only the vote taken at the Annual Meeting of the Council is valid.)
- c. All Members who have served more than four years' unbroken service immediately prior to the current Mayoral Selection process, shall automatically be short-listed as candidates for Town Mayor unless they specifically indicate that they do not wish to stand.

In addition, any other Member may put his name forward to the Town Clerk for inclusion on the list as a candidate.

- d. At the January meeting of the Council, Members shall be reminded that they can put their name forward or withdraw as candidates in accordance with paragraph c above.
- e. A list of candidates showing their length of service, if they have been a chairman or vice-chairman of a standing committee and previous mayoral service, shall be circulated with the agenda of the Mayoral Selection Meeting. The Mayoral Selection Meeting is to be held immediately before the last meeting of the Personnel Committee of the municipal year.
- f. The candidate shall be selected in accordance with standing order 16.c (Voting on appointments).
- g. Ballot papers shall be distributed immediately prior to the vote and shall be scrutinised after the meeting by the scrutineer, chairman and Town Clerk. The ballot papers shall be locked in the Town Council's safe for possible inspection if required by Council resolution during the subsequent eight weeks.

*Last revised
July 2014*

STATUTES

*LGA 1972, s.
101 (1)(2)
s.102*

- h. The selected candidate shall be invited to stand for the office of Town Mayor by the chairman.
- i. The name of the Mayor-elect shall be sent out as a press release two days later.
- j. If for any reason the candidate with the highest number of votes is unable to accept the nomination, the candidate with the second highest vote shall be approached.
- k. The Council's nominee for the office of Town Mayor for the ensuing year shall be announced at the meeting of Council following the Mayoral Selection Meeting.

24. URGENT MATTERS**1. Urgent Business**

- a. An item 'Urgent Business' shall be placed on all committee, sub-committee and working party agendas subject to the following conditions:
 - i. The information to be discussed has only become available to the Town Clerk since the agenda was published;
 - ii. A decision is required prior to the next meeting;
 - iii. A special meeting of the committee, sub-committee or working party is considered unnecessary for the purpose;
 - iv. The chairman has agreed to its inclusion in consultation with the Town Clerk prior to the meeting.

2. Urgent Matters (Non-Financial)

- a. If in matters of an administrative (non-financial) nature, the chairman or vice-chairman of the relevant committee, in consultation with the Town Mayor, rules that there is a matter of an exceptionally urgent nature that requires a decision or some action to be taken immediately, then they shall, on the committee's behalf, ask the Town Clerk to call a meeting of the Emergency Committee.
- b. The Emergency Committee shall consist of the Mayor, relevant committee chairman and two further members to be appointed at the Annual Meeting of the Council which shall decide on a course of action and instruct the Town Clerk to take such action on those matters within the relevant committee's terms.

3. Emergency Matters (Financial)

- a. Standing Order 35.b refers.

25. PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

- a. A Member of the Council, who has moved a motion which has been referred to any committee, sub-committee or working party, shall be given notice of the meeting of the committee, sub-committee or working party at which it is proposed to consider the motion. They have the right to attend the meeting and if they attend, they shall be given the opportunity of explaining the motion.
- b. Members of Council shall be entitled to attend meetings of any committee, sub-committee or working party whether they are members of that body or not. If not a member, they may speak on any matter on the agenda but shall not be allowed to vote. However, where a committee meets as an interviewing panel (e.g. appointments, disciplinary hearings or grievance appeals) then only the committee members and invited persons may attend.

*STATUTES**Localism Act
2011***26. DISCLOSURE BY OFFICERS OF INTEREST IN CONTRACTS**

- a. If it comes to the knowledge of an officer employed, by the authority that a contract in which he has any pecuniary interest, whether direct or indirect (not being a contract to which he is himself a party), has been, or is proposed to be, entered into by the authority or any committee thereof, he shall as soon as practicable give notice in writing to the authority of the fact that he is interested therein.
- b. For the purposes of this section an officer shall be treated as having indirectly a pecuniary interest in a contract or proposed contract if he would have been so treated had he been a member of the authority as per the authority's Code of Conduct.
- c. In his capacity as an officer of a local authority he shall not, accept any fee or reward whatsoever, other than his proper remuneration.

*Last revised
July 2014*

STATUTES

*Localism Act
2011*

27. CODE OF CONDUCT - MEMBERS

- a. All Councillors are required to abide by the current Code of Conduct, as adopted by Full Council.
- b. The Town Clerk shall compile and provide a register of Councillors' interests to the Monitoring Officer at Wokingham Borough Council, as required by statute.
- c. The Town Clerk shall ensure that the register of Councillors' interests is published on the Town Council's website, as required by statute.
- d. Councillors who have a pecuniary interest (disclosable or otherwise) in a matter to be considered at a meeting of the Council or its committees or sub-committees and wish to request a dispensation shall follow the Dispensations Procedure.

*Last revised
July 2014*

28. STAFF APPOINTMENTS – CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

- a. Canvassing of Members, or of any committee either directly or indirectly, for any staff appointment under the Council, shall disqualify the candidate for such appointment. The Town Clerk shall make this known to every candidate.
- b. A Member of the Council shall not solicit on behalf of, nor recommend anyone for an appointment with the Council.

29. RELATIVES OF MEMBERS OR OFFICERS

- a. If any candidate applying for a position with the Council is to his knowledge related to any Member or officer of the Council, he and the person to whom he is related shall disclose the relationship in writing to the Town Clerk. A candidate who fails so to do shall be disqualified from such appointment, and if appointed, may be dismissed without notice. The Town Clerk shall report to the Council or to the appropriate committee any such disclosure. Where a relationship to a member is disclosed the Standing Orders on interests of members in contracts and other matters shall apply.
- b. The Town Clerk shall make this known to every candidate.

30. STAFF COMPLEMENT AND FILLING OF VACANCIES

The terms of reference of the Personnel Committee are specified within Standing Order 18 3e.

1. Staffing Numbers

- a. The Council in consultation with the Personnel Committee, shall periodically review the structure of the Town Council's staffing complement.
- b. New posts can only be created with the agreement of Council, except those temporary vacancies which have been provided for in the estimates.

2. Vacancies

- a. When existing posts become vacant, the Personnel Committee shall decide whether the office is necessary, and the terms and conditions of such a post. No steps should be taken to fill the post until those decisions have been made.

For all vacancies involving newly created posts, the Personnel Committee shall determine the terms and conditions of such posts, and no steps should be taken to fill those posts until those decisions have been made.

- b. Unless the Council determines otherwise, all vacancies shall be publicly advertised
- c. The Personnel Committee may appoint and fix the remuneration of a person to carry out the duties of a vacant post until that post is filled.

STATUTES

31. AUTHENTICATION OF DOCUMENTS FOR LEGAL PURPOSES

Where any document which is required as a necessary step in any legal proceedings on behalf of the Council, that document must be signed by the Town Clerk unless and statute requires or authorises otherwise or the Council gives necessary authority to some other person for the purpose of carrying out such legal proceedings.

STATUTES

LGA 1972 s.
228(3)

32. INSPECTION OF DOCUMENTS

- a. A member may, for the purpose of his duty as such (but not otherwise), on application to the Town Clerk, inspect any document in possession of the Council or a committee and if copies are available shall, on request be supplied with a copy. A member shall not, knowingly, inspect and shall not call for a copy of any documents relating to a matter in which he is professionally interested or in which he has directly or indirectly a pecuniary, personal or prejudicial interest as defined in the Council's Code of Conduct..
- b. This Standing Order shall not preclude the Town Clerk from declining to allow inspection of any document which is, or in any event of legal proceedings would be, protected by privilege arising from the relationship of solicitor and client.
- c. All reports made or minutes kept by any committee shall, as soon as the committee has concluded action on the matter to which such reports or minutes relate, be open for the inspection of any Member of the Council.
- d. A Councillor who is not a member of a committee, sub-committee or working party can advise that he wishes to receive supporting documents.
- e. This Standing Order does not exclude a Councillor as described in Standing Order 32 d. obtaining a copy of any supporting documents in accordance with Standing Order 32 a.
- f. The minutes of the Council shall be open to inspection by any Local Government elector of the Town. At the discretion of the Town Clerk, a small charge may be levied.

*Last revised
July 2014*

STATUTES**33. INSPECTION OF LANDS, PREMISES, ETC.**

Unless specifically authorised to do so by the Council or a committee, sub-committee or working party, no Member of the Council shall claim, by virtue of their membership of the Council, any right to inspect or to enter upon any lands or premises which the Council has the power or duty to enter.

STATUTES

*LGA 1972
s.151
Accounts and
Audit
Regulations
2011
Legislative
Reform
(Payments by
Parish
Councils,
Community
Councils and
Charter
Trustees)
Order 2014.*

34. FINANCIAL ADMINISTRATION

- a. The Finance and General Purposes Committee shall maintain a set of Standing Financial Instructions (SFIs), which meet the requirements of the Local Government Act 1972, and the Accounts and Audit Regulations 2011 and make recommendations to Council for any amendments.
- b. The Finance and General Purposes Committee shall make annual recommendations to Council to set out an Addendum to the Standing Financial Instructions which shall state the specific limits of financial authority that shall apply for the following Council year. Such limits shall not be applied retrospectively.
- c. Every committee and officer of the Council shall conform with Standing Financial Instructions and any other financial arrangements made by the Council under the provisions of Section 151 of the Local Government Act 1972, and the Accounts and Audit Regulations 2011.

*Last revised
July 2014*

35. STANDING ORDERS ON CONTRACTS

- a. Where it is intended to enter into a contract for recurring items for the supply of goods or materials or the execution of works, this shall be authorised by the Town Clerk or named deputy up to a maximum limit which is set annually by the Council and contained in the Addendum to Standing Financial Instructions.
- b. Should an emergency situation arise, which is likely to cause danger to life or limb, place the Council in a position that is in contravention of the law, or be likely to commit the Council to unnecessary present or future expenditure, the Town Clerk shall be authorised to incur the cost of such emergency measures as must be undertaken immediately that are in excess of the limit in paragraph a.
- c. The chairman of the Finance and General Purposes Committee or vice-chairman shall be informed at the earliest opportunity of the decision made in paragraph b above and the reasons for such a decision. A report shall be presented by the Town Clerk to the next meeting of the Finance and General Purposes Committee or to Full Council, whichever is the earlier.
- d. Tenders received in accordance with the financial limits agreed annually by Council, from suitable contractors, shall be submitted to the appropriate standing committee. The exception to this shall be where effective competition is prevented by Government control, or where the Town Clerk reports in writing to the Council, or the appropriate committee that effective competition is prevented by the special nature of the works, goods and/ or services required.
- e. No tender shall be accepted until the relevant committee has considered a written report from the appropriate officer or professional advisor detailing the relative merits of all tenders submitted. Any report shall include a copy of the tender specification.

36. ACCOUNTS AND FINANCIAL STATEMENT

- a. The Town Clerk in conjunction with the Responsible Financial Officer shall operate an imprest account known as the Clerk's Drawing Account for the payment of regular or small items of expenditure. The maintained balance of the imprest account and the limit of expenditure on items shall be agreed annually by Council.
- b. Payments from the Clerk's Drawing Account are to be presented to the next Finance and General Purposes Committee meeting together with a schedule of those invoices that are to be paid through the Main Account.
- c. Payments from the Main Account are to be presented to the next Finance and General Purposes Committee meeting together with a schedule of those invoices that are to be paid through the Clerk's Drawing Account.
- d. A financial report shall be laid before each meeting of the Finance and General Purposes Committee stating the income and expenditure received/incurred, actual/projected variations from the budget and the Council Funds Balances are stipulated in the Standing Financial Instructions. See Standing Order 34 a.

STATUTES

37. ESTIMATES

- a. Draft estimates shall be presented to each committee and then remitted to the Finance and General Purposes Committee which shall submit recommendations to Council.
- b. Council shall decide a budget, based on recommendations from committees, and the precept is to be levied prior to the date required by the Rating Authority.

38. VARIATION AND REVOCATION OF STANDING ORDERS

Any motions(s) to add, vary or revoke these Standing Orders shall, when proposed and seconded, stand adjourned without discussion until the next ordinary Council meeting when the motion(s) so proposed shall be discussed and voted upon.

39. SUSPENSION OF STANDING ORDERS

- a. Subject to paragraph b. of this Standing Order, any of the preceding orders may be suspended so far as regards any business at the meeting where the suspension is moved.
- b. A motion to suspend standing orders shall not be moved without notice (i.e. under Standing Order 7) unless there is present at least two thirds of the whole number of the Members of the Council or of the committee or sub-committee as the case may be.

40. STANDING ORDERS AND STANDING FINANCIAL INSTRUCTIONS TO BE GIVEN TO MEMBERS

- a. A printed copy of these Standing Orders, Standing Financial Instructions and of such statutory provisions as regulate the proceedings and business of the Council, shall be given to each Member of the Council by the Town Clerk once he receives the Member's declaration of acceptance of office when first elected to the Council.
- b. Within one month of any variation, revocation or renewal of these standing orders, all Members of the Council shall be issued with a printed copy of the revised orders.

41. INTERPRETATION OF STANDING ORDERS

- a. The ruling of the Town Mayor as to the construction or application of any of these standing orders, or as to any proceedings of the Council, shall not be challenged at any meeting of the Council.
- b. The decision of the chairman or member presiding at the committee, sub-committee or working party of the interpretation of, or of any matter connected with Standing Orders, shall be final.