



# West Bletchley Council Standing Orders.

**STANDING ORDERS  
FOR  
WEST BLETCHLEY COUNCIL**

*Adopted by the Full Council meeting of 24<sup>th</sup> January 2002  
and issued to all Councillors  
Amended at Full Council meetings of 25 October 2004, 22 November 2004,  
24 October 2005, 23 July 2007 and 28 January 2008*

**MEETINGS OF THE COUNCIL  
AND FOR ITS COMMITTEES**

**1. Council Meetings**

- (a) Meetings of the Council shall be held on the date previously agreed at 7.30pm unless the Council otherwise decides at a previous meeting.
- (b) Smoking is not permitted at any meeting of the Council.

**2. The Statutory Annual Meeting**

- 1. **The Statutory Annual Meeting of West Bletchley Council: -**
  - (a) in an election year shall be held on the 21st day following the elections to the Council and
  - (b) in a year, which is not an election year, shall be held on a day in May between the 20<sup>th</sup> and 30<sup>th</sup> day of that month, to be determined at the meeting immediately prior to the annual meeting.
  - (c) The four other statutory meetings shall be held each month of Council's Committees, on the Council's agreed calendar which will be set at the first full council meeting following the annual general meeting each year.
  - (d) Additional meetings required by either the Full Council or any of its formally constituted Committees shall be held as required, giving five clear working days notice of such meetings, except where the Full Council, the Councils formally constituted Committees or the Chairman of the Council, considers that this period would cause unnecessary delay, harm, hardship, danger or any undue burden on the council discharging its duties.

**CHAIRMAN OF MEETING**

**3. The Chairman/woman of Meetings**

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

**PROPER OFFICER**

**4. The Proper Officer**

Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he/she shall be the clerk: -

- (a) To receive declarations of acceptance of office.
- (b) To receive and record notices disclosing pecuniary interests.
- (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 byelaws made by District Council.
- (f) To certify copies of byelaws made by the Council.
- (g) To sign summonses to attend meetings of the Council.

In any other case the proper officer shall be the person nominated by the Council and, in default of nomination, the clerk.

## **QUORUM**

### **5. Quorum of meetings**

The following number of members will constitute a quorum of members at all meetings of the West Bletchley Council.

- (a) 10 (ten) members shall constitute a quorum for the Full Council.**

The following number of members will constitute a quorum of members at all Formally Constituted Committee meetings (including any sub-committees, panels, or other bodies established by the principal committee) of the West Bletchley Council.

- (b) 3 (three) members or one third (whichever is the greater) shall constitute a quorum for the Formally Constituted Committees of the West Bletchley Council.
- (c) The total number of members eligible to sit on all the committees are those determined at the Annual General meeting of the Council.
- (d) If a quorum is not present when the Council (or its committees) meets, or if during a meeting, the number of councillors present and not debarred by reason of a declared pecuniary interest falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may determine (this will normally be done by consultation with those other members present).

## **VOTING**

### **6. Voting by Members of West Bletchley Council.**

- (a) Members shall vote by show of hands, or, if at least two members so request, by signed ballot.

- (b) **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.**
- (c) Subject to (d) and (e) below the Chairman/woman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though he/she gave no original vote.
- (d) **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/woman and Vice-Chairman/woman until the end of their term of office he may not give an original vote in an election for Chairman/woman.**
- (e) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman/woman.**

## **ORDER OF BUSINESS**

### **7. Order of Business for the meetings of West Bletchley Council**

- (a) In an election year, any newly elected councillors will execute Declarations of Acceptance of Office.
- (b) Such declarations will take place at or before the first meeting of the Full Council at which such newly elected councillors are able to partake in any proceedings or council business.
- (c) Newly elected members can either make such declaration in each other's presence, in the presence of a proper officer previously authorised by the Council to take such declaration.
- (d) Such declarations must be made before the Council's Annual Meeting commences (except in the case of a by-election, when such declarations will be made before the next scheduled Full Council Meeting).

## **ANNUAL GENERAL MEETINGS**

### **8. A. Procedures to be adopted at the Annual General Meeting**

- 1. **At each Annual Meeting the first business shall be**
  - (a) **To elect a Chairman/woman. If the Chairman/woman has been in office for three consecutive years, he/she will not be eligible for re-election as Chairman/woman or Vice Chairman/woman until one full year has elapsed.**
  - (b) **To receive the Chairman/woman's declaration of acceptance of office (by signature).**

- (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 which have not been received as provided by law shall be received.**
- (e) To elect a Vice-Chairman/woman. If the Vice Chairman/woman has been in office for three consecutive years, he/she will not be eligible for re-election as Vice Chairman/woman or Chairman/woman until one full year has elapsed.
- (f) To appoint school governors.
- (g) To appoint the West Bletchley Council's formal Committees.
- (h) To consider the payment of any subscriptions falling to be paid annually.
- (i) To inspect any deeds and trust instruments in the custody of the council: and shall thereafter follow the order set out in Standing Order 18 below.

#### **8. B. Procedures to be adopted at Ordinary Meetings of the West Bletchley Council**

- 2. **At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman/woman if the Chairman/woman and Vice-Chairman/woman be absent and to receive such declarations of acceptance of office (if any) as are required by law to be made, or if not then received to decide when they shall be received.**
- 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 existing employees (The Council's Financial Regulations apply.)
- 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 (the Chairman/woman) may wish to lay before the Council.
  - (f) To answer questions from Councillors
  - (g) To consider questions arising from committee meetings provided these have been advised to the Clerk at least five days before the meeting.

Minutes of meetings to be circulated to all councilors at least ten days before the Full Council Meeting.

- (h) To receive and consider reports from officers of the Council.
- (i) To authorise the sealing of documents.
- (j) To authorise the signing of orders for payment. (This will be unnecessary if this duty is discharged by the Finance Committee.)
- (k) To consider resolutions or recommendations in the order in which they have been notified.
- (l) Any other business specified in the summons. **(See Appendix A section 33 to these Standing Orders.)**

### **8. C. A motion to vary the order of business on the ground of urgency**

1. A motion to vary the order of business on the ground of urgency may be proposed by the Chairman/woman or by any member and, if proposed by the Chairman/woman, may be put to the vote without being seconded, and
2. Shall be put to the vote without discussion.

## **RESOLUTIONS MOVED ON NOTICE**

### **9.A. Resolutions Moved on Notice**

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 5 (five) clear working days (not including the day on which the council meeting is to be held) before the next meeting of the Council.
2. The Clerk shall date every notice of resolution or recommendation when received by him/her, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
3. 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.
4. 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.
5. 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/woman, 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.

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

## **RESOLUTIONS MOVED WITHOUT NOTICE**

### **9. B. Resolutions Moved on Notice**

1. Resolutions dealing with the following matters may be moved without notice: -
  - (a) To appoint a Chairman/woman 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 committee.
  - (h) To appoint a committee or any members thereof.
  - (i) To adopt a report.
  - (j) To authorise the sealing of documents.
  - (k) To amend a motion.
  - (l) To give leave to withdraw a resolution or an amendment.
  - (m) To extend the time limit for speeches.
  - (n) To exclude the public. (see Order 28 below.)
  - (o) To silence or eject from the meeting a member named for misconduct. (See Order 13:2. below.)
  - (p) To invite a member having an interest in the subject matter under debate to remain. (See Order 24:3. below.)
  - (q) To give the consent of the Council where such consent is required by these Standing Orders.
  - (r) To suspend any Standing Order. (See Order 33 below.)
  - (s) To adjourn the meeting.

# QUESTIONS

## 10.1 Members' Questions

- (a) A member may ask the Chairman/woman 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.
- (b) No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- (c) Every question shall be put and answered without discussion.
- (d) A person to whom a question has been put may decline to answer.

## 10.2 Public Question time

- (a) Any elector within the parish may put a question to the meeting about a matter for which the Council has a responsibility or which affects the parish.
- (b) An elector seeking a response to a question at the meeting must give the clerk notice of the question at least 5 clear days before the meeting.
- (c) Questions will not be received by the Council which are in furtherance of a person's individual circumstances or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister.
- (d) A question will not be received by the Council where the issue it concerns has been the subject of a decision of the Council in the last 6 months.
- (e) An elector putting a question may speak for no more than one minute.
- (f) A maximum of 15 minutes will be allowed for public questions.
- (g) No discussion shall take place on any question put. Where practical, the Chair may respond to the question or indicate that a written response will be made.
- (h) Where notice of a question has been given, a reply may be given orally at the meeting by the Chair or person nominated by the Chair, or a written reply given to the elector.

# RULES OF DEBATE

## 11. Rules of Debate for West Bletchley Council

1. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman/woman.
2. (a) a resolution or amendment shall not be discussed unless it has been properly proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman/woman, be reduced to writing and handed to him before it is further discussed or put to the meeting.
- (b) A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his right to speak until a later period of the debate.
- (c) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order, and no other subject.
- (d) No speech by a mover of a resolution shall exceed 5 (five) minutes, and no other speech shall exceed 4 (four) minutes except by consent of the Council.
- (e) An amendment shall be either: -
  - (i) To leave out words.
  - (ii) To leave out words and insert or add others.
  - (iii) To insert or add words.
- (f) An amendment shall not have the effect of negating the resolution before the Council.
- (g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- (h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- (i) The mover of a resolution or of an amendment shall have a right of reply, not exceeding 4 (four) minutes.
- (j) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- (k) A member may rise to make a point of order or of personal explanation. A member rising for these purposes shall be heard forthwith. He/she shall

confine a personal explanation to some material part of a former speech, which may have been misunderstood.

- (l) 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.
  - (m) When a resolution is under debate no other resolution shall be moved except the following: -
    - (i) To amend the resolution.
    - (ii) To proceed to the next business.
    - (iii) To adjourn the debate.
    - (iv) That the question be now put.
    - (v) That a member named be not further heard.
    - (vi) That a member named leaves the meeting.
    - (vii) That the resolution be referred to a committee.
    - (viii) To exclude the public and press.
    - (ix) To adjourn the meeting.
3. Members shall address the Chairman/woman.
- (a) The ruling of the Chairman/woman on a point of order or on the admissibility of a personal explanation shall not be discussed.
  - (b) If two or more members request to speak, the Chairman/woman shall call upon one of them to speak and the others shall be called to speak next.
  - (c) Whenever the Chairman/woman speaks during a debate all other members shall remain silent.

## **CLOSURE**

### **12. Closure debate**

1. 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/woman shall put the motion but, in the case of a motion **“that the question now be put”**, only if he/she 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;

(**Note.** Where a meeting is adjourned the subsequent proceedings are part of the original meeting and no new notices or agendas need to be issued except a notification to members not present of the date of the continuation of the meeting).

## **DISORDERLY CONDUCT**

### **13. Disorderly conduct at meetings**

1. No member shall at a meeting persistently disregard the ruling of the Chairman/woman, willfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt, ridicule or disrepute.
2. If, in the opinion of the Chairman/woman, a member has broken the provisions of paragraph (1) of this Order, the Chairman/woman 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.
3. If either of the motions mentioned in paragraph (2 above) is disobeyed, the Chairman/woman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

## **RIGHT OF REPLY**

### **14. Members right of Reply**

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 new matter.  
  
After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

## **ALTERATION OF RESOLUTION**

### **15. Members right to amend or alter his/her own Resolution**

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

## **RESCISSION OF PREVIOUS RESOLUTION**

### **16. Members rights to move Resession of Previous Motions**

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 6 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
2. When a special resolution or any other resolution moved under the provisions of paragraph (1) of this Order has been disposed of, no similar resolution may be moved within a further six months.

## **VOTING ON APPOINTMENTS**

### **17. Voting for members on Appointments**

1. Where more than two persons have been nominated for any position to be filled by the Council (i.e. outside bodies) 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.

## **DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL**

### **18. Matters Relating to Employee Confidentially**

1. 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 public shall be excluded.

**(See Standing Order No. 28. and 29 apply.)**

## **SEALING OF DOCUMENTS**

### **19. Employment of the West Bletchley Council Seal**

1. This Council requires that the sealing of documents is undertaken where necessary

The Council's Common Seal shall alone be used for sealing documents.

It shall be applied by the proper officer in the presence of two appointed members who shall sign the document as witnesses.

**NB. Any two members of the Council named in a resolution moved under the provisions of paragraph (1.) above of this Order may seal, on behalf of the Council, any document required by law to be issued under seal.**

\*These two alternatives are mutually exclusive. A Council with a seal must delete the second. A Council without must delete the first.

## **COMMITTEES AND SUB-COMMITTEES**

### **20. Committees and Sub-Committees of West Bletchley Council**

1. The Council may at its Annual Meeting appoint standing committees and 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 16 above at any time dissolve or alter the membership of a committee.
2. The Chairman/woman and Vice-Chairman/woman ex officio shall be members of every committee but will not be counted in the quorum of the committee and will not have voting rights.
3. Every committee shall at its first meeting before proceeding to any other business, elect a Chairman/woman and may elect a Vice-Chairman/woman who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year..
4. The Chairman/woman of a committee or the Chairman/woman of the Council may summon an additional meeting of that committee at any time.
  - (a) An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members, (or 3 three whichever is the greater) 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.
5. Every committee may appoint sub-committees for purposes to be specified by the committee.

6. The Chairman/woman and/or Vice-Chairman/woman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
7. 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 or 2 (two) members, whichever is the greater. For the quorum of a Formally Constituted Committee, see Standing Order 5(b).
8. The Standing Orders on rules of debate (except 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.

## **ADVISORY COMMITTEES**

### **21. Advisory Committees to West Bletchley Council**

1. If desired by West Bletchley Council advisory committees may be established from time to time.
2. If such an Advisory Committee is desired this Committee may only be established either through a resolution to Full Council, or in the case of extreme urgency through the relevant Formally Constituted Committee, of this council,
3. In the event of an Advisory Committee being established, its terms of reference will be stated in the resolution requesting its establishment.
4. At the time of establishment of such a Committee the name, and number of members, and or other bodies to be invited to nominate members shall be clearly stated and resolved.
5. Upon completion of 4. above, the Clerk shall inform, in writing, the members of each advisory committee of the terms of reference of the committee.
6. An advisory committee may make recommendations and give notice thereof to the Council or the relevant council Committee.
7. An advisory committee may consist wholly of persons who are not members of the Council.
8. The West Bletchley Council's Standing Orders and all relevant rulings on debate and conduct shall apply to any such Advisory Committee so established.

## **VOTING IN COMMITTEES**

### **22. Voting by Members of West Bletchley Council**

1. Members of committees and sub-committees entitled to vote shall vote by show of hands, or,
  - (a) if at least two members so request, by signed ballot.
2. **Chairmen/women of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

## **PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS**

### **23. Non-Voting Members at Committees**

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

## **INTERESTS**

### **24. Members Voting Interests**

1. If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 28 February 2002 then he/she shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.
2. If a member who has declared a personal interest then considers the interest to be prejudicial, he/she must withdraw from the room or chamber during consideration of the item to which the interest relates.
3. The Clerk may be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.
4. If a candidate for any appointment under the Council is to his/her knowledge related to any member of, or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed

without notice. The Clerk shall report to the council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed Standing Order 24.1, 24.2 and 24.3 shall apply as appropriate.

5. The Clerk shall make known the purpose of Standing Order 24.4 to every candidate.

## **CANVASSING OF AND RECOMMENDATIONS BY MEMBERS**

### **25. Canvassing for Appointments**

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 purport of this sub-paragraph of this Standing Order to every candidate.
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.
3. Standing Orders Nos. 28:7 and 29:1. & 2. above, shall apply to tenders as if the person making the tender were a candidate for an appointment.

## **INSPECTION OF DOCUMENTS**

### **26. The Ability/Right to Inspect Documents**

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.
2. **All Minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**

## **UNAUTHORISED ACTIVITIES**

### **27. The Limitation of Ability of Members and Officers**

1. No member of the Council or of any committee or subcommittee 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.

## **ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS**

### **28. Terms of Public Attendance at Council Meetings.**

1. **The public shall be admitted to all meetings of the Council and its committees and sub-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 considered in the public interest that the public be temporarily excluded and they are instructed to withdraw.”***

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

2. At all meetings of the Council the Chairman may at his discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.
3. **The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.**
4. If a member of the public interrupts the proceedings at any meeting, the chairman/woman may, after warning, order that he be removed from the Council Chamber.

## **CONFIDENTIAL BUSINESS**

### **29. Members and Officers Responsibilities on Confidential Matters of the West Bletchley Council.**

1. No member of the Council or of any committee or subcommittee 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 maybe.
2. Any member in breach of the provisions of paragraph (1 above) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

## **LIAISON WITH COUNTY AND DISTRICT COUNCILLORS**

### **30. Requests for Formal Meetings with Other Authority Councillors.**

1. A notice of meeting shall be sent together with an invitation to attend to the Unitary Authority Councillor or Councillors for the district or ward.
2. Unless the Council otherwise orders, a copy of each letter ordered to be sent to the Unitary Council shall be transmitted to the Councillor for the division or the ward as the case may require.

## **PLANNING APPLICATIONS**

### **31. Consultation on Planning Applications**

1. The Clerk shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:-
  - (i) the date on which it was received;
  - (ii) the name of the applicant;
  - (iii) the place to which it relates;
  - (iv) a summary of the nature of the application.
2. The Clerk shall refer every planning application to the Chairman/woman of the Planning Committee or in the Chairman/woman's absence to the Vice-Chairman/woman within 48 hours of receiving it.

## **CODE OF CONDUCT ON COMPLAINTS**

### **32. Code of Conduct to be Operated by West Bletchley Council.**

1. 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 Standards Board for consideration.

## **VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS**

### **33. Procedures whereby these Standing Orders maybe Changed or Suspended.**

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.
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.

## **STANDING ORDERS TO BE GIVEN TO MEMBERS**

### **34. Issuing of West Bletchley Council's Standing Orders.**

1. A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him/her of the member's declaration of acceptance of office.

### **35. Financial Regulations and Contracts**

1. The Council will make regulations for the conduct of its financial affairs **and for the letting of contracts** and such regulations shall form part of these standing orders.

**-:ENDS:-**