

Standing Orders

1. MEETINGS

1.1 Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct.

1.2 Smoking is not permitted at any meeting of the Council.

2. THE STATUTORY ANNUAL MEETING

2.1 In an election year the Annual Parish Council Meeting shall be held on or within 14 days following the day on which the Councillors elected take office.

2.2 In a year which is not an election year the Annual Parish Council Meeting shall be held on such date in May as the Council may direct.

3. OTHER STATUTORY MEETINGS

3.1 In addition to the Statutory Annual Parish Council Meeting at least three other statutory meetings shall be held in each year on such dates and times as the Council may direct.

Unless the Council agrees otherwise:

- a) The Council shall meet in the Village Hall on the 4th Wednesday of each month starting at 6.30 pm.
- b) In an election year the Annual Meeting of the Council shall take place on the 4th Wednesday after the Councillors take office.
- c) in other years the Annual Meeting of the Council shall take place on the 4th Wednesday of May

3.2 Annual and regular meetings are convened by the Clerk.

3.3 An extraordinary meeting may be convened at any time by the Chairman or, in his absence, the Vice Chairman.

3.4 Any two Councillors may request, in writing, that an extraordinary meeting be convened and if the Chairman (or Vice Chairman as the case may be) refuses or neglects to do so for seven days then the meeting may be convened by any two Councillors (not necessarily those who requested the meeting).

3.5 At least three clear days before each meeting a notice of the time and place of the meeting signed by the person(s) convening the meeting and accompanied by the Agenda shall be posted on the Parish notice-boards and a copy shall be provided to each Councillor at their usual place of residence.

The Summons and Agenda shall be posted on notice boards, the website and distributed to Councillors, at the latest, on the preceding Thursday for a meeting on Wednesday.

4. CHAIRMAN OF THE MEETING

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

5. PROPER OFFICER

Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, they shall be the Clerk unless another officer has been nominated.

- a) To receive declarations of acceptance of office.
- b) To receive and record notices disclosing interests at meetings.
- c) To receive and retain plans and documents.
- d) To sign notices or other documents on behalf of the Council.
- e) To receive copies of bylaws made by another local authority.
- f) To certify copies of bylaws made by the Council.
- g) To sign and issue the summons to attend meetings of the Council.
- h) To keep proper records for all Council meetings.

6. QUORUM OF THE COUNCIL

6.1 Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.

Three members (not debarred by reason of a declared interest) are required to form a quorum.

6.2 If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

6.3 For a quorum relating to a committee or sub-committee, please refer to standing order 23.4.

7. VOTING

7.1 Members shall vote by show of hands or, if at least two members so request, by signed ballot.

7.2 If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.

7.3 Subject to (7.4) and (7.5) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not they gave an original vote.

7.4 If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office they may not give an original vote in an election for Chairman.

7.5 The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

8. ORDER OF BUSINESS

8.1 At each Annual Parish Council Meeting the first business shall be:-

- a) **To elect a Chairman of the Council.**
- b) **To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
- c) **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**

- d) **To decide when any declarations of acceptance of office and written undertakings to observe the code of conduct adopted by the council which have not been received as provided by law, shall be received.**
- e) To elect a Vice-chairman of the Council.
- f) To appoint representatives to outside bodies.
- g) To appoint working groups.
- h) To consider the payment of any subscriptions falling to be paid annually.
- i) To inspect any deeds and trust investments in the custody of the Council as required;
- j) and shall thereafter follow the order set out in the Standing Order 8.4

8.2 At every meeting other than the Annual Parish Council Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-chairman be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.

8.3 In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of the existing employee. Standing Order 20 must be read in conjunction with this requirement.

8.4 After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-

- a) To read and consider the Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- b) After consideration to approve the signature of the Minutes by the person presiding as a correct record.**
- c) To deal with business expressly required by statute to be done.**
- d) To dispose of business, if any, remaining from the last meeting.
- e) To receive such communications as the person presiding may wish to lay before the Council.
- f) To answer questions from Councillors.
- g) To receive and consider reports and minutes of committees.
- h) To receive and consider resolutions or recommendations in the order in which they have been notified.
- i) If necessary, to authorise the signing of orders for payment.

9. URGENT BUSINESS

A motion to vary the order of business on the ground of urgency:

- a) may be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
- b) Shall be put to the vote **without discussion**.

10. RESOLUTIONS MOVED ON NOTICE

10.1 Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 4 clear days before the next meeting of the Council.

Items to be included on the agenda shall be made known to the Clerk before the Wednesday preceding the Wednesday of the meeting. The written notice procedure should only be used as an emergency measure and notice must be handed to the Clerk on or before the Monday preceding a

meeting.

10.2 The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.

10.3 If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.

10.4 If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

10.5 Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties which affects its area.

11. RESOLUTIONS MOVED WITHOUT NOTICE

Resolutions dealing with the following matters may be moved without notice:-

- a) To appoint a Chairman of the meeting.
- b) To correct the Minutes.
- c) To approve the Minutes.
- d) To alter the order of business.
- e) To proceed to the next business.
- f) To close or adjourn the debate.
- g) To refer a matter to a working group.
- h) To appoint a working group or any members thereof.
- i) To appoint a team together with written guidelines
- j) To adopt a report.
- k) To amend a motion.
- l) To give leave to withdraw a resolution or amendment.
- m) To silence or eject from the meeting a member named for misconduct, (see Order 15 below)
- n) To give the consent of the Council where such consent is required by these Standing Orders.
- o) To suspend any Standing Order, (see Order 40.1 below).
- p) To adjourn the meeting.

12. QUESTIONS

12.1 A member may ask the Chairman or the Clerk any question concerning the business of the Council, provided notice of the question has been given to the person to whom it is addressed before the meeting begins. Those asking questions should consider whether the answer will necessitate the consultation of the Council records and if so should provide adequate notice.

12.2 No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.

12.3 Every question shall be put and answered without discussion.

12.4 A person to whom a question has been put may decline to answer.

13. RULES OF DEBATE

13.1 No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution.

13.2 A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.

13.3 Speeches shall be brief and refer only to the Agenda item under discussion.

13.4 A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.

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

13.6 When a resolution is under debate no other resolution shall be moved except the following:-

- a) To amend the resolution.
- b) To proceed to the next business.
- c) To adjourn the debate.
- d) That the question be now put.
- e) That a member named be not further heard.
- f) That a member named does leave the meeting.
- g) That the resolution be referred to a committee.
- h) To exclude the public and press.
- i) To adjourn the meeting.

13.7 A member shall remain seated when speaking unless requested to stand by the Chairman.

13.8 The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.

13.9 Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide who to call upon.

13.10 Whenever the Chairman speaks during a debate all other members shall be silent.

14. CLOSURE

At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such motion is seconded, the Chairman shall put the motion but, in the case of a motion "that the question be now put", only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion "that the question be now put" is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

15. DISORDERLY CONDUCT

15.1 **All members must observe the Code of Conduct which was adopted by the Council in May 2019, a copy of which is annexed to these Standing Orders.**

15.2 No member shall at a meeting persistently disregard the ruling of the Chairman, willfully obstruct business, or behave irregularly, offensively, improperly **or in such a manner as to bring the Council into disrepute.**

15.3 If, in the opinion of the Chairman, a member has acted in a manner contrary to that required, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

15.4 If the motion mentioned in paragraph (15.3) is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

15.5 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

15.6 If a person(s) disregards the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

15.7 If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

16. RIGHT OF REPLY

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

17. ALTERATION OF RESOLUTION

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

18. RESCISSION OF PREVIOUS RESOLUTION

18.1 A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least three members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.

18.2 When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

19. VOTING ON APPOINTMENTS

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

20. DISCUSSIONS AND RESOLUTIONS AFFECTING THE EMPLOYEE OF THE COUNCIL

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council

or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order No. 34.1.)

21. RESOLUTIONS ON EXPENDITURE

Any resolution which, if carried, would, in the opinion of the Chairman substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon.

22. EXPENDITURE

Orders for the payment of money shall be authorised by resolution of the Council and the payment process will be as per the Financial Orders for the council.

23. COMMITTEES AND WORKING GROUPS

23.1 The Council may at its Annual Parish Council Meeting appoint standing committees and working groups may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-

- a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- b) May appoint persons other than members of the Council to any Committee; and
- c) May subject to the provisions of Order 18 above at any time dissolve or alter the membership of committee.

23.2 The Chairman and Vice-Chairman ex-officio shall be voting members of every committee.

23.3 Every committee and/or working group shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-chairman who shall hold office until the next Annual Meeting of the council, and shall settle its program of meetings for the year.

23.4 Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one-half of its members.

23.5 The Standing Orders on rules of debate (excluding those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

24. SPECIAL MEETING

The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

25. ADVISORY COMMITTEES / WORKING GROUPS

25.1 The Council may create advisory committees / working groups, whose name, and number of members and the bodies to be invited to nominate members shall be specified.

25.2 The Clerk shall inform the members of each advisory committee / working group of the terms of reference of the committee.

25.3 An advisory committee / working group may make recommendations and give notice thereof to the Council

25.4 An advisory committee / working group may consist wholly of persons who are not members of the Council.

26. VOTING IN COMMITTEES

26.1 Members of committees and working groups entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.

26.2 Chairmen of committees and working groups shall in the case of an equality of votes have a second or casting vote.

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

A member who has proposed a resolution which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

28. ACCOUNTS AND FINANCIAL STATEMENT

28.1 Except as provided in paragraph 28.2 of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.

28.2 Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the Responsible Financial Officer or the Clerk if different. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer for payment with the approval of the Chairman or Vice-Chairman of the Council.

28.3 All payments ratified under sub-paragraph 28.2 of this Standing Order shall be separately included in the next schedule of payments before the Council.

28.4 The Responsible Financial Officer shall supply to each member as soon as practicable after 31 March in each year a statement of the receipts and payments of the Council for the completed 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 member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of September.

29. ESTIMATES / PRECEPTS

29.1 The council shall approve written estimates for the coming financial year at its meeting before the end of the month of January.

29.2 Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than the 15th January.

30. INTERESTS

30.1 If a member has an interest as defined by the Code of Conduct adopted by the Council in May 2019 and reviewed every year thereafter, then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

30.2 If a member who has declared an interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates.

30.3 The Clerk shall compile and hold a Register of Member's Interests in accordance with agreement reached with the Monitoring Officer of the Dorset Council (unitary authority) as required by statute.

30.4 If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed this Standing Order shall apply.

30.5 The Clerk shall make known the purpose of this Standing Order to every candidate.

31. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

31.1 Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purpose of this sub-paragraph of this Standing Order to every candidate.

31.2 A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

31.3 Standing Order Nos. 30.4 & 31 shall apply to tenders as if the person making the tender were a candidate for an appointment.

32. INSPECTION OF DOCUMENTS

32.1 A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

32.2 All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

33. UNAUTHORISED ACTIVITIES

No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:-

- a) inspect any lands or premises which the Council has a right or duty to inspect; or
- b) Issue orders, instructions or directions.

Unless authorised to do so by the Council or the relevant committee or sub-committee.

34. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS/RECORDING MEETINGS

34.1 The public and press shall be admitted to all meetings of the Council and its committees and working group, which may, however, temporarily exclude the public and press 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 press and public be temporarily excluded and they are instructed to withdraw"

34.2 The Council, committee or working group shall state the special reason for exclusion.

34.3 With the permission and at the discretion of the Chairman any member of the public may speak on an issue being debated by the Council **but only in order to provide information or clarification of items**

relevant to the matter being debated. This facility will normally be limited to a maximum of **only three minutes per person** on the subject being debated.

34.4 The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present.

34.5 Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media is permitted at Council meetings, which are open to the public, subject to the following

- Anyone wishing to record is requested to let the Chairperson of the meeting know prior to, or at the start of, the meeting and the recording should be overt (i.e. clearly visible to anyone at the meeting) and not disruptive.
- Anyone visually recording a meeting is requested to only focus on recording councillors, officers and the public who are directly involved in the conduct of the meeting.
- Any children present at the meeting should not to be filmed unless they and their parents/guardians have given their consent.
- At the beginning of each meeting, the Chairman will make an announcement that the meeting may be filmed or recorded.
- Bourton Parish Council supports the right of any member of the public not to be recorded, if anyone speaking at the meeting does not wish to be recorded they should let the Chairman of the meeting know.
- Any person wishing to record Council meetings will be responsible for ensuring that any cabling, or electrical equipment they use has been properly tested and installed and adheres to health and safety requirements. The Council will not be held liable for any injuries to the individual or members of the public caused by the recording of its meetings.
- The Chairman of the meeting has absolute discretion to request a person to stop or suspend recording if in the Chairman's opinion continuing to do so would prejudice proceedings at the meeting because:
 - recording is disrupting the proceedings of the meeting
 - there is public disturbance or a suspension of the meeting
 - the meeting has resolved to exclude the public for reasons of confidential business
- For these purposes recording equipment must not be left unattended at meetings. The Council cannot accept liability for any equipment that is lost, stolen or damaged at its public meetings.
- The recording should not be edited in any way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values or in a way that ridicules or shows a lack of respect for those in the recording.
- If the Council resolves to discuss confidential information, and the public are excluded from the meeting, all recording equipment must be removed immediately from the room.
- The use of flash photography or additional lighting will not be allowed unless this has been discussed with the clerk in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

34.6 If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

35. CONFIDENTIAL BUSINESS

35.1 No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.

35.2 Any member in breach of the provisions of paragraph 35.1 of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

36. LIAISON WITH COUNTY AND DISTRICT COUNCILLORS

36.1 A Summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the Dorset Council Councillor for the appropriate area, division or ward.

36.2 Where required a copy of each letter ordered to be sent to the County or District Council shall be transmitted to the Dorset Council Councillor for the area, division or ward.

37. PLANNING APPLICATIONS

37.1 The Clerk shall, as soon as it is received, record on the appropriate computer system and kept for the purpose the following particulars of every planning application notified to the Council:-

- a) the date on which it was received;
- b) the name of the applicant;
- c) The place to which it relates.

37.2 The Clerk shall notify the receipt of every planning application to the Chairman / Chairman of the Planning Group or in the Chairman's absence to the Vice-Chairman within 48 hours of receipt.

37.3 The Planning Group will manage any planning consultations on behalf of the full council as per the Planning Group policy and procedures.

37.4 All planning applications to be considered by the parish council must be individually listed on the Agenda for final discussion and agreement by the full council.

38. FINANCIAL MATTERS

The Council shall consider and approve Financial Regulations at its Annual Meeting, drawn up by the Responsible Financial Officer.

38.1 Such Regulations shall include detailed arrangements for the following:

- a) the accounting records and systems of internal control;
- b) the assessment and management of risks faced by the Council;
- c) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
- d) the financial reporting requirements of members and local electors and
- e) Procurement policies including the setting of values for different procedures where the contract has an estimated value less than £50,000.

38.2 The Financial Regulations of the Council shall be subject to regular review, at least once every four years.

39. CODE OF CONDUCT ON COMPLAINTS

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in such manner as adopted by the Council except for those complaints which should be properly directed to the Monitoring Officer at Dorset Council for consideration of any criminal offences and possible investigation by Dorset Police.

40. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

40.1 Any or every part of the Standing Orders except those printed in bold type may be suspended by resolution in relation to any specific item of business.

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

41. STANDING ORDERS TO BE GIVEN TO MEMBERS

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

Agreed by Bourton Parish Council.

Lead Councillor/Officer:	Simon Firbank
Adopted on:	October 2021
Review Date:	May 2024

Annex 1 to Bourton Parish Council Standing Orders

CODE OF CONDUCT