

## HEXHAM TOWN COUNCIL

**I HEREBY GIVE YOU NOTICE** that a meeting of the Council will be held at Hexham House, Gilesgate, Hexham NE46 3NH on Monday 4 June 2018 at 6.45pm, when the following items will be discussed:

### **A G E N D A**

1. Council to hear questions from Hexham residents regarding matters on the agenda or relating to Hexham.
2. Apologies for Absence.
3. To agree minutes of the Annual Meeting of the Council held on 14 May 2018, enclosed.
4. Matters arising not on the agenda – for report only, if any.
5. Mayor's announcements.
6. Declarations of interest (see enclosed).
7. To agree accounts for payment (list enclosed).
8. To approve the annual statement of accounts, governance statement and internal audit report (see enclosed).
9. To review and adopt the Standing Orders (see enclosed).
10. To consider any correspondence received.
11. Any urgent matters at the Chairman of the meeting's discretion.  
*(Matters to be raised under this item should be written out (if possible) and handed to the Chairman of the meeting or the Town Clerk before the meeting begins.)*



Jane Kevan  
Town Clerk  
29 May 2018

Hexham Town Council  
Council Office  
St Andrew's Cemetery  
West Road  
Hexham  
NE46 3RR

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Hagenda0618

## HEXHAM TOWN COUNCIL

### MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 14 MAY 2018

7094.	PRESENT: Councillor T G E Gillanders, Town Mayor, opened the Council meeting. Also present were Councillors S Ball, J Ord, T Pearson, T Cessford, Mrs C R Homer, R Hull, Mrs C Hanley, J V R Hare and D Kennedy.
7095.	CHAIRMAN (TOWN MAYOR): In the absence of any other nominations it was AGREED that Councillor T G E Gillanders be re-elected Town Mayor and Chairman of the Council.
7096.	DECLARATION: Councillor Gillanders gave his Declaration of Acceptance of the Office of Chairman of the Council in the presence of Mrs J C Kevan, Proper Officer of the Council.
7097.	APOLOGIES FOR ABSENCE were given on behalf of Councillors Mrs D Bell, T Dodds, J M Graham and E Green.
7098.	VICE CHAIRMAN (DEPUTY TOWN MAYOR): In the absence of any other nominations it was AGREED that Councillor R Hull be re-elected Deputy Town Mayor and Vice Chairman of the Council.
7099.	PUBLIC QUESTIONS: There were no public questions but it was noted that the meeting was being recorded for <a href="http://www.hexhamtv.com">www.hexhamtv.com</a> .
7100.	MAYOR'S ALLOWANCE: It was AGREED the Mayor's allowance for 2018/19 be as the agreed 2018/19 budget (£2100.00).
7101.	STANDING COMMITTEES: The proposal by Councillor Gillanders that the members of the Council Standing Committees should be as follows was AGREED: a. Finance and General Purposes Committee: Councillors J M Graham, E Green, T G E Gillanders, T Cessford, J Ord, Mrs C R Homer, T Pearson, R Hull and 1 other (to be confirmed at the next meeting). b. Planning and Infrastructure Committee: Councillors J V R Hare, Mrs D Bell, E Green, T G E Gillanders, Mrs C Hanley, J Ord and R Hull. c. Community Engagement Committee: Councillors T G E Gillanders, S Ball, T Dodds, Mrs D Bell, T Cessford, Mrs C Hanley, Mrs C R Homer, T Pearson and R Hull.
7102.	TOWN PLAN 2020 AND NEIGHBOURHOOD PLAN COMMITTEES: The proposals by Councillor Gillanders that these Committees should continue and that members should be as follows was AGREED. a. Town Plan 2020 Committee: Councillors T G E Gillanders, T Cessford, J M Graham, Mrs C Hanley, T Dodds, S Ball and T Pearson. b. Neighbourhood Plan Committee: Councillors T G E Gillanders, T Cessford, Mrs C R Homer, J M Graham, R Hull, J Ord and D Kennedy. It was further AGREED that the Town Plan 2020 Committee be authorised to

	agree any Committee expenditure up to but not exceeding the agreed 2018/19 budget of £20,000.00 together with £14,000.00 that was not spent in 2017/18, so £34,000.00 and AGREED that the Neighbourhood Plan Committee be authorised to agree any Committee expenditure up to but not exceeding the agreed 2018/19 budget of £5,000.00 together with £1,540.00 that was not spent in 2017/18, so £6,540.00.
7103.	MINUTES: The minutes of the Town Council meeting held on 9 April 2018, having been circulated, were AGREED.
7104.	MATTERS ARISING: POSSIBLE SCHOOL REORGANISATION (minute 7087 refers). Councillor Cessford NOTED that this process was on-going, that the models shown had been merely to stimulate debate and that all options were possible. He advised he had been thanked for attending various meetings and for listening to the debate and of his displeasure regarding those who for there for their own personal promotion, or just to try and discredit others, who had said things about the consultation that were blatantly untrue and the unnecessary stress their actions had caused to headteachers, teachers, governors, parents and even students, which he believes was a disgrace and he called on them to apologise. He wished to thank the officers and elected official who ran the consultation and hopes this matter can now move forward in a considered way. TEMPORARY TRAFFIC REGULATION ORDER FOR ST CUTHBERT'S LANE (minute 7088b refers). It was NOTED that this work had been deferred for work on the A69 but that the workers are coming back to complete the resurfacing.
7105.	ANNUAL TOWN MEETING: The minutes of the Annual Town Meeting held on 23 April 2018 were received.
7106.	POLICING IN HEXHAM: Inspector Pam Bridges, accompanied by PC Barry Emery, advised that officers had been tasked to the area in and around the Sele because of antisocial behaviour and criminal damage. There is also work with the County Council on monitoring CCTV. In the last month two warning notices have been issued regarding scooters. She noted that the visibility of the Police will be maintained and that anyone interested in becoming a special officer should contact her. She further advised that neighbourhood officers provide community intelligence and link to relevant residents and that it was important that everything continued to be reported although sometimes work will have to be prioritised. Inspector Bridges then answered questions, advising some crime figures have increased but this can be due to, for instance, domestic burglaries now including thefts from sheds and garages as well as homes. There should therefore not be alarm at crime statistics and it should be reassuring that there are officers always based in Hexham, together with a neighbourhood team and motor patrols also based in Hexham.
7107.	MAYOR'S ANNOUNCEMENTS. For information Councillor Gillanders advised the meeting: a. TYNEDALE LOCAL AREA COUNCIL. He had been to this meeting on 10 April but noted there was no matter considered of direct relevance to Hexham.

	<p>b. FORMER SWIMMING POOL SITE. He had attended a drop in event on 13 April presented by Queensberry Design Limited on its proposed new scheme of apartments.</p> <p>c. NEIGHBOURHOOD PLAN. On 14 April he took part in an event at the Queen's Hall to publicise consultation on the plan. More than 220 local residents visited the site to view and comment upon the plan.</p> <p>d. BIN AT BOUNDARY WITH WARDEN: With Councillor Mrs Hanley, he met with two Warden Parish Councillors on 16 April and inspected the new bin purchased as a joint initiative.</p> <p>e. ANNUAL TOWN MEETING: He chaired this meeting on 23 April and heard a very interesting presentation from Dr Jeremy Rushmer on the work of the Northumbria Healthcare NHS Foundation Trust in relation to Hexham. The presentation is on the Town Council website.</p> <p>f. TOWN TWINNING VISIT: He visited Noyon between 4 and 7 May and made a presentation to the Mayor of Noyon on behalf of Hexham.</p> <p>g. HEXHAM WAR MEMORIAL: He noted this has recently been restored, within budget, and that it is hoped to refurbish other memorials in due course.</p> <p>h. GREAT NORTHUMBERLAND: On his behalf, the Deputy Mayor went to the launch of this event on 26 April. It was noted that it was excellent that this took place in Hexham and an enormous opportunity that the Great Exhibition of the North will be launched in Hexham. Councillor Mrs Homer noted that the Queen's Hall and Core Music are looking at presenting a live band interactive jukebox on the launch day but that requests to sing or for favourite songs must be made in advance.</p>
7108.	DECLARATIONS OF INTEREST: There were no declarations of interest made.
7109.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.
7110.	BANKERS: It was AGREED that HSBC shall continue as the Council's bankers.
7111.	<p>UNSPENT BUDGETS: It was AGREED to carry over underspent budgets from 2017/18 as follows.</p> <p>a. In order to increase the Contingency budget, add the underspend sum from the 2017/2018 budget of £22,800.00 to the agreed 2018/2019 budget of £14,000.00 to make a total of £36,800.00.</p> <p>b. In order to increase the Tourism Support Fund budget, add the underspend sum from the 2017/2018 budget of £7,800.00 to the agreed 2018/2019 budget of £10,000.00 to make a total of £17,800.00.</p> <p>c. In order to increase the Machines/Equipment – Renew/Replace budget, add the underspend sum from the 2017/2018 budget of £16,000.00 to the agreed 2018/2019 budget of £20,000.00 to make a total of £36,000.00.</p> <p>d. In order to increase the Newsletter budget, add the underspend sum from the 2017/2018 budget of £700.00 to the agreed 2018/2019 budget of £1200.00 to make a total of £1900.00.</p>

7112.	GENERAL DATA PROTECTION REGULATION: It was AGREED to note preparations being made for compliance with the GDPR requirements and approve the draft audit schedule.
7113.	PROPOSAL BY COUNCILLOR S BALL: Councillor Ball opened by saying that he wished his agenda proposal to be viewed as a report on behalf of the Community Centre, for which he was the Town Council's representative. He hoped that the Town Council would support the endeavours of Hexham Community Centre in ensuring the continued tenancy of the Citizens Advice Bureau in Hexham. The Centre is aware that the current tenancy agreement expires in March 2019. The Community Centre recognises the work done by the CAB and asks the Town Council to make every available effort to retain the CAB in its present location in recognition of its service as a community asset to Hexham. While the Town Council recognises the importance of a properly conceived and publically consulted housing project on the site of the old swimming baths on Gilesgate, it acknowledges the desire of the Community Centre to be directly consulted with on any future development of the site. The Town Council will encourage the property developer of the site and the Community Centre trustees to join together to discuss the developers' proposals before they go to Planning. The Town Council recognises there are concerns about the increased traffic and importantly the speed of traffic, despite lower speed limits, outside the Community Centre. It appreciates the usage demographics of the Centre including a high proportion of elderly people, toddlers and children. As a consequence, it is agreed that Councillor Ball and Councillor Cessford would work together to see how the level of public and road safety outside the Centre could be improved. It is recognised that this will form part of the Town Centre redevelopment plan. This report was NOTED.
7114.	CORRESPONDENCE RECEIVED. <i>(Note: wherever possible, all communications addressed to the Council are circulated to Councillors for information as and when received.)</i> <ol style="list-style-type: none"> <li>a. NORTHUMBERLAND COUNTY COUNCIL WEEDSPRAYING: Councillors had been circulated information on the County Council's investment on an improvement programme including the use of a harmless blue coloured dye so the public can see where has been treated.</li> <li>b. CAP PARKING: Councillors had been circulated information on an action plan for car parking in Hexham. It was noted this is on the County Council's website.</li> <li>c. CARERS NORTHUMBERLAND ANNUAL SPRING FAIR: Councillors had been circulated information on this fair which will take place on 12<sup>th</sup> June at the Tynedale Farmers Market.</li> <li>d. NEWCASTLE AIRPORT MASTERPLAN 2035: Councillors had been circulated information on a consultation on this. The consultation will run to 13 September and will be considered by the Planning and Infrastructure Committee.</li> <li>e. TEMPORARY TRAFFIC REGULATION ORDER: Councillors had been circulated information on Hallstile Bank reopening on 21 May.</li> <li>f. PARKING RESTRICTIONS BY THE CO-OP, WEST ROAD: Councillors had been circulated information on the proposed parking restrictions and amendments to the bus stop markings being introduced.</li> </ol>

7115.	NEXT MEETING: The next meeting of the Council will be held on 5 June 2018 at 6.45pm at Hexham House, Hexham.

Chairman .....

Signed as a correct record of the minutes of the Annual Town Council meeting held on 14 May 2018.

## **HEXHAM TOWN COUNCIL - DECLARATIONS OF INTEREST**

Under the Code of Conduct adopted by the Council on 3 September 2012 Councillors must declare if they have a disclosable interest in any matters under consideration.

To do so Councillors must use one of the following statements:-

- “I have a disclosable pecuniary interest  
in..... (for example) Agenda item  
3, Planning application number 14/1234”.  
(NOTE: Code of Conduct paragraphs 11&15 apply).
- “I have a disclosable personal interest  
in..... (for example) Agenda item  
4, Grant aid application by Hexham Youth Initiative  
(NOTE: Code of Conduct paragraph 13 applies).

Councillors should familiarise themselves with the Code of Conduct regarding the definitions of (A) pecuniary interest and (B) other personal interest and their obligations when declaring any such interests.

To ensure Councillors’ interests are correctly minuted please use one of the above statements when declaring an interest.

NB. Should a Councillor wish to take part in the consideration and voting on a matter or matters in which he/she has a disclosable interest then they may request a dispensation be granted to enable them to take part in the discussion and voting on it but at least 10 days’ notice must be given for any dispensation request.

**HEXHAM TOWN COUNCIL**  
**ACCOUNTS FOR PAYMENT 4 JUNE 2018**

Payments are authorised by LGA 1972 s14, 144, 145, 214 or 215 or PCA 1957

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Safe and Secure 24	Alarm systems 24 hour monitoring	15.60	2.60	13.00	DD	7380
HSBC	Bank charges (April)	46.27	0	46.27	DD	5060
Malthurst Ltd	Diesel (May)	486.89	81.14	405.75	Visa	7310
EE & T Mobile	Accounts (May)	44.95	7.49	37.46	DD	5010
Onecom Limited	Phone and broadband (May)	77.16	12.86	64.30	DD	5010
NCC (wages and PAYE)	May	11692.08	0	11692.08	BACS	6020
NCC (pension fund)	May	2093.62	0	2093.62	BACS	6030
NCC (payroll admin fee)	6 payslips @ £4.167 (May)	30.00	5.00	25.00	BACS	6020
Opus Energy Limited	Abbey Floodlights	70.01	3.33	66.68	DD	7450
British Gas	Cemetery electricity	1788.52	298.08	1490.44	DD	7370
NWG Business	Water rates	160.37	0	160.37	DD	7390
Tyne Valley Car & Van Hire	Van 3-16 May pending Pick-Up replacement	460.00	76.67	383.33	Visa	7315
Purdy's Skip Hire	Lift at Quatre Bras	252.00	42.00	210.00	BACS	7020
Mr D Brydon	Part refund of allotment rent	10.00	0	10.00	109142	4000
Tesco	Tea bags	16.87	0	16.87	Visa	6010
Adapt (North East)	Hexham in Bloom spring judging	61.50	0	61.50	109143	7850
Coulson Construction Ltd	Haulage of red chippings, sand and gravel	64.26	10.71	53.55	109144	7380
AR Owen Insurance Services Ltd	Change of vehicle on motor insurance policy	298.00	0	298.00	109145	7310
Viking	Toner cartridges	219.55	36.59	182.96	BACS	5030
N'land Assoc'n of Local Councils	Annual subscription including national affiliation fee	1799.11	0	1799.11	BACS	5050

Stacy Towler	HNPlan support work	1006.25	0	1006.25	109146	5600
Royal Mail Group Ltd	Response Plus Service for HNPlan consultation	200.75	33.46	167.29	109147	5600
Henderson Fencing & Garden Products	Posts and boards for flowerboxes	95.52	15.92	79.60	109148	7110
Robin Watson Sign & Design Ltd	Signs for the Park Well play areas	846.00	141.00	705.00	BACS	5094
Tyne Valley Community Rail P'ship	Annual shareholder membership	10.00	0	10.00	109149	5050
WCF Ltd	Diesel oil	629.48	29.98	599.50	109150	7310
Jewson Ltd	Padlock shackle	17.15	2.86	14.29	109151	7190
Jewson Ltd	Bricks (for Sele play area)	36.18	6.03	30.15	109151	7190
Jewson Ltd	Wood	3.35	0.56	2.79	109151	7190
Lloyd Ltd	Kubota tractor repair	127.47	21.25	106.22	BACS	7320
Lloyd Ltd	Husqvarna repair	225.84	37.64	188.20	BACS	7320
David Dixon Garden Machinery	Gear grease	7.75	1.29	6.46	109152	7320
TOTALS		22892.50	866.46	22026.04		

**HEXHAM TOWN COUNCIL**  
**MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 4 JUNE 2018**

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f				854.29		
Transfer of	2017/18 Mayor's allowance	2100.00		2100.00		5080
	Donation to Rotary Club of Hadrian's Wall	50.00	0	50.00	109153	5080
Hexham Town Twinning Association	Mayor's travel to Noyon May 2018	121.00	0	121.00	109154	5080
Balance fwd				2783.29		

**HEXHAM TOWN COUNCIL – INCOME – MAY 2018**

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Various	Cemetery charges	1190.00	HD2018/28	020518	4010
Various	Cemetery charges	90.00	HDW2018/29	030518	4010
Warden PC	Bin contribution	113.92		030518	7100
Barrel and Bird	Christmas Market fee	130.00		100518	4020
North Wood Monkey	Christmas Market fee	130.00		110518	4020
NCC	Contribution to Market Place consultation fee	9600.00		150518	5500
Various	Cemetery charges	790.00	HDW2018/30	150518	4010
Various	Cemetery charges	1375.00	HDW2018/31	180518	4010
HMRC	VAT refund	27398.76		180518	4020
Various	Cemetery charges	2135.00	HDW2018/24	210518	4010
Mr J Gray	Yanmar tractor	350.00		210518	7315
Rotary Club of Hadrian's Wall	Donation for inclusive equipment at the Sele play area	1100.00		210518	4015
Various	Cemetery charges	485.00	HDW2018/32	230518	4010
<b>TOTAL</b>		<b>44887.68</b>			

## Hexham Neighbourhood Plan 2018/19

(As at 31 May 2018)

Budget	Expense (net)	Detail	Date	Cheque No.	Balance
£5000.00					£5000.00
	£342.20	Consultation Notices in the Hexham Courant	16 & 23/3/18 – invoice received 3/4/18	109115	£4657.80
	£1057.50	Planning Consultant fee	30/9/17-16/3/18	109120	£3600.30
	£110.74	Accent Distribution Services - consultation responses delivered with Hex-Press	Invoice received 5/4/18	BACS	£3489.56
	£280.00	Robson Print – response forms	Invoice received 6/4/18	BACS	£3209.56
	£9.79	Laminating pouches	Tesco 8/4/18	109121	£3199.77
£1540.00		Transfer of unspent 2017/18 budget (minute 7102 refers)	14/5/18		£4739.77
	£1006.25	Stacy Towler: support work	27/3-14/5/18	109146	£3733.52
	£167.29	Royal Mail Response Plus service	14/5/18	109147	£3566.23

## HEXHAM TOWN COUNCIL

### ANNUAL GOVERNANCE AND ACCOUNTING STATEMENTS YEAR ENDING 31 MARCH 2018

The Council must approve annual governance and accounting statements for the year ending 31 March 2018 and then submit them to its external auditors, PKF Littlejohn.

#### **Annual Governance Statement 2017/18**

We acknowledge as the members of Hexham Town Council our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:	The statements below mean the Council has:	
We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Prepared the accounting statements in accordance with the Accounts and Audit Regulations.	Yes
We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	Yes
We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Has only done what it has the legal power to do and has complied with Proper Practices in doing so.	Yes
We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	Yes
We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Considered and documented the financial and other risks it faces and has dealt with them properly.	Yes
We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	Yes
We took appropriate action on all matters raised in reports from internal and external audit.	Responded to matters brought to its attention by internal and external audit.	Yes

We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate have, included them in the accounting statements.	Disclosed everything it should have about its business activity during the year including events taking place after the year end, if relevant.	Yes
Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	The Council is not a sole managing trustee of any local trust or trusts.	N/A

## Annual Accounting Statement

	Y/E 31/03/17 (£)	Y/E 31/03/18 (£)	
<b>Balances B/F</b>	126,772	<b>192,671</b>	<b>Balance at year start</b>
<b>+ Annual precept</b>	293,000	<b>306,875</b>	<b>Precept received</b>
<b>+ Total other receipts</b>	226,605	<b>167,765</b>	<b>All income less precept</b>
<b>[-] Staff costs</b>	172,057	<b>156,543</b>	<b>All costs for staff</b>
<b>[-] Loan interest/capital repayments</b>	17,020	<b>19,617</b>	<b>Capital &amp; Interest on loans</b>
<b>[-] All other payments</b>	264,629	<b>339,486</b>	<b>Payments less staff and loans</b>
<b>= Balance C/F</b>	192,671	<b>151,665</b>	<b>Balance at year end</b>
Note: vat debtor			
<b>Total cash/short term investments</b>	177,304	<b>121,966</b>	<b>Bank balances</b>
<b>Total fixed assets&amp; long term investments</b>	1,547,334	<b>1,541,425</b>	<b>Fixed assets [Premises etc.]</b>
<b>Total borrowings</b>	198,754	<b>182,862</b>	<b>Total due PWLB loans</b>
<b>Trust funds</b>	None	<b>None</b>	

The annual accounting statement is certified and signed: *"I, Jane Kevan, RFO, certify that for the year ending 31 March 2018 the accounting statement presents fairly the financial position of the Council and its income and expenditure."*

## Annual Internal Audit Report for 2017/18

<p>This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation <b>during</b> the financial year ended 31 March 2018.</p> <p>The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.</p>	
<b>Internal control objective</b>	<b>Agreed?</b>
Appropriate accounting records have been kept properly throughout the financial year.	Yes
This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes
This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes
The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes
Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	Yes
Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes
Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes
Asset and investments registers were complete and accurate and properly maintained.	Yes
Periodic and year-end bank account reconciliations were properly carried out.	Yes
Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Yes
Trust funds. The Council met its responsibilities as a trustee.	Not applicable
Internal Audit carried out by Mark Bradley (Stokoe Rodger and Co.) Signed this 23 <sup>rd</sup> day of May 2018	

It is **RECOMMENDED** the above governance statement, annual accounting statement and internal audit report be approved by the Council. No matters have been raised for the Council's attention by the internal auditor in his report.

Jane Kevan, Town Clerk and RFO.  
24 May 2018

## **HEXHAM TOWN COUNCIL**

### **STANDING ORDERS**

At the last meeting of the Full Council it was agreed that the Planning and Infrastructure Committee will have a membership of 7 Councillors (minute 7101 refers). As the Standing Orders adopted in 2017 refer to 6 members of this Committee the Standing Orders have been revised.

The Standing Orders have also been revised to include the two play areas at Park Well adopted by the Council earlier this year and to remove the section on dealing with complaints as this was adopted as a separate procedure in June 2017.

It is recommended that the following Standard Orders should now be adopted by the Council.

Jane Kevan  
Town Clerk  
May 2018

# **HEXHAM TOWN COUNCIL** **STANDING ORDERS**

**To Be Adopted by the Council on 4 June 2018**

**Throughout these Orders:**

- a. **The terms 'Chairman or Vice Chairman' are also a reference to 'Mayor or Deputy Mayor'.**
- b. **References to any statutory provision shall include any statutory modification or re-enactment of such provision.**
- c. **Words denoting the singular shall include the plural and vice-versa.**
- d. **Words denoting any gender shall include both the other genders.**
- e. **NB - Paragraphs in BOLD cannot be amended.**

## **1. 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. When calculating the 3 clear days for notice of a meeting to Councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**
- C. 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.**
- D. Subject to standing order 1(c) above and in accordance with the Council's adopted Public Participation Protocol members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- E. The period of time (which is at the Chairman's discretion) designated for public participation in accordance with standing order 1(d) above shall not exceed 15 minutes.
- F. Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes.
- G. In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- H. In accordance with standing order 1(d) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- I. A record of a public participation session at a meeting will normally be included in the minutes of that meeting but a public participation session shall not be deemed to be part of the meeting of the Council.
- J. A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman may at any time permit an individual to be seated when speaking.
- K. Any person speaking at a meeting shall address his comments to the Chairman.
- L. Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- M. The public may record and transmit electronically the proceedings of a meeting of the Council and of any of its committees. No recording may be made of the public who are in attendance at the meeting, or of matters that occur in the meeting-place immediately prior to or following the meeting, without the Council's prior consent.**

- N. In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- O. Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman (if any).
- P. The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- Q. Subject to standing order 1 (y) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
- R. The Chairman may give an original vote on any matter put to the vote and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (See also Standing Order 2 (i) and (j) below.)
- S. Unless Standing orders provide otherwise, voting on any 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 his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- T. **The minutes of a meeting shall record the names of Councillors present.**
- U. If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.
- V. **The code of conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.**
- W. **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.**
- X. **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.**
- Y. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- Z. Meetings normally shall not exceed a period of two hours.

## **2. MEETINGS**

- A. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- B. **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council shall direct.**
- C. **If no other time is fixed, the annual meeting of the Council shall take place at 6.45pm.**
- 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 directs.**
- E. **The election of the Chairman and Vice-Chairman (if any) of the Council shall be the first business completed at the annual meeting of the Council.**
- F. **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- G. **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**

- H. In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- I. In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- J. Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the Council, the order of business shall be as follows.**
  - I. In an election year, delivery by Councillors of their declarations of acceptance of office.**
  - II. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by Committees.**
  - III. Review of delegation arrangements to Committees, sub-Committees, employees and other local authorities.**
  - IV. Review of the terms of references for Committees.**
  - V. Receipt of nominations to existing Committees.**
  - VI. Appointment of any new Committees, confirmation of the terms of reference, the number of members and receipt of nominations to them.**
  - VII. Review and adoption of appropriate standing orders and financial regulations.**
  - VIII. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.**
  - IX. Review of representation on or work with external bodies and arrangements for reporting back.**
  - X. Review of inventory of land and assets including buildings and office equipment.**
  - XI. Review and confirmation of arrangements for insurance cover in respect of all insured risks.**
  - XII. Review of the Council's and/or employees' memberships of other bodies.**
  - XIII. Establishing or reviewing the Council's complaints procedure.**
  - XIV. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.**
  - XV. Establishing or reviewing the Council's policy for dealing with the press/media.**
  - XVI. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.**

- **STRUCTURE**

- A. The following shall be standing committees of the Council and shall have the scope and delegated powers to act as set out below:-**

- B. Planning & Infrastructure Committee.**

**Membership** will be 7 Councillors (including the Mayor).

**The SCOPE of committee responsibilities** will be:

**'Hexham Cemetery'**. Making all decisions and arrangements regarding the running of the Cemetery, its land, premises, infrastructure, burials, equipment and staff. Ensuring Cemetery is always available for funerals and that burial records required by law and for administrative purposes are created, updated as may be required and retained indefinitely. Making all decisions and arrangements for staff while they carry out any work for Council that may be the responsibility of other committees.

**‘Allotments’**. Making all decisions and arrangements regarding Allotment sites at Wydon Park, Dene Park and Quatre Bras to include management, maintenance and agreeing rentals. Making all decisions and arrangements regarding a Best Kept Allotment competition including agreeing judge(s), prizes and presentation ceremony.

**‘Litter bins’**. Making all decisions and arrangements regarding Litter Bins to include management, maintenance, replacements or additions.

**‘Public seats & bus shelters’**. Making all decisions and arrangements regarding seats & bus shelters to include management, maintenance, replacements or additions.

**‘Street signage’**. Making all decisions regarding street signage including management, maintenance, replacements or additions to Council owned signage and recommending, if requested, street names in new developments.

**‘Play areas’**. Making all decisions and arrangements regarding play areas at Park Well, Priestlands Dene, Dene Park, Sele, Tyne Green, Bell Terrace and the Broadway and additional play areas as may be accepted to include management, maintenance, replacements or additions. Considering and commenting on any proposals for additional play areas within the Parish.

**‘Parking’**. Making all decisions and comments upon any matters relating to parking.

**‘Local Transport Plan’**. Making all decisions and arrangements regarding the annual (or other interval) review of LTP requests and making returns to NCC.

**‘Flood lights and town clock’**. Making all decisions and arrangements regarding floodlights and the town clock to include management, maintenance, replacement or additions.

**‘Emergency planning’**. Considering and discussing with NCC any pre-emptive action HTC should undertake. Considering and agreeing any requirements which may be recommended by NCC.

**‘Planning matters’**. Considering and making all decisions regarding pre-planning consultations and planning application consultations received from Northumberland County Council and agreeing any comments on them.

**C. Finance and General Purposes Committee.**

**xvii. Membership** will be 9 Councillors (including the Mayor).

**xviii. The SCOPE of committee responsibilities** will be:

**‘Internal audit’** Making and carrying out all decisions and arrangements regarding internal audit and appointment of Internal Auditor.

**‘Drafting Annual Budget’**. On receiving the budgets required from all Council committees, drafting a Budget and recommending it for adoption by Council.

**‘Employees and their welfare’**. Making all decisions and arrangements regarding Employees and their welfare. Including interviewing and agreeing potential employees, contracts and terms of employment after due consideration of staff requirements of Council and Committees.

**‘Freedom of Information’**. Making all decisions and arrangements regarding requests received under the Freedom of Information Act. Reviewing Council policy as may be required by the Act.

**‘Grant Aid’**. Making all decisions regarding amounts of grants, donations or contributions to voluntary organisations, to include all arrangements regarding applications.

**‘Risk Management’**. Making all decisions and arrangements regarding assessment of Council risk. Periodically reviewing effectiveness of internal control including risk assessment and recommending adoption of any such review by Council.

**‘Councillors and Employee training’**. Making all decisions and arrangements regarding training that may be required by Councillors and Council employees.

**‘Local Council Award Scheme’**. Reviewing requirements and making any decisions and arrangements that enable the Council to qualify under this Scheme.

**D. Community Engagement Committee**

**XIX. Membership** will be 9 Councillors (including the Mayor).

**XX. The SCOPE of committee responsibilities** will be:

**‘Remembrance Day’**. Making and carrying out all decisions and arrangements for all Remembrance ceremonies

**‘War Memorials’**. Making all decisions and arrangements regarding War Memorials to include management and maintenance. (NB: War Memorials cannot be dealt with in any way without first consulting and taking advice from the War Graves Commission.)

**‘Armed Forces Day’**. Making and carrying out all decisions and arrangements for Armed Forces Day celebrations and for ongoing liaison with the Armed Forces.

**‘Christmas displays’**. Making all decisions and arrangements for Christmas lights and tree displays including any switch on ceremony.

**‘Mayors receptions’**. Making all decisions and arrangements for the Mayor’s Annual Reception including, after consultation with the Mayor - invitees, venue, catering and format.

**‘Steward and Bailiff’**. Making all decisions and arrangements for the annual award of the ‘Honorary Steward and Bailiff of Hexham’.

**‘Young Employee’**. Making all decisions and arrangements for the award of the ‘Town Council Young Employee of the Year’ (a trophy and cash prize) in consultation with the joint sponsor – the Rotary Club of Hexham.

**‘Council website and newsletter’**. Making all decisions and arrangements on content and format of the Council website and newsletter.

**‘Flower displays’**. Making all decisions and arrangements regarding flower beds and displays to include management, maintenance, replacements or additions.

**‘Tree planting’**. Considering any proposals received for additional tree planting within the Parish.

**‘Hexham in Bloom Group; Hexham Youth Initiative; Hexham Community Partnership; Hexham Town Twinning Association’**.

Liaising, by way of a Committee nominee or otherwise, with these non-statutory organisations. Reporting as and when for consideration by the Committee, any requests or suggestions that may be made by these non-statutory organisations.

**‘Additional’**. Liaising, by way of a Committee nominee or otherwise with any additional non-statutory or statutory organisation(s) the Council or the Committee may consider desirable. Reporting as and when for consideration by the Council or the Committee any requests or suggestions that may be made by such organisations(s).

E. Each Committee shall deal with the functions set out under the heading of ‘Scope’.

F. Each Committee Chairman will be the Council’s spokesperson and lead

Councillor for the functions listed under Scope.

- G. Each Committee shall agree any expenditure required for committee responsibilities, but without exceeding any agreed committee budget.
- H. Each Committee may appoint sub-committees with members and terms of reference determined by Committee and ratified by Council.
- I. Only the Council can or will exercise the following functions:
  - XXI.** The Budget including allocation of financial resources to Committees, setting contingency funds, agreeing the precept and approving the Annual Return.
  - XXII.** Adopting or amending Standing Orders, Policies or Protocols.
  - XXIII.** Appointing the Mayor, Deputy Mayor and agreeing Committee Chairmen.
  - XXIV.** Appointing representatives to outside bodies unless delegated to committees.
  - XXV.** Agreeing terms of reference and composition of committees and committee appointments.
  - XXVI.** Dissolving committees.
  - XXVII.** Approving and or adopting minutes of committees.
  - XXVIII.** All matters not stated above and or in law reserved to the Council.
- J. The Council may authorise committees to appoint working groups, such groups to be time limited and to focus on a specific issue.
- K. The Council may appoint advisory committees comprising Councillors and non Councillors and may also appoint working groups, to be time limited and to focus on a specific issue.

### **3. PROPER OFFICER**

- A. The Council's Proper Officer shall be either the Clerk or such other employee as may be nominated by the Council from time to time or such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfill the duties assigned to the Proper Officer in Standing orders.
- B. The Council's Proper Officer shall do the following
  - I. Sign and serve on Councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a Committee at least 3 clear days before the meeting OR**
  - II. Upon the Council having first resolved that service of summons on Councillors confirming the time, date , venue and the agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting is not expedient electronically serve on Councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and a sub-committee at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer.**
  - III. Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a Committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**
  - IV. Subject to Standing Order 5(a)–(e) below, include in the agenda all motions in the order received unless a Councillor has given written notice at least 8 days before the meeting confirming his withdrawal of it.
  - V. Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order 4(b)i above.**

- VI.* Make available for inspection the minutes of meetings.
- VII.* **Receive and retain copies of byelaws made by other local authorities.**
- VIII.* **Receive and retain declarations of acceptance of office from Councillors.**
- IX.* Retain a copy of every Councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- X.* Keep proper records required before and after meetings;
- XI.* Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- XII.* Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- XIII.* Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- XIV.* Arrange for legal deeds to be signed by two Councillors and witnessed (see also Standing Order 15(a) and (b).)
- XV.* Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- XVI.* Record every planning application notified to the Council and the Council's response to the local planning authority in the minutes of the Council;
- XVII.* Refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Council 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.
- XVIII.* Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.

#### **4. MOTIONS REQUIRING WRITTEN NOTICE.**

- A.* In accordance with standing order 4(b)(iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 8 clear days before the next meeting.
- B.* The Proper Officer may, before including a motion in the agenda received in accordance with standing order 5(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- C.* If the Proper Officer considers the wording of a motion received in accordance with standing order 5(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 8 clear days before the meeting.
- D.* If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman 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 or rejected in the agenda.
- E.* Having consulted the Chairman or Councillors pursuant to standing order 5(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- F.* Notice of every motion received in accordance with these Standing Orders shall be numbered in the order received and shall be entered in the minutes book, which shall be open to inspection by all Councillors.
- G.* Every motion rejected in accordance with the Council's Standing Orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in the minute's book, which shall be open to inspection by all Councillors.
- H.* Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

## **5. MOTIONS NOT REQUIRING WRITTEN NOTICE**

- A.** Motions in respect of the following matters may be moved without written notice.
- I.** To appoint a person to preside at a meeting.
  - II.** To approve the absences of Councillors.
  - III.** To approve the accuracy of the minutes of the previous meeting.
  - IV.** To correct an inaccuracy in the minutes of the previous meeting.
  - V.** To dispose of business, if any, remaining from the last meeting.
  - VI.** To alter the order of business on the agenda for reasons of urgency or expedience.
  - VII.** To proceed to the next business on the agenda.
  - VIII.** To close or adjourn debate.
  - IX.** To refer by formal delegation a matter to a Committee or to a sub-Committee or an employee.
  - X.** To appoint a Committee or sub-Committee or any Councillors thereto.
  - XI.** To receive nominations to a Committee or sub-Committee.
  - XII.** To dissolve a Committee or sub-Committee.
  - XIII.** To note the minutes of a meeting of a Committee or sub-Committee.
  - XIV.** To consider a report and/or recommendations made by a Committee or a sub-Committee or an employee.
  - XV.** To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
  - XVI.** To authorise legal deeds to be signed by two Councillors and witnessed (see Standing Order 15(a) and (b) below).
  - XVII.** To authorise the payment of monies up to £2,000,000.00.
  - XVIII.** To amend a motion relevant to the original or substantive motion under consideration and which shall not have the effect of nullifying it.
  - XIX.** To extend the time limit for speeches.
  - XX.** To exclude the press and public for all or part of a meeting.
  - XXI.** To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
  - XXII.** To give the consent of the Council if such consent is required by Standing Orders.
  - XXIII.** **To suspend any standing order except those which are mandatory by law.**
  - XXIV.** To adjourn the meeting.
  - XXV.** To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
  - XXVI.** To answer questions from Councillors.
- B.** If a motion falls within the terms of reference of a Committee or sub-Committee or within the delegated powers conferred on an employee, a referral of the same may be made to such Committee or sub-Committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience

## **6. RULES OF DEBATE**

- A.** Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- B.** Subject to Standing Order 5(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.
- C.** Subject to Standing Order 4(b)(iii) above, a motion included in an agenda not moved by the Councillor who tabled it, may be treated as withdrawn.
- D.** A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.

- E.** A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- F.** Any amendment to a motion shall be either:
  - I.** to leave out words;
  - II.** to add words;
  - III.** to leave out words and add other words.
- G.** A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- H.** Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- I.** Subject to Standing Order 7(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- J.** Pursuant to Standing Order 7(h) above, the number of amendments to an original or substantive motion, which may be moved by a Councillor, is limited to one.
- K.** If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- L.** If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- M.** The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding three minutes.
- N.** Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- O.** Subject to Standing Order 7(m) and (n) above, a Councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.
- P.** During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- Q.** A point of order shall be decided by the Chairman and his decision shall be final.
- R.** With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- S.** Subject to Standing Order 7(o) above, when a Councillor's motion is under debate no other motion shall be moved except:
  - I.** to amend the motion;
  - II.** to proceed to the next business;
  - III.** to adjourn the debate;
  - IV.** to put the motion to a vote;
  - V.** to ask a person to be silent or for him to leave the meeting;
  - VI.** to refer a motion to a Committee or sub-Committee for consideration;
  - VII.** to exclude the public and press;
  - VIII.** to adjourn the meeting;
  - IX.** to suspend any standing order, except those which are mandatory.
- T.** In respect of standing order 7(s)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

**7. CODE OF CONDUCT. All Councillors shall observe the code of conduct adopted by the Council on 3 September 2012.**

**8. QUESTIONS.**

- A. A Councillor may seek an answer to a question concerning any business of the Council provided three clear days' notice of the question has been given to the Proper Officer.
- B. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- C. Every question shall be put and answered without discussion.

**9. MINUTES**

- A. If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- B. No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with Standing Order 6(a)(iv) above.
- C. Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- D. If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect: "The Chairman of this meeting does not believe that the minutes of the meeting of the Council held on (date) in respect of Minute number ( ) were a correct record but his view was not upheld by the majority of the Council and the minutes are confirmed as an accurate record of the proceedings."
- E. Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

**10. DISORDERLY CONDUCT.**

- A. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- B. If, in the opinion of the Chairman, there has been a breach of standing order 11(a) above, the Chairman shall express that opinion and thereafter any Councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forth with and without discussion.
- C. If a resolution made in accordance with standing order 11(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

**11. RESCISSION OF PREVIOUS RESOLUTION**

- A. A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least seven Councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a Committee.
- B. When a special motion or any other motion moved pursuant to standing order 12(a) has been disposed of, no similar motion may be moved within a further 6 months.

**12. VOTING ON APPOINTMENTS.**

Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

**13. EXPENDITURE**

- A. Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.

- B. The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a Committee, sub-Committee or to an employee.**

**14. EXECUTION AND SEALING OF LEGAL DEEDS.** *See also standing order 6(a)(xvi) above*

- A.** A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- B. In accordance with a resolution made under standing order 15(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

**15. COMMITTEES.**

- A.** The Council may, at its annual meeting, appoint standing Committees and may at any other time appoint such other Committees as may be necessary, and
  - I.** shall determine their terms of reference;
  - II.** may permit Committees to determine the dates of their meetings;
  - III.** shall appoint and determine the term of office of Councillor or non-Councillor members of such a Committee (unless the appointment of non-Councillors is prohibited by law) so as to hold office no later than the next annual meeting;
  - IV.** may in accordance with Standing Orders, dissolve a Committee at any time.

**16. SUB COMMITTEES**

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

**17. EXTRA ORDINARY MEETINGS.**

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

**18. ADVISORY COMMITTEES**

- A.** The Council may appoint advisory Committees comprised of a number of Councillors and non-Councillors.
- B.** Advisory Committees and any sub-Committees may consist wholly of persons who are non-Councillors.

**19. ACCOUNTS**

- A.** All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
- B.** The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments for the each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each Councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to

external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

## **20. ESTIMATES/BUDGETS.**

- A. The Council shall approve written estimates** (its budget) **for the coming financial year** at its meeting before the end of January.
- B.** Any Committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than November.

## **21. CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS.**

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

## **22. INSPECTION OF DOCUMENTS**

- A.** Subject to Standing Orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a Committee or a sub-Committee, and request a copy for the same purpose. The minutes of meetings of the Council, its Committees or sub-Committees shall be available for inspection by Councillors.

## **23. UNAUTHORISED ACTIVITIES/CONFIDENTIAL BUSINESS.**

- A.** Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a Committee or a sub-Committee:
  - I.** inspect any land and/or premises which the Council has a right or duty to inspect; or
  - II.** issue orders, instructions or directions.
- B.** Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- C.** A Councillor in breach of the provisions of standing order 24(b) above may be removed from a Committee or a sub-Committee by a resolution of the Council.

## **24. MATTERS AFFECTING COUNCIL EMPLOYEES**

- A.** If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- B.** Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chairman of any absence occasioned by illness or urgency and that person shall report such absence to the Council at its next meeting.
- C.** The Chairman shall upon a resolution conduct a review of the performance and/or appraisal of ..... (the employee's job title) and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by the Council.
- D.** Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- E.** Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by an employee relates to the Chairman or Vice-Chairman of the Council this shall be communicated to another

member of the Council which shall be reported back and progressed by resolution of the Council.

- F. Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- G. The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- H. Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- I. Only persons with line management responsibilities shall have access to employee records referred to in Standing Order 25(g) and (h) above if so justified.
- J. Access and means of access by keys and/or computer passwords to records of employment referred to in Standing Order 25(g) and (h) above shall be provided only to the Clerk or the Chairman of the Council.

## **25. FREEDOM OF INFORMATION ACT 2000**

- A. All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- B. Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman. The Chairman shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under Standing Order 4B(xi) above.

## **26. MEDIA RELATIONS**

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

## **27. LIAISON WITH COUNTY COUNCILLORS**

- A. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Councillor of the Northumberland County (Unitary) Council representing its electoral ward(s).
- B. Unless the Council otherwise orders and if requested by the relevant County Councillor, a copy of each letter sent to the County Council shall be sent to the County Councillor representing its electoral ward(s).

## **28. FINANCE**

- 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 accounting records and systems of internal control;
  - II. the assessment and management of financial risks faced by the Council;
  - III. the work of the Internal Auditor 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;
  - V. procurement policies (subject to standing order 29(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £60,000.
- B. **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000**

**shall be procured on the basis of a formal tender as summarised in standing order 29(C) below.**

- C.** Any formal tender process shall comprise the following steps:
- I.** a public notice of intention to place a contract to be placed in a local newspaper;
  - II.** a specification of the goods, materials, services and the execution of works shall be drawn up;
  - III.** tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
  - IV.** tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
  - V.** tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- D.** Neither the Council, nor any Committee, is bound to accept the lowest tender, estimate or quote.
- E.** **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.**

**29. BREACHES OF CODE OF CONDUCT.** As this requirement has recently been abolished by Government this paragraph will be included if only and as soon as any revised recommendations are received.

**30. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS.**

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

**31. STANDING ORDERS.**

- I.** The Proper Officer shall provide a copy of the Council's Standing orders to a Councillor upon delivery of his declaration of acceptance of office.
- II.** The Chairman's decision as to the application of Standing orders at meetings shall be final.
- III.** A Councillor's failure to observe Standing orders more than three times in one meeting may result in him being excluded from the meeting in accordance with Standing orders.

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