

CIRENCESTER TOWN COUNCIL

STANDING ORDERS

MEETINGS OF THE COUNCIL

1. The Council shall in every year hold an Annual Meeting and at least three other meetings for the transaction of general business.
2. **The Statutory Annual Meeting shall be held: -**
 - a) **In an election year within 14 days after the day of the election.**
 - b) **In a year which is not an election year, on the second Tuesday of May.**
3. **The schedule of meetings to be held throughout each municipal year will be decided at the January Meeting of the Council and may be varied subsequently by resolution of the Council.**
4. **The Mayor may call a meeting of the Council at any time.**
5. **If the Mayor refuses to call a meeting of the Council after a requisition for that purpose signed by two members of the Council has been presented to the Mayor, or if without so refusing the Mayor does not call a meeting within seven days after such requisition has been presented, the two members may forthwith call a meeting of the Council.**
6. At least five clear days¹ before a meeting of the Council: -
 - a) Notice of the time and place of the intended meeting shall be made available at the Town Council's Customer Information Point and will be displayed on the Town's Notice Boards and website.
 - b) When a meeting is called by members of the Council following the refusal or failure of the Mayor so to do, the notice shall be signed by those members and shall specify the business proposed to be transacted.
7. A summons to attend meetings, specifying the business proposed to be transacted, shall be signed by the Chief Executive Officer of the Council and delivered to every member of the Council. If the served summons is not received by any member of the Council this shall not affect the validity of a meeting.

APOLOGIES

8. Subject to exceptional circumstances, apologies for absence must be received before 4pm on the day of the Meeting of Council and prior to the start time of all other meetings; along with the reason for absence.

CHAIRMAN OF MEETING

9.
 - a) **The Mayor, if present, shall preside and if absent, the Deputy Mayor. If both are absent, the members shall choose a Councillor to Chair the meeting.**
 - b) **The person presiding at the meeting may exercise all the powers and duties of the Mayor in relation to the conduct of the meeting.**

¹ I.e. including Saturday and Sunday

PROPER OFFICER

10. Where a statute, regulation or order confers functions or duties on the proper officer of the Council that officer shall be the Chief Executive Officer (for civic purposes the title being Town Clerk) including: -
- a) To receive declarations of acceptance of office and the register of interests forms.
 - b) To receive and record disclosures of personal and prejudicial interests at meetings.
 - c) To sign notices or other documents on behalf of the Council.
 - d) To receive copies of byelaws made by another local authority.
 - e) To certify copies of byelaws made by the Council.
 - f) To sign and issue summons to attend meetings of the Council.
 - g) To keep proper records for all Council meetings.

DELEGATION OF URGENT AND ROUTINE MATTERS

11. a) The Chief Executive Officer has delegated authority to act in respect of any function of the Council on a matter which requires urgent attention and for whatever reason needs to be determined on behalf of the Council prior to the next available meeting. This authority is only to be exercised in consultation with the Mayor and/or Deputy Mayor and one other member of the Corporate Group.
- b) The Chief Executive Officer has delegated authority to act in respect of any function of a Committee or Sub-Committee on a matter which requires urgent attention and for whatever reason needs to be determined on behalf of the Council prior to the next available meeting. This authority is only to be exercised in consultation with the Mayor and/or Deputy Mayor and the Chairman and/or Vice-Chairman of the respective Committee or Sub-Committee.
- c) Each matter dealt with under this authority is to be reported for information to the next available meeting of Council, the Committee or Sub-Committee.
- d) The authority within this Standing Order is subject to the following exceptions: -
- i) Nothing contrary to agreed Council policy;
 - ii) Issuing a precept;
 - iii) Determining borrowing limits;
 - iv) Approving a lottery scheme;
 - v) Considering an Auditor's report.

QUORUM

12. a) One third of the total membership of the Council shall constitute a quorum at meetings of the Council.
- b) The quorum of a Committee, Sub-Committee or Group shall not be less than three of its members or one third, whichever the greater.

- c) In the absence of a quorum the meeting shall be adjourned and the business to be considered deferred to the next meeting or on such other day as may be determined.

VOTING

- 13. Members shall vote by a clear show of hands, or if at least two members so request, by a ballot.
- 14. **If a member so requires, at any point during a debate and prior to a vote, the Chief Executive Officer shall record the names of the members who voted on any question so as to show whether they voted for, against, or abstained.**
- 15.
 - a) **Subject to b) and c) below, the presiding Chairman may vote on any matter put to the vote.**
 - b) **Subject to c) below, the presiding Chairman may not vote in the election of the Chairman on any occasion when he himself will immediately, after such election, retire from the Council.**
 - c) **In the case of an equality of votes, the Chairman may give a casting vote, however, a casting vote must be given in an election for Mayor.**

ORDER OF BUSINESS

In an election year, Councillors should 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 declaration, before the Annual Meeting commences. Furthermore, Councillors will make such further declarations and notifications as may be required by the Code of Conduct during their term of office.

- 16. At each Annual Meeting the first business shall be: -
 - a) **To elect the Mayor**
When the Mayor has been elected at the Annual Meeting of the Council, he shall serve for a period of one year and shall be eligible² for re-election in the next following year. The Mayor shall not serve for more than two consecutive years.
 - b) To receive the Mayor's declaration of acceptance of Office.
 - c) To elect a Deputy Mayor.

When the Deputy Mayor has been elected at the Annual Meeting of the Council, he shall serve for a period of one year and shall be eligible for re-election in the next following year.
 - d) To appoint members to the Council's standing committees and groups.
 - e) To appoint members to 'task and finish' groups.
 - f) To appoint the Council's representatives on other organisations.

² This eligibility is subject to re-election to the Town Council in an election year.

17. **At every other meeting other than the Annual Meeting, the first business shall be to appoint a Chairman if the Mayor and Deputy Mayor 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.**
18. After the first business of any meeting has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-
- a) To receive, consider and approve the Minutes.
 - b) To sign, by the presiding Chairman, the Minutes as a correct record.**
 - c) To deal with business expressly required by statute to be done.**
 - d) To receive such communications as the presiding Chairman may wish to lay before the Council.
 - e) To receive questions from the public and members of the Council (Standing Orders 28 and 68 refer).
 - f) To dispose of any business remaining from the last meeting.
 - g) To consider motions or recommendations in the order in which they have been notified.
 - h) To receive and consider reports and minutes of committees and groups.
 - i) To receive and consider reports from officers of the Council.
 - j) Other business only as specified in the summons.
19. A motion to vary the order of business on the ground of urgency or expediency may be proposed by the Mayor/Presiding Chairman or any member and put to the vote; if proposed by the Chairman, the matter may be put to the vote without being seconded.

RESOLUTIONS MOVED ON NOTICE

20. Except as provided by these Standing Orders, no resolution may be moved unless the mover has given notice in writing of its terms and has delivered the notice to the Chief Executive Officer not later than Monday in the week preceding the next meeting of the Council.
21. The Chief Executive Officer shall date every notice of motion or recommendation when received by him, 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.
22. The Chief Executive Officer 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 the meeting that he withdraws it.
23. If a resolution or recommendation specified in the summons be not moved, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.

24. 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 committees 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.
25. Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.

RESOLUTIONS MOVED WITHOUT NOTICE

26. 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 the debate in order that a vote may be taken on the matter under consideration (subject to Standing Order 35).
 - g) To adjourn the debate.
 - h) To refer a matter to a committee.
 - i) To appoint a committee or any members thereof.
 - j) To adopt a report.
 - k) To authorise or ratify the sealing of documents.
 - l) To amend a motion.
 - m) To give leave to withdraw a motion or an amendment.
 - n) To extend the time limit for speeches.
 - o) To consider otherwise than in committee a question affecting an employee of the Council.

(The two following resolutions are governed by Standing Order 68 on the admission of public to meetings)

- p) To exclude the press.
- q) To exclude the public.

(The next resolution is governed by Standing Orders 36 and 69 on Disorderly Conduct and Disturbance)

- r) To silence or eject from the meeting a member named for misconduct.
- s) To silence or eject from the meeting a member of the public who shall behave in a disorderly way.

(The next resolution is governed by the Standing Order on members interested in contracts and other matters)

- t) To invite a member having an interest in the subject matter under debate to remain.
- u) To give the consent of the Council where such consent is required by these Standing Orders.
- v) To suspend any Standing Order.

QUESTIONS

- 27. A member may ask the Mayor/Presiding Chairman any question concerning the business of the Council.
- 28. A member with or without notice, may ask the Chairman of a Committee any question upon the proceedings of the Committee, then before the Council, subject to the question being put before the Council's consideration of those proceedings is finished.
- 29. Every question shall be put and answered without discussion.
- 30. A person to whom a question has been put may decline to answer but shall present a written response to the question within seven days of the meeting unless such response would be prejudicial to the Council.

RULES OF DEBATE

- 31. No discussion shall take place upon the Minutes except as to their accuracy.

Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.
- 32.
 - a) A resolution or amendment shall not be discussed unless it has been proposed and seconded and, unless proper notice has already been given, it shall, if required by the Chairman, 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 speech 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.
 - d) No speech shall exceed five 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 motion 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.
 - j) A member, other than the mover of a resolution or of an amendment, 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 the closure and except further that the mover of a resolution may speak on the debate or an amendment to support or to reject the amendment.
 - k) A member may rise to make a point of order or a personal explanation. A personal explanation shall be confined to some material part of a former speech by him, which may have been misunderstood. A member rising for these purposes shall be heard forthwith.
 - l) A motion or amendment may be withdrawn by the proposer with the unanimous 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 do leave the meeting.
 - vii) That the resolution be referred to a committee.
 - viii) To exclude the public or the press or both.
 - ix) To adjourn the meeting.
33. At Council Meetings a member shall stand when speaking unless permitted by the Chairman to sit on account of infirmity.
34. a) The ruling of the presiding Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- b) Members shall address the presiding Chairman.
- c) If two or more members rise, the presiding Chairman shall call upon one of them to speak and the others shall resume their seats.
- d) Whenever the Chairman rises during the debate, all other members shall be seated and silent.

CLOSURE

35. 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 and if the Chairman is of the opinion that the question before the Council has been sufficiently debated (but not otherwise) he shall forthwith put the motion. 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.

DISORDERLY CONDUCT

36. a) All members must observe the current Code of Conduct, a copy of which is annexed to these Standing Orders.
- b) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
- c) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (b) of this order, 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.

RIGHT TO REPLY

37. a) 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.
- b) If a member is named in a debate that member shall have a right of reply immediately before any other matter is discussed.

ALTERATION OF RESOLUTION

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

RESCISSION OF PREVIOUS RESOLUTION

39. a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special resolution, the written notice whereof bears the names of at least ten members of the Council.
- b) When a special resolution has been disposed of, no similar resolution may be moved within a further six months.
- c) This Standing Order shall not apply to resolutions moved in pursuance of the report or recommendations of a Committee.

NOMINATIONS FOR MAYOR AND DEPUTY MAYOR

40. All nominations for Mayor or Deputy Mayor must be communicated in writing to the Chief Executive Officer by 12 Noon on the Friday preceding the meeting at which the vote is to be conducted. Such nomination is to identify the willingness by way of signature of the nominated person to stand for the position and the signature of the person nominating them, plus the signature of a seconder.

VOTING ON APPOINTMENTS

41. 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.

RESOLUTIONS ON EXPENDITURE

42. Motions relating to an increase in Council expenditure or the reduction of revenue at the disposal of the Council, unless recommended by the Finance Committee and supported by a report shall, when proposed and seconded, stand adjourned without discussion until such time as the Committee affected by it and the Finance Committee has reported on the matter.

EXPENDITURE

43. The resolution of Council to accept the recommendations of the Finance Committee in structuring the budget shall be deemed by implication to constitute authority for the payments of money by the Town Council in pursuance of its ordinary business. Exceptional items of expenditure will require the resolution of Council.

SEALING OF DOCUMENTS

44. a) The Council's Common Seal shall be used for sealing documents where required by statute.

It shall be applied by the Chief Executive Officer (or in his absence the Deputy Chief Executive Officer) in the presence of the Mayor (or in his absence the Deputy Mayor) who shall in addition sign the document as a witness.

- b) Authority to seal a document on behalf of the Council shall be deemed to have been authorised by resolution when the matter being the subject of the deed has previously been approved by Council. In such circumstances, the Mayor and the Chief Executive Officer will be deemed to be acting with the full authority of the Council provided that a schedule of all documents so sealed be produced at the next available Council Meeting.

COMMITTEES, SUB-COMMITTEES AND GROUPS

45. The Council may at the Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary and subject to any statutory provision:-

- a) Shall provide terms of reference.
- b) Shall not appoint any member of a Committee so as to hold office later than the next Annual Meeting, and
- c) May at any time dissolve or alter the membership of a Committee.

46. For the purposes of electing or appointing a Committee Chairman and Vice Chairman, the procedure shall be as identified in Standing Order No. 41.

47. The Chairman of a Committee may summon a special meeting of that Committee at any time. A special meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the Committee delivered to the Chief Executive Officer. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

48. Every Committee may appoint sub-committees for purposes to be specified by the Committee.

49. In the event of a task and finish group being formed by way of resolution of a Committee, Sub-Committee or Group the terms of reference of such a group shall be clearly defined within the resolution, the tasks to be identified by reference to timescale and an end date to review the work.
50. The Standing Orders on rules of debate and the Standing Order on interests of members in contracts and other matters shall apply to Committee and sub-committee meetings insofar as they are appropriate.

ADVISORY GROUPS

51.
 - a) Advisory Groups, their composition and terms of reference may be formed by the Council when necessary and may include non-members who have relevant knowledge, experience or expertise.
 - b) The Chief Executive Officer shall inform the members of each advisory group and make available to all members of the Council a copy of the terms of reference.
 - c) An advisory group may make recommendations and give notice thereof to the Council.

VOTING IN COMMITTEES

52. Members of committees, sub-committees and groups shall vote by a clear show of hands.
53. **Chairmen of committees, sub-committees and groups shall have a second or casting vote.**

PRESENCE OF NON-MEMBERS OF COMMITTEES, SUB-COMMITTEES AND GROUPS AT MEETINGS

54. A member who has proposed a motion, which has been referred to any committee, sub-committee or group of which he is not a member, may explain his motion to the committee, sub-committee or group but shall not vote.
55. Any Council member shall, unless the Council otherwise orders, be entitled to be present as an observer at the meetings of any committee, sub-committee or group of which he is not a member and may be invited to speak at the discretion of the Chairman.

ACCOUNTS AND FINANCIAL STATEMENT

56.
 - 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 and urgency by the appropriate officer. In the absence of the appropriate officer, payment shall be authorised by the committee, having charge of the business to which it relates or by the Mayor or Deputy Mayor of the Council.
 - b) All authorised payments shall be brought to Council for approval.
57. The Chief Executive Officer shall supply to each member at the first ordinary meeting after the end of the Financial Year, a statement of receipts and payments.
58. Any committee desiring to incur expenditure to be defrayed out of Council Tax shall, not later than October, give to the Chief Executive Officer a written estimate of the expenditure recommended for the coming year and such estimate shall be submitted to the Finance Committee prior to the Council determining the budget for that coming year.

INTERESTS

59. If any member has a personal or prejudicial interest as defined by the Code of Conduct appended to these Standing Orders then they shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.
60. If any member who has at first declared a personal interest then considers the interest to be prejudicial, they must withdraw from the room during consideration of the item to which the interest relates.
61. The Chief Executive Officer shall hold a register of member's interests as required by statute along with a record of all personal and prejudicial interests declared by member's at Council, Committee, Sub-Committee or Group meetings.
- 62. The Chief Executive Officer shall record in a book to be kept for the purpose, particulars of any notice given by any member or any officer of the council of an interest in a contract and the book shall be open during reasonable hours of the day for the inspection of any member.**
63. a) 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 Chief Executive Officer.
- b) A candidate who fails so to do shall be disqualified for such appointment and if appointed, may be dismissed without notice.
- c) The Chief Executive Officer shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed, the Standing Orders on interests of members in contracts and other matters shall apply.
- d) The Chief Executive Officer shall make known the requirement of this Standing Order to every candidate.

CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

64. a) Canvassing³ of members of any committee, directly or indirectly, for any appointment under the Council, shall disqualify the candidate for such appointment. The Chief Executive Officer shall make known the requirement of this sub-paragraph of this Standing Order to every candidate.
- b) A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion, but nevertheless, a member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
65. Standing Order No. 63 shall apply to tenders as if the person making the tender were a candidate for an appointment.

³ This Standing Order does not relate to the appointments of Mayor, Deputy Mayor or Chairmanship of Committees, Sub-Committees or Groups.

INSPECTION OF DOCUMENTS

66. a) A member may, for the purpose of his duty (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.
- b) **All Minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**
- c) The Minutes of the Council are available on the Town Council's website www.cirencester.gov.uk and at the Customer Information Point at Dyer House, Dyer Street for any member of the public to view. Photocopies can be made available on request and may be the subject of an appropriate fee.
- d) In all cases, a member or member of the public wishing to inspect or take copies of any document under the control of the Council may do so on request identifying the documents in question. Photocopies can be made available on request and may be the subject of an appropriate fee.

UNAUTHORISED ACTIVITIES

67. No member of the Council or of any committee, sub-committee or group shall in the name of or on behalf of the Council: -
- a) Inspect any lands or premises which the Council has a right of duty to inspect; or
- b) Issue orders, instructions or direction unless authorised to do so.

PUBLIC PARTICIPATION AND THE ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

68. a) **The Public and press shall be admitted to all meetings of the Council and its committees, and sub-committees, which may, however, temporarily exclude** the public and press by means of the following resolution:
- That in the view of the 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.
- b) The reason for exclusion shall be stated clearly, as listed below:
- i) Personnel (e.g. the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council);
- ii) Litigation;
- iii) Contractual.
- c) In the event of a decision being made, when the public and press are excluded, that decision shall be made known in public session.
- d) If a member of the public wishes to speak at a meeting, or would like to submit correspondence they are asked to notify the Chief Executive Officer in advance of the meeting and no later than 5 p.m. on the day before the meeting. For the purpose of public speaking, a member of the public is defined as someone who is included on the electoral register for the town of Cirencester and those who are excluded from the register by age and who reside in the town.

- e) At meetings of the Council and its Committees the Mayor or presiding Chairman shall adjourn the meeting so as to allow members of the public to speak in relation to any business being transacted. If a member of the public wishes to speak on a matter which is not included on the agenda for that meeting, this will be at the discretion of the Mayor or presiding Chairman; subject to notice being given as at Standing Order 68 d).
- f) A maximum of 3 minutes is allowed per person to speak and the total length of time afforded for public participation at each meeting shall be no more than 15 minutes, subject to the extension of this time, in exceptional circumstances, being agreed by the Mayor or presiding Chairman.
- g) Correspondence received on a matter before Council or a Committee will be considered; correspondence which does not relate to an agenda item will be tabled for information and will not be the subject of discussion.
- h) The press shall be afforded reasonable facilities for the taking of their report of proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the approval of the Council.

DISTURBANCE BY MEMBERS OF THE PUBLIC AT MEETINGS

- 69. If a member or members of the public interrupt proceedings at any meeting, the Mayor or presiding Chairman may, after warning, order that they be removed from the meeting and may immediately adjourn proceedings for such period as is necessary to restore order, including the adjournment to such other date as convenient.

CONFIDENTIAL BUSINESS

- 70. No member of the Council or committee, sub-committee or group shall disclose to any person not a member of the Council any business declared to be confidential by the Council, committee, sub-committee or group.

LIAISON WITH COUNTY AND DISTRICT COUNCILLORS

- 71. The agenda for respective Council, Committee and Sub-Committee Meetings will be sent, together with an invitation to attend, to the town's County Councillors, to the District Council and District Councillors for the wards of Cirencester.
- 72. Unless the Council directs otherwise, a copy of each letter authorised to be sent to the County or District Council shall be transmitted to the respective County Councillor(s) or District Councillor(s).

CONTRACTS

- 73. a) Where it is intended to enter into a contract exceeding £20,000 but not exceeding £50,000 in value for the supply of goods or materials or for the execution of works, the Chief Executive Officer shall give at least three weeks public notice of such intention in the same manner as public notice of meetings of the Council is given.

Where the value of the intended contract exceeds £50,000, similar notice shall be given in addition to all firms included in the appropriate standing approved list of contractors maintained by the District Council, or if no such list is maintained, then in such newspapers circulating in the district as the Council shall direct.

- b) Notice of a contract exceeding £50,000 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.
- c) Tenders shall be opened by the Chief Executive Officer or other person to whom tenders are required to be addressed in the presence of the Mayor and a member of the Council or staff as an independent witness, on the date specified pursuant to paragraph b) of this Order or on the next working day as the case may be and shall be reported by the person who opened them to the Council or, where the tenders have been sought by a committee or sub-committee, to that committee or sub-committee.
- d) Neither the Council nor any committee, sub-committee is bound to accept the lowest tender but in the event that the Council decides not to accept the lowest tender the Council shall set out its reasons for its decision.
- e) If no tenders are received or if all the tenders are identical, the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.
- f) A notice issued under this Standing Order shall contain a statement of the effect of Standing Orders Nos. 63, 64 and 65.

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- 74. Any part of the Standing Orders, except those printed in bold type, may be suspended by resolution in relation to any specific item of business.
- 75. A motion permanently to vary or revoke a Standing Order shall when proposed or seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

DISTRIBUTION OF STANDING ORDERS

- 76. A printed copy of these Standing Orders shall be given to each member by the Chief Executive Officer upon delivery to him of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct as adopted by the Council. A copy of these Orders are also available on the Town Council's website www.cirencester.gov.uk and at the Customer Information Point, Dyer House, Dyer Street. Photocopies can be made available on request and may be the subject of an appropriate fee.

TERMS OF REFERENCE AND MEMBERSHIP ARRANGEMENTS FOR COMMITTEES AND GROUPS⁴

FINANCE COMMITTEE (15 MEMBERS)

- a) Financial administration, including the preparation of estimates and the Council's precept for recommendation to Council, the management and use of capital assets and overseeing the expenditure and receipt of monies throughout the year.
- b) Administration of the Council's grants budget.
- c) Risk Management.
- d) Annual Review of the Systems of Internal Control.
- e) Internal and External Audit arrangements.
- f) Advisory role relating to the development, sale or purchase of Council owned land.
- g) To prepare and update a 5 year Medium Term Financial Plan linked to the Council's Purpose Statement.

INTERNAL AUDIT AND RISK MANAGEMENT GROUP (5 MEMBERS)

- a) To undertake the annual review of the effectiveness of internal systems of control.
- b) To prepare and oversee the internal audit review programme.
- c) To ensure the effectiveness of the risk management framework and review as and when appropriate the risk management schedule.
- d) To report recommendations associated with the remit of the Group to the Finance Committee.

CLIMATE CHANGE AND SUSTAINABILITY GROUP (5 MEMBERS)

- a) To advise the Council on matters relating to climate change and sustainability.
- b) To oversee projects and initiatives relating to climate change and sustainability.

PLANNING COMMITTEE (7 MEMBERS)

- a) Delegated authority from Council to consider and respond to planning, street naming, licensing, street trading and all other related applications within the remit of this Committee; all of which to be retained in the Customer Information Point and circulated to all members of the Council.
- b) To consider matters affecting the development of the Town, including the Local Development Framework.
- c) Street Naming.

⁴ All members of the Council are invited to attend meetings of Committees, Sub-Committees and Groups on which they do not serve, and be invited to speak at the discretion of the respective Chairman.

- d) Licensing.
- e) Tree Preservation Orders.
- f) Conservation.
- g) Enforcement.
- h) Traffic, Highways and Transport issues.

PROJECT GROUP (6 MEMBERS)

- a) Delegated authority from Council to approve routine consents for activities taking place on Council property and, where appropriate, to agree a fee.
- b) To oversee the management of the Council's parks and recreation areas, allotments and other open and green spaces.
- c) To oversee Council led projects and contracts including the project management and delivery of the Community Plan 'Our Future Cirencester'.
- d) To consider environment issues, in and affecting the Town, such as litter, grass verges, pavements, recycling, footpaths and other similar matters.
- e) Delegated authority to approve expenditure, within budget, for improvements to the environment, including the upgrade/replacement of street furniture.

CORPORATE GROUP

- a) **The membership of the Corporate Group shall consist of the Mayor, Deputy Mayor, Chairman of Finance Committee, Vice-Chairman of Finance Committee, Chairman of the Project Group and Chairman of the Personnel Group.**
- b) **The Chairman of the Corporate Group shall be the Mayor.**
- c) **The Vice-Chairman of the Corporate Group shall be the Deputy Mayor.**
- d) The Corporate Group is responsible for advising Council on administrative, strategic and policy matters, including the Council's Purpose Statement.
- e) To operate delegated authority from Council in approving expenditure on items included in the annual budget up to £10,000 and emergency expenditure on items NOT included in the annual budget up to £2,000.
- f) To carry out the Chief Executive Officer's Annual Appraisal and report to Council.
- g) To annually review Standing Orders of the Council.
- h) Member Training and Support.
- i) To consider any matter of concern/complaint relating to or reported by a member of the Council.
- j) To consider any other matter not within the remit of another Committee or Group.

PERSONNEL GROUP (5 MEMBERS)

- a) Personnel policies and procedures.
- b) Staff Appraisal, Training and Development.
- c) Job Evaluation and Appeals.
- d) Terms and Conditions of Employment.
- e) To consider any matter of concern/complaint relating to or reported by an employee of the Council.

WARD GROUPS (RESPECTIVE WARD MEMBERS)

Ward Groups shall be convened as and when required by the respective Ward Members, for each of the 5 Wards within Cirencester, the remit being:

- a) To award, within budget and under delegated authority from Council, Ward Grants to community projects which benefit the ward and that are within the power of the Council to fund, in accordance with guidance notes that may from time to time be issued on behalf of the Council by the Corporate Group.
- b) To consider with local residents the needs of the Ward and how those needs might be best met.
- c) To consider with local residents the facilities available within the Ward and to make suggestions for change/improvement
- d) To provide Council with an annual report relating to the Ward issues.

Adopted 13/05/08
(Amended 12/05/09)