



Tickhill Town Council

STANDING ORDERS February 2018

1). Meetings

(a) Meetings of the Council shall be held at The Pavilion, Tithes Lane on the 2nd and 4th Tuesday of each month, unless the Council decides otherwise at a previous meeting for any reason including the accommodation of the holiday entitlement of the Clerk.

The 2nd Tuesday of the month will be set aside primarily for Planning issues.

Time will be set aside to permit Electors to;

i. **Raise general matters or make observations.**

Before the start of the meeting but at the appointed time of the meeting, a period (nominally 10 minutes) will be set aside to allow attending Electors to raise general matters or make observations. These attendees will, after the start of the meeting proper, not be permitted to take any further part in the meeting.

ii. **Raise objections to/support for planning application**

At the start of Council's discussion of current planning applications, attendees wishing to raise objections to/support for a planning application will be invited by the Chairman to briefly state their case prior to Council's discussion of that application. These applicants will not be permitted to take any further part in the meeting unless they have concerns about multiple planning applications. In this case, they will be invited by the Chairman to state their case prior to Council's discussion on the application but they will not be permitted to take any further part in the meeting.

(b) The Statutory Annual Meeting in an Election year shall be held within 14 days after the ordinary day of Election to the Council. In a non-election year, it will be held on the 4th Tuesday in May.

(c) A Budget setting Meeting shall be held on the 1st Tuesday in January unless the Council decides otherwise at a previous meeting.

(d) The Annual Meeting of Electors will be held on the 4th Tuesday of April unless the Council decides otherwise at a previous meeting.

(e) An Extraordinary Meeting of the Council may be called at any time by the Town Mayor.

(f) If the Mayor refuses to call an Extraordinary Meeting of the Council then Schedule 12-part 2 paragraph 9 section 2 of the Local Government Act 1972 will apply.

2). Chair of Meetings

The person presiding at a meeting may exercise all the powers and duties of the Chair in relation to the conduct of the Meeting.

3). Proper Officer

Where Statute, Regulation or order confers functions or duties on the Proper Officer of the Council in the following cases he/she will be the Clerk

(a) To receive Declarations of Acceptance of Office

(b) To read and receive the Disclosable Pecuniary Interests and forward to the appropriate officers.

(c) To receive e mails of notification of planning applications and to print plans as necessary. To dispose of the printed plans in the appropriate manner as laid down in the Retention Document.

(d) To sign Notices or other documents on behalf of the Council

(e) To receive copies of bylaws made by Doncaster Metropolitan Borough Council

(f) To certify copies of bylaws made by the Doncaster Metropolitan Borough Council

(g) To sign summonses to attend Meetings of Tickhill Town Council

(h) In any other case the Proper Officer shall be the person nominated by the Council and, in default of nomination, the Clerk.

4). Quorum

Three members shall constitute a quorum.

If a quorum is not present when the Council meets or if, during a meeting, the number of Councillors present and not debarred because of a Declared Interest falls below the quorum, the business not transacted at the meeting shall be transferred to the next meeting or such other day as the Chair may fix.



Tickhill Town Council

STANDING ORDERS February 2018

5). Voting

- (a) Members shall vote by show of hands or, if a member so requests, a ballot.
- (b) If a member so requires the Clerk shall record the names of members who voted on any subject so as to show whether they voted for or against.
- (c) The Mayor may give an original vote on any matter and, in the case of an equality of votes, give a casting vote even whether or not an original vote was given.
- (d) If the person presiding at the Annual meeting has ceased to be an elected member but for the statutory provision which preserves the membership of the Mayor and Deputy Mayor until the end of Office, they may not give an original vote in an election for Mayor. The persons presiding may give a casting vote whenever there is an equality of vote in an election for Mayor.
- (e) Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off and a fresh vote taken, and so on until there is a majority in favour of one person.

6). Order of Business

(a) In an election year Councillors shall execute Declarations of Acceptance of Office in each others' presence, or in the presence of a Proper Officer previously authorised by the Council to take such declarations, before the Annual Council Meeting commences.

(b) At the Statutory Annual Council Meeting the order of business shall be as follows:

- i) To elect a Mayor. All Councillors are eligible for election as Mayor or Deputy Mayor including the present Mayor and Deputy Mayor.
- ii) To receive the Mayor's Declaration of Acceptance.
- iii) In an election year to fill any vacancies left unfilled at the election due to insufficient nominations.
- iv). To elect the Deputy Mayor
- v). To appoint Committees and their Membership
- vi). To consider previous minutes, already circulated to all elected members, following approval and signature by the Mayor as a correct record.
- vii) To deal with the business as set out in the Agenda.

(c) At an ordinary or Extraordinary meeting, the order of business shall be as follows:

- i) To receive apologies for absence from those persons expected to be present
- ii) To received Declarations of Pecuniary Interests or amendments from Councillors where appropriate iii) as in (b)
- (vi) -(vii) above.

7). Resolutions moved without notice

- (a) To appoint a Chairperson of a meeting
- (b) To correct a Minute
- (c) To approve a minute
- (d) To alter the order of business
- (e) To close or adjourn the debate
- (f) To refer a matter to a committee
- (g) To appoint a committee or any members thereof
- (h) To adopt a report
- (i) To exclude the public
- (j) To suspend Standing Orders
- (k) To adjourn the meeting

8). Rules of Debate

- (a) No discussion shall take place upon the Minutes except their accuracy. Corrections to Minutes shall be made by Resolution and initialed by the Chair.
- (b) An amendment shall be either (1) to leave out words (2) to leave out words and insert others or (3) to insert or add words.



Tickhill Town Council

STANDING ORDERS February 2018

(c) An amendment shall **not** have the effect of **negating** the Resolution before the Council.

9). Discussions affecting Employees of the Council

If at any Meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service of any person employed by the Council, it shall be considered only in the absence of the public.

10). Expenditure

The Clerk shall have power to spend/commit expenditure of up to one twelfth of each budget heading per month, apart from the following exceptions:

Budget Head	Limit of Expenditure without prior authorisation of Council	Expenditure by
Courses	£150 – for Councillors courses only. Courses for the Clerk to be agreed at a full Council meeting	Clerk
Christmas	£300 – limited to purchase of festive trees	Clerk
Mayors Allowance	£350 – for Mayor's Reception £150 – for other individual items	Clerk or Mayor Clerk or Mayor
Pavilion Repairs	£1000 - Emergency repair works only	Clerk/Pavilion Manager
Pavilion Renewals	£500 – emergency repairs/replacements	Clerk /Pavilion Manager
Pavilion Cleaning Materials and Consumables	£250	Clerk / Pavilion Manager
Photocopying/Stamps/Administration	£250	Clerk
Litter Picking Supplies	£100	Clerk/Litter Picker

The Mayor, Clerk, Litter Picker or Pavilion Manager shall have power to spend money/commit expenditure as shown above.

All other orders for payment of money shall be authorised by resolution of the Council.

11). Committees

The Council may at its Annual Meeting appoint standing committees and may at other times appoint such committees but subject to the statutory provisions in that behalf:

- Shall not appoint any member of a committee to hold office later than the next annual meeting.
- May appoint any persons other than members of the Council to any committee.
- May dissolve or alter the membership of a committee
- The Mayor and Deputy Mayor ex-officio shall be members of every committee.
- Every Committee shall elect a chairperson before proceeding with the first meeting who shall hold office until the next annual meeting.
- The Clerk shall service the committee meetings
- Standing orders and rules apply equally to all committees.

12). Staffing Committee

There shall be a Staffing Committee with the following remit:

It shall consist of four members elected at the Annual Meeting of the Council and that the provision for ex-officio membership on this Committee of the Mayor and Deputy Mayor shall not apply. The Committee will consider and approve:



Tickhill Town Council

STANDING ORDERS February 2018

- (a) the appointment of members of staff through advertisement of vacancies as and when they occur
- (b) their job descriptions
- (c) their conditions and terms of employment
- (d) their salaries
- (e) hearing and dealing with staff grievances
- (f) taking disciplinary proceedings when appropriate (following guidance from YLCA)
- (g) The Clerk to the Council will not Clerk any part of any proceedings in connection his/her own terms of employment including salary.
- (h) Any Appeal against a decision of this Committee should be heard by the remaining members of the Full Council to ensure an unbiased review.

13). Advisory and Partnership Meetings

- (a) There shall be an Advisory group and a Partnership group comprising of at least 4 members nominated by the Council and nominated members from invited groups/bodies of Tickhill people, Borough Councillors and D.M.B.C. officials.
- (b) The Advisory and Partnership groups may make recommendations to the Council
- (c) The Council may submit proposals etc. to obtain public opinion.
- (d) The Chairperson and Deputy may be elected from the group.

14). Accounts

Except as provided in paragraph (a) of this standing order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council

(a) Where it is necessary to make a payment before it has been authorised by the Council such payment shall be certified as to its correctness by the Responsible Financial Officer.

(b) All payments ratified under paragraph (a) of this standing order shall be separately included in the next schedule of payments laid before the Council.

15). Salaries for payment will be presented before the Council but under Data Protection Law 1998 the personal details will not be disclosed in the normal accounts book.

All personal details will be recorded in a CONFIDENTIAL accounts book.

16). Estimates

The Council shall approve estimates for the coming financial year at its Budget Meeting in January

17). Interests

Under the Tickhill Town Council Code of Conduct adopted by the Council, **ALL COUNCILLORS** will have completed the Disclosable Pecuniary Interests as directed in the Localism Act 2011. These will be displayed upon the Tickhill Town Council website.

They will at the onset of **ANY** meeting declare any interests in **ANY** matter to be discussed in Accordance with the Localism Act 2011.

A member with a **Disclosable Pecuniary Interest** is required to leave the room whilst that particular item of business is being discussed and voted on.

The member may however take part in the Public session should the matter be discussed then.

It is the sole responsibility of each councillor to ensure these conditions are met.

This is not the responsibility of the Clerk to the Council or any other member.

Each councillor will have received the Department for Communities and Local Government Guidance notes.

18). Inspection of Documents

The Council will advertise those Documents made available for inspection by the Public under the Freedom of Information Act legislation.

19). Data Protection

All information kept and stored will be done so under the Data Protection Act 1998 registration number Z3498616, and will be disposed of in accordance with the Retention Document.



Tickhill Town Council

STANDING ORDERS February 2018

20. Admission of the public and press to meetings

(a) The public and press shall be admitted to all meetings of the Council and its committees which may, however, temporarily exclude the public 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 are temporarily excluded, and they are instructed to withdraw”. (Public Bodies (Admission to meetings) Act 1960 s.1. (2)).

(b) The clerk shall afford the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

(c) If any member of the public interrupts the proceedings at any meeting the Chairperson may, after warning, order that they be removed from the Council Chamber.

(d) Meetings may be recorded as per guidance displayed on the Tickhill Town Council website

21. Confidential Business

No member of the Council or any committee shall disclose to any person not a member of the Council any business declared confidential by the Council.

22. Planning Applications

The Clerk shall circulate and bring to the council meetings via the Chairman all planning applications received from the Planning Authority by e mail as follows:

(a) The date received

(b) The name of the applicant

(c) The place it relates to

(d) The application numbers

(e) A set of plans as so displayed on the D.M.B.C. website

The Clerk shall ensure all applications are considered at the **next appropriate meeting** of the Council.

The Proper Officer **may** respond to tree work applications on behalf of the council subject to the following conditions.

When referring to planning applications for “Tree” related matters i.e. either in the Conservation area (TCO) or a Protected Tree (TPO), the clerk shall circulate the applications to members of Tickhill Town Council and if the clerk receives no adverse comments back within three working days the clerk shall make the following comments,” refer to the D.M.B.C tree specialist or arboriculturalist ”. Or: in the event has taken appropriate advice, that advice may be reflected in communication to D.M.B.C.”

“refer to the D.M.B.C. tree specialist”

23. Standing Orders for Contracts

(a) Where it is intended to authorise a purchase exceeding £5,000 but not exceeding £10,000 in value for the supply of goods or materials or for the execution of work the Clerk shall give three weeks public notice in the same manner as Meeting of the Council is given.

(b) Where the value of the intended purchase exceeds £10,000 a notice similar to (a) above shall be given in addition to a selection of approved contractors and firms included in the appropriate approved list of contractors maintained by Doncaster Metropolitan Borough Council, and in such newspapers circulating in the district as the Council shall direct.

(c) Notice of contracts exceeding £10,000 shall state the general nature of the intended contract and state the name and address of the person to whom tenders are to be addressed and the last date by which those tenders should reach that person in the ordinary course of post.

(d) Tenders shall be opened in a formal Council Meeting, on the date specified, by the Clerk or other person to whom the tenders are required to be addressed.

(e) The Council is not bound to accept the lowest tender as “Best Value” considerations will be applied.



Tickhill Town Council

STANDING ORDERS February 2018

24). Public Contracts Regulation

New Regulations re Public Contracts Regulation requirements for procurement more than £25,000 are available from Y.L.C.A. should the matter arise. These replace the 2006 Regulation.

25). Variations, Revocation and Suspension of Standing Orders

Any or every part of the Standing orders, except those imposed by Statute, may be suspended by Resolution to any specific item of business.

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

26). Standing Orders

A copy of Standing Orders and Financial regulations shall be given to members by the Clerk at the beginning of each financial year.

27). Insurance

A copy of Tickhill Town Council Insurance is available for Inspection by arrangement which covers Public Liability, Fidelity, Employment, cover for volunteer groups, the Litter Picker and Councillors up to the age of 90 years.

Standing Orders reviewed at a meeting of Tickhill Town Council held 27th February 2018

Chairman.....

Clerk to the Council and Responsible Financial Officer.....

Dated.....