



BRAMPTON PARISH COUNCIL

STANDING ORDERS

MEETINGS

- 1 a) Meetings of the Council shall be held at the Moot Hall at 7.30 p.m. 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
 - a) **in an election year shall be held on the Tuesday next following the fourth day after the ordinary day of elections to the Council, and**
 - b) **in a year which is not an election year shall be held on the last Tuesday in May.**
- 3 a) **The three other statutory meetings shall be held on the last Tuesday in the months of January, July and October.**
b) Seven (7) additional meetings shall be held on the last Tuesday in the months of February, March, April, June, September, November and December.

CHAIRMAN OF THE MEETING

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

PROPER OFFICER

- 5 Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he shall be the Clerk:-
 - a) to receive declarations of acceptance of office,
 - b) to receive and record notices disclosing interest 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 byelaws made by another authority,
 - f) to certify copies of byelaws made by the Council,
 - g) to sign and issue summonses to attend meetings of the Council,
 - h) to keep proper records for all Council meetings.

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

QUORUM

- 6 **Five (5) members shall constitute a quorum, but a motion to suspend Standing Orders shall not be moved without notice unless at least two-thirds of the members are present.**
- 7 If a quorum is not present when the Council meets or if during a meeting the number of councillors present and not debarred by reason of a declared interest falls below the quorum, the meeting shall be adjourned and the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.
- 8 For a quorum relating to a committee or sub-committee, please refer to Standing Order 48.

VOTING

- 9 Members shall vote by show of hands, or, if at least two members so request, by a signed ballot.
- 10 **If, before moving to the next business, 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.**
- 11 **(1) Subject to (2) and (3) below the Chairman 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 gave no original vote.**
- (2) If the person presiding at an 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 he may not give an original vote in an election for Chairman.**
- 3) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.**

ORDER OF BUSINESS

- 12 **At each Annual 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 school governors,
 - g) to appoint Committees, and representatives on other bodies,
 - h) to consider the payment of any subscriptions falling to be paid annually, and
 - 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 15.
- 13 **At every meeting other than the Annual 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 Undertakings 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.**
- 14 Subject to Standing Order 38, 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. (see Standing Order 38 below).
- 15 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 by the person presiding of the minutes 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) subject to Standing Orders 24 to 27 inclusive, to answer questions from Councillors and members of the public,

- f) to receive and consider reports and minutes of Committees,
- g) to receive and consider reports from officers of the Council,
- h) to authorise the signing of orders for payment,
- i) to authorise the sealing of documents,
- j) to consider resolutions or recommendations in the order in which they have been notified,
- k) to receive such communications as the person presiding may wish to lay before the Council,

Urgent Business

- 16 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.

RESOLUTIONS MOVED ON NOTICE

- 17 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 seven clear days before the next meeting of the Council.
- 18 The Clerk shall date every notice of resolution 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.
- 19 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.
- 20 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.
- 21 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.
- 22 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

- 23 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 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 press and public, (see Standing Order 64 below)
 - o) to silence or eject from the meeting a member named for misconduct, (see Standing Order 33)

below)

- p) to give the consent of the Council where such consent is required by these Standing Orders,
- q) to suspend any Standing Order, (see Standing Order 79 below),
- r) to adjourn the meeting.

QUESTIONS

- 24 A member may ask the Chairman or the Clerk any question concerning the business of the Council, provided 7 clear days notice of the question has been given to the person to whom it is addressed before the meeting begins, unless the question is of an urgent nature and has been agreed beforehand by the Chairman, or Vice-Chairman in the Chairman's absence.
- 25 No questions not connected with the business under discussion shall be asked except during the part of the meeting set aside for questions.
- 26 Every question shall be put and answered without discussion.
- 27 A person to whom a question has been put may decline to answer.

RULES OF DEBATE

- 28 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.
- 29
 - (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 by a mover of a resolution shall exceed five minutes, and no other speech shall exceed three 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 three 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 personal explanation. A member rising 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.
 - (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 do leave the meeting,
- (vii) that the resolution be referred to a Committee,
- (viii) to exclude the public and press, and
- (ix) to adjourn the meeting.

30 A member may stand when speaking.

- 31
- (a) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
 - (b) Members shall address the Chairman.
 - (c) If two or more members wish to speak, the Chairman shall decide upon which to call.
 - (d) Whenever the Chairman speaks during a debate, all other members shall be silent.

CLOSURE

32 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 a 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 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

- 33
- (a) **All members must observe the Code of Conduct which was adopted by the Council on 31st July, 2007 and which forms part of 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’s conduct is inconsistent with 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.
 - (d) **If a member has reasonable grounds for believing that another member is in breach of the Council’s Code of Conduct, he shall report that breach to the Standards Board.**
 - (e) If a motion passed in accordance with paragraph (c) above is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary for its enforcement.

RIGHT OF REPLY

34 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 MOTION

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

RESCISSION OF PREVIOUS RESOLUTION

- 36 (a) 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 a least five members of the Council, or by a resolution moved in pursuance of the report or recommendation of a Committee.
- (b) 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.

VOTING ON APPOINTMENTS

- 37 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 receiving the least number of votes shall be struck off the list and a fresh vote taken, and so on until an absolute majority of votes is given in favour of one person. Where it is not possible to strike the name of a nominee off the list because of an equality of votes, the name of the person to be struck off shall be decided by lot.

DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

- 38 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. 66)

RESOLUTIONS ON EXPENDITURE

- 39 Any resolution which is moved otherwise than in pursuance of a recommendation of the Committee responsible for financial matters or of another committee after recommendation by that Committee and 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 and the Committee responsible for financial matters shall report on the financial aspect of the matter.

EXPENDITURE

- 40 **Orders for the payment of money shall be authorised by resolution of the Council and signed by two members authorised on the bank mandate present at the meeting.**

SEALING OF DOCUMENTS

- 41 A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution of the Council. Any two members of the Council may seal on its behalf, any document required by law to be issued under seal.

COMMITTEES AND SUB-COMMITTEES

- 42 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 36 above at any time dissolve or alter the membership of a Committee.
- 43 The Chairman and Vice Chairman *ex officio* shall be voting members of every Committee.
- 44 Every Committee 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 programme of meetings for the year.

SPECIAL MEETINGS

- 45 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.

SUB COMMITTEES

- 46 Every Committee may appoint Sub-Committees for purposes to be specified by the Committee.
- 47 The Chairman and Vice Chairman of the Committee shall be members of every Sub-Committee appointed by it unless they signify that they do not wish to serve.
- 48 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.
- 49 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

- 50 1) The Council may create advisory committees, and shall specify their names, membership, terms of reference and the bodies with power to nominate members thereto.
- 2) The Clerk shall inform the members of each advisory committee of its terms of reference.
- 3) An advisory committee may make recommendations and give notice thereof to the Council.
- 4) An advisory committee may consist wholly of persons who are not members of the Council.

VOTING IN COMMITTEES

- 51 Members of Committees and Sub-Committees entitled to vote shall vote by show of hands, or, if at least two members so request by signed ballot.
- 52 **Chairmen 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

- 53 (a) 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.
- (b) Any Council member shall, unless the Council otherwise orders, be entitled to be present as a spectator at the meetings of any Committee or Sub-Committee of which he/she is not a member.

ACCOUNTS AND FINANCIAL STATEMENTS

- 54 (a) Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- (b) 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 officer. Such payment shall be authorised by the Committee, if any, having a charge of the business to which it relates, or by the proper officer for payments with the approval the Chairman and Vice Chairman of the Council.
- (c) All payments ratified under sub paragraph (b) of this Standing Order shall be separately included in the next schedule of payments laid before the Council.
- 55 The Responsible Financial Officer shall supply to each member as soon as practicable after the end of a financial year

- (a) a statement of receipts and payments for that financial year;
- (b) a financial statement prepared on an income and expenditure basis for that financial year;

The Statement of Accounts of the Council for that financial year (which is subject to external audit) shall be presented to the Council for formal approval before the end of July

ESTIMATES

- 56 (a) The Council shall approve written estimates for the coming financial year at its meeting in November.
- (c) Any Committee desiring to incur expenditure shall, not later than 31st October give the Clerk a written estimate of the expenditure recommended for the coming year.

INTERESTS

- 57 (a) **If any member has any personal or prejudicial interest, as defined by the Code of Conduct adopted by the Council on 31st July, 2007 he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.**
- (b) **Members must complete a Notice of Change of Personal Interest in respect of any changes in their interests within 28 days of the change taking place.**
- 58 **At all meetings of the council, the Chairman may permit members of the council who have a prejudicial interest in relation to any item to be transacted at the meeting to (a) make representations, (b) answer questions or (c) give evidence relating to the item, provided that members of the public have been permitted under SO 68 to attend the meeting for the same purpose.**
- 59 **The Clerk shall compile and hold a Register of Members' Interests (or a copy thereof) in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and as required by statute.**
- 60 If a candidate for any appointment under the Council is to his knowledge related to any member of or 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 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 the appropriate Committee any such disclosure. Where the relationship to a member is disclosed this Standing Order shall apply.

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

CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

- 61 (a) 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.
- (b) 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.
- 62 Standing Orders Nos. 60 and 61 shall apply to tenders as if the person making the tender were a candidate for appointment.

INSPECTION OF DOCUMENTS

- 63 A member may for the purpose of this 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.

- 64 **All minutes kept by the Council and by any Committee shall be open for the inspection of any member of the Council.**

UNAUTHORISED ACTIVITIES

- 65 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.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

- 66 **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 by means of the following resolution:**
- “that in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.”
- 67 The Council, committee or sub-committee shall state the special reason for exclusion.
- 68
- (a) At all meetings of the Council, the Chairman may, at his discretion and at a convenient time in the transaction of business, allow any member of the public to address the meeting in relation to the business to be transacted.
 - (b) Confidential business of the Council will normally be placed as final items of the agenda to facilitate the withdrawal of public and Press should this be required.
- 69 The Clerk shall afford to the press reasonable facilities for the taking of their reports of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.
- 70 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.

CONFIDENTIAL BUSINESS

- 71
- (a) No member of the Council nor of any Committee or Sub-Committee shall disclose to any person who is 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.
 - (b) Any member in breach of the provisions of paragraph (a) 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

- 72 Notice of every meeting of the Council and its Standing Committees together with an invitation to attend shall be sent to the County Councillor for the county division and to the District Councillor or Councillors for the district ward.
- 73 Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County or District Council shall be transmitted to the County Councillor for the division or to the District Councillors for the ward respectively.

PLANNING APPLICATIONS

- 74
- (a) 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 application.
- (b) The Clerk shall; notify every application to the Chairman of the Planning Committee or in the Chairman's absence to the Vice-Chairman within 48 hours of its receipt.
- (c) The Clerk shall have delegated powers for planning applications, when the LPA's and Tree applications deadline is prior to the next scheduled meeting of the Council, the Clerk is authorised to determine the Council's observations on uncontentious planning applications following consultation with the Chairman and members of the planning committee. "Uncontentious applications" shall be determined by the Clerk in consultation with the Chairman. The decision of the Clerk shall be reported to the next meeting of the Council.

FINANCIAL MATTERS

- 75 The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer.
- 76 Such regulations shall include detailed arrangements for *inter alia* :-
- (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 by him which shall be required at least annually;
 - (d) the financial reporting requirements to members and local electors;

STANDING ORDERS ON CONTRACTS

- 77 (a) Where it is intended to invite tenders for the supply of goods or materials or for the execution of works exceeding £1,000 but not £10,000 in value, the Clerk shall give at least three weeks public notice of such intention in the same manner that public notice of meetings of the Council is given.
- Where the value of the intended contract exceeds £10,000, similar notice shall be given in addition to all firms included in the appropriate standing approved list of contractors maintained by the Council.
- (b) Notice of a contract exceeding £10,000 shall state the general nature of the intended contract and state the name and address of the person to whom tenders are to be addressed and the last date by which those tenders should reach that person in the ordinary course of post.
 - (c) Tenders shall be opened by the Clerk, or other person to whom tenders are required to be addressed, on the date specified in the presence of the Chairman of the Council or Chairman of the appropriate Committee 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, or Sub-Committee is bound to accept the lowest tender.
 - (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. 60, 61 and 62.
 - (g) The Financial Regulations of the Council shall be subject to regular review, at least once every four years.

CODE OF CONDUCT ON COMPLAINTS

- 78 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 City Councils Standards Committee to determine whether the allegations should be referred to the Standards Board (England) for consideration, or that no action should be taken in respect of the allegations.

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- 79 Any or every part of the Standing Order except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.
- 80 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

- 81 A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the member's Declaration of Acceptance of Office or written undertaking to observe the Code of Conduct adopted by the Council.