

Minutes of a Meeting of the Town Council held at the Town Hall, Rye, on Monday 3 September 2018

PRESENT Councillors Sam Barnes, Mike Boyd (**Mayor**), Justin Erswell, Bernardine Fiddimore, Rebekah Gilbert (**Deputy Mayor**), Pat Hughes, Ray Prewer, Andi Rivett, Shaun Rogers, Andy Stuart

IN ATTENDANCE Richard Farhall - Town Clerk; Paul Goring – Town Sergeant; Jessica Neame – General Assistant; Louisa O’Shaughnessy – Heritage Centre Manager; East Sussex County Cllr Keith Glazier; Rother District Councillor Lord Amphill; John Minter – *Rye News*; 1 member of the public

The meeting commenced at 6.30pm.

56 PRAYERS

In the absence of the Mayor’s Chaplain, prayers were said by the Mayor.

57 APOLOGIES

Apologies for absence – and the reasons as lodged with the Clerk – were accepted from Cllrs John Breeds, Jonathan Breeds, Cheryl Creaser, Charlie Harkness, Jo Kirkham and Ian Potter.

The Clerk advised that Cllr Stevens and the Mayor’s Chaplain were unable to be present.

58 CODE OF CONDUCT

There were no disclosures of interest nor requests for dispensation.

59 MAYORAL ANNOUNCEMENTS

The Mayor reported that he had attended recently the unveiling of a special paving stone in Alexandra Park, Hastings in memory of Claude Nunney’s bravery and sacrifice during WWI. Claude Nunney, a Canadian, was awarded the Distinguished Conduct Medal, Military Medal and was posthumously awarded the Victoria Cross, the highest decoration for valour from the British Army.

*The Mayor adjourned the meeting for the reports of the County and District Councillors and Public Question Time (see **APPENDIX A**).*

60 RYE NEIGHBOURHOOD PLAN

Members were invited to approve [Version 11](#) of the Rye Neighbourhood Plan, as amended following the Regulation 14 public consultation.

The RNPSG Vice-Chairman, Colonel Kimber reported that the RNPSG had held a workshop to consider the Reg 14 responses. Over the summer there had been regular meetings between Colonel Kimber, RDC and RTC’s RNP planning consultant. The amended RNP version 11 – as well as the supporting documents – are on the RNP web site. The Plan reflects RTC’s decision, earlier in the year, to remove provision for a convenience store on part of Gibbet Marsh. RDC had supplied supporting maps that meet new standards. The RNPSG will now be focusing on preparation for Reg 15 and 16. The intention is to go to referendum at the same time as the District and Parish Elections on 2 May 2019.

On behalf of the Council the Mayor thanked Colonel Kimber for his substantial contribution thus far.

Cllr Stuart observed that, if the RNP as it is drafted currently is adopted, two off street parking spaces will need to be provided for every new dwelling. Colonel Kimber responded that, for the time being, the RNP remains in draft form – adding that ESCC considers that the current provision within the Plan is ‘about right’.

Cllr Stuart suggested that, if the RNP had been adopted by now, those parishioners applying currently to construct a new dwelling within the curtilage of their Pottingfield Road property would be required to provide two additional parking spaces.

RESOLVED To approve the amended version 11 of the Rye Neighbourhood Plan.

61 COUNCIL MINUTES

RESOLVED To approve the draft Minutes of the meetings held on 14 May 2018 (C2) and 30 July 2018 (C5).

62 COMMITTEE MINUTES

RESOLVED To receive the Minutes of the meetings of the Deputy Town Clerk Designate Committee held on 30 July 2018 (DTCD01) and 7 August 2018 (DTCD02).

63 HERITAGE CENTRE

a) Progress Report

The Heritage Centre Manager, Louisa O’Shaughnessy spoke to her written report – highlighting:

- Income for August was up £1,200 (7.6%) on the same month last year.
- As at 31.8.18 income is up 9.1% - which equates to 56% of the budgeted income target for the year to 31.3.19. Ideally, it should have been closer to 66%.
- Expenditure in August was low.
- She, the Clerk and General Assistant have reviewed the exterior of the HC and the shop floor – and an action plan of measures to quickly boost revenue is being worked through. The Town Steward has undertaken improvements using materials found on site.
- Although Town Model attendance remains buoyant, secondary spend needs to improve.
- The General Assistant has refreshed the window displays – with linkage to the Festival of the Sea (which will include Pugwash readings within the Centre).
- Paul Goring’s new guided walks are going well and demand for the Ghost Walk has risen.
- It is hoped to provide an article on the HC for the RDC Members’ Bulletin.
- One of the next priorities is to contact local schools in the area to tailor school visits to the Centre.
- Given that income is below that budgeted, careful attention is being given to expenditure and the need for more flexible and ‘smarter’ opening times to try and match, more closely, period of higher demand. Consideration is being given to closing on Tuesdays – especially in February and March.

Cllr Fiddimore asked if the web sites of local accommodation providers include a link to the HC.

The HCM responded that some providers are more supportive than others – there are a number which regularly refer/direct their guests to the Centre.

b) Payments and Income

RESOLVED To receive and adopt Income by Customer Summaries and Expenses by Supplier Summaries for May 2018 to July 2018.

c) Budget Monitor

RESOLVED To receive and note the actual income and expenditure against budget to 31 July 2018.

64 FINANCE

64.1 Town Hall

a) Schedule of Authorised Payments and Statement of Income

RESOLVED To receive and adopt the Schedule of Authorised Payments and Statement of Income for May 2018 to July 2018.

b) Budget Monitor

RESOLVED To receive and note the actual income and expenditure against budget to 31 July 2018.

64.2 Account Balances

The Clerk advised that the remaining half of the precept would be received in September.

RESOLVED To receive the Statement of Account Balances as at 31 July 2018.

64.3 Earmarked Reserves

Responding to an observation made by Cllr Erswell, the Clerk agreed to consider reducing the Web Site Earmarked Reserve. **Clerk**

RESOLVED To receive a Statement of Earmarked Reserves as 31 July 2018.

65 WORK PROGRAMMES/UPDATES

(a) Clerk

RESOLVED To receive and note a summary of the status of key tasks/projects as at 28.8.18.

(b) General Assistant

RESOLVED To receive and note an update on the post holder's work programme.

66 HORAC

Council was invited to consider an invitation from the Harbour Master to nominate a representative to serve on the Harbour of Rye Advisory Committee from 7 November 2018 to 30 October 2021.

7.16pm Cllr Hughes arrived.

Cllr Rivett advised that he had represented RTC on the Committee for the last 3 years and wished to be considered for re-appointment. He considered that it is important for the Council to be kept updated on Harbour-related matters. Anything of significance is reported to Council.

Cllr Rogers proposed – and Cllr Erswell seconded – Cllr Rivett.

There being no other nominations, the Mayor declared Cllr Rivett to be re-appointed.

67 MARY STANFORD BOATHOUSE

Members received a written update on plans to restore the boathouse, drafted by Cllr Jacqueline Stanford.

It was noted that the fabric of the building is deteriorating and that the estimate cost of restoration is £120,000.

It was agreed generally that the boathouse represents an important – albeit tragic – part of Rye’s maritime history.

RESOLVED To provide (via Cllr Rivett) a suitable letter in support of the restoration proposal.
Clerk

68 VAPING

It was noted that, increasingly, concerns are being raised about the longer-term health implications of vaping – and that it is prohibited on planes, most buses, trains and train platforms

RESOLVED That, with effect from 10 September 2018, vaping be prohibited within the Council’s enclosed public spaces and work places.
Clerk

69 STANDING ORDERS

RESOLVED To adopt the updated Standing Orders (based on the NALC 2018 Model and incorporating the Council’s previously-agreed modifications), as presented (APPENDIX B).

70 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED In accordance with the Public Bodies (Admissions to Meetings) Act 1960 (1)(2), to exclude the public and press from the item following on the grounds that it may include consideration of personal information relating to members of staff.

71 STAFFING

RESOLVED To receive and note the update.

The meeting ended at 7.29pm

Date Chairman

ADJOURNMENT**59a) County Councillor's Report**

Cllr Glazier's report included:

Funding ESCC is continuing to plan its services for the next 3 years. In July it set out its 'core offer' – essentially, how it proposed to deliver core services with further reductions in Central Government funding. It is continuing to explore other funding sources and is involved in a massive campaign lobbying Government for additional funding. Cllr Glazier would be meeting two Ministers over the next 2 weeks.

East Sussex suffers from a combination of lower than average wages, 'South-East' living costs and an older population.

Cllr Glazier emphasised that ESCC is not in a 'Northamptonshire situation'. ESCC still has £371m(net) to spend annually – and remains open to ideas for how it might deliver services differently.

6.36 *Louisa O'Shaughnessy arrived.*

Care Quality Commission A recent inspection rated ESCC as 'good'.

Pot holes It is not helpful when members of the public take it upon themselves to highlight them with paint. Other members of the public might then assume that the defects have been reported (because they appear to have been marked up by Highways).

59b) Reports of the Rother District Councillors

Cllr Ampthill delivered his report (**APPENDIX A**).

Cllr Fiddimore *Why is Cllr Stevens rarely present and why does she not provide RTC with reports on what she has been doing to represent the interests of the town?*

Cllr Ampthill Cllr Stevens attends a range of RDC meetings in Bexhill; however, these are held often during the day, when it is easier for her to have time away from her business.

Cllr Ampthill advised that he would have an informal conversation with Cllr Stevens.

Cllr Gilbert *Could Lord Ampthill provide a progress report on the introduction of Civil Parking Enforcement (CPE)?*

Cllr Ampthill RDC signed off this proposal in May and it was now with ESCC to obtain approval from the Department of Transport. The provisional implementation date remains April 2020. For the time being it is out of RDC's (and RTC's) hands.

Cllr Glazier added that, prior to seeking Ministerial approval, ESCC has to prepare – and undertake - a formal public consultation. Cllr Glazier offered to provide the Clerk with a copy of the CPE timetable.

Cllr Glazier

59c) Public Question Time

Colonel Kimber advised that, in early August a delegation from Rye Royal British Legion attended – and laid a wreath at – Menin Gate, Ypres as part of national commemoration to honour those in the services who had lost their lives in WWI.

59b) Report of Rye Ward member, Cllr Lord Amptill

This morning's Cabinet considered **community grant applications** from the parishes. There were ten different projects seeking contributions - ranging from £250 to £30,000 - and all were granted - a total of £67,000 which is just over half the annual budget. Rye has done well from this pot of money in the past: and the last significant sum to come in this direction was a grant to Rye Harbour Sailing Club.

Members then discussed an application from **Sussex Wildlife Trust** regarding a scheme to create a Community Wildlife Garden as part of the **Discover Rye Harbour** project. The total cost of the entire Discovery Centre scheme is some £4m: and the trustees have £2.8m committed to date. Members thought it appropriate to support the Wildlife Garden in a sum of £50,000 which contributes to the overall plans to manage, protect and nurture the unique Rye Harbour landscape and habitat - which touches four or five parishes in our neighbourhood.

Following an application from **Rye Amenity Community Interest Company**, an area of land at The Salts will be advertised on two consecutive weeks, as required by the Local Government Act 1972. Thereafter, a lease will be offered to the CIC for a term of 25 years at a peppercorn rent and having regard to terms and conditions which will be proposed by the Executive Director. Improvements to the land which have already been undertaken are greatly welcomed as is the notion of a managed wildflower meadow. This is a happy example of an asset devolving to a local group.

The **Landgate Action Group** meets on 13th September with Mr Bailey of Thomas Ford & Partners and Rother officers. Potential contractors' bids have been assessed: so this will be the opportunity for interested parties, particularly those who have a "shared ownership" of the project, to cast a final eye over the list of urgent works - which will then proceed. We will be brought up to date on any progress on a related bid for £50,000 further funding; and look again at strategic ideas for the long-term future of the structure following the current remedial works.

On 19th November, with **next year's elections** in mind, RDC will offer an evening Event for the interest of potential candidates. From mid-October, election agents will be advised and there will be a communications campaign. Members and officers will give short presentations; and there will be open and informal discussions on what Council work involves. This is certainly not just for candidates who carry political colours - but for independent candidates too.

DA/03/09/18

STANDING ORDERS

Notes

Anything in bold type reflects statutory requirements.

Unless the context suggests otherwise, the word 'councillor' includes a non-councillor with or without voting rights.

1 RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first

amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.

2 DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively

or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3 MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed forty-five minutes (Council meetings) or thirty minutes (Committee or sub-committee meetings) unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes on any one issue.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- *See standing orders 5(i) and (j) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of 2 hours.

4 COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the**

committee.

- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer five days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5 ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b In a year which is not an election year, the annual meeting of the Council shall be**

held on such day in May as the Council decides.

- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall (**bold only**) or may include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;

- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6 EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee (or the sub-committee) at any time.
- d If the chairman of a committee (or a sub-committee) does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee (or the sub-committee), any three members of the committee (or the sub-

committee) may convene an extraordinary meeting of the committee (or a sub-committee).

7 PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except by a special motion, which requires written notice by at least nine councillors to be given to the Proper Officer in accordance with standing order 9; or by a motion moved in pursuance of the recommendation of a committee or a sub-committee; of where the decision forms part of a process of negotiation; or if new information comes to light which, if available at the time of the decision may, in the opinion of the Proper Officer, have resulted in a substantially different decision.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8 VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9 MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least six clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least four clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.

- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10 MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11 MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this**

is not possible the criteria used to determine that period (eg the Limitation Act 1980).

- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12 DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13 CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct

adopted by the Council.

- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required or, if necessary to permit the business of the meeting to proceed, by the Proper Officer – and, in both cases, that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.

Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the start of the meeting of the Council, committee or sub-committee for which the dispensation is required.

- g **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14 CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the

Council.

- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15 PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least six days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**

- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if one exists);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (eg the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23)
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. arrange an extraordinary meeting of the Planning & Townscape Committee, or Council, if the scale or likely impact of a planning application requires consideration before the next ordinary meeting of the Committee, or Council, and, in all other cases – and where a deadline would otherwise be missed – to submit responses to the Planning Authority on the Council's behalf, having firstly consulted informally with the members of the Committee.
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect – unless it is used by the Proper Officer to support confirmation that a parishioner is still alive, in order for the parishioner to continue to receive overseas pension payments.
(see also standing order 23).

16 RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17 ACCOUNTS AND ACCOUNTING STATEMENTS

- a 'Proper practices' in standing orders refer to the most recent version of *Governance and Accountability for Local Councils – a Practitioners' Guide*.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

- c The Responsible Financial Officer shall supply at each scheduled meeting of Council:
 - i. the Council's income and expenditure since the last scheduled meeting;
 - ii. the Council's aggregate income and expenditure for the year to date;
 - iii. the balances held at the end of the financial period being reported - and
 which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council for the year to 31 March. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18 FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other**

means it uses to advertise the opportunity.

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19 HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of the Council or Human Resources Working Group is subject to standing order 11.

- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Human Resources Working Group or, if he is not available, the vice-chairman (if there is one) of the Human Resources Working Group, of absence occasioned by illness or other reason and that person shall report such absence to Human Resources Working Group at its next meeting.
- c The chairman of the Human Resources Working Group or, in his absence, the vice-chairman shall conduct an annual appraisal of the work of Proper Officer. The appraisal shall be reported in writing to the Human Resources Working Group.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chairman of Human Resources Working Group or, in his absence, the vice-chairman, in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by the Human Resources Working Group.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the chairman or vice-chairman of the Human Resources Working group this shall be communicated to another member of the Human Resources Working Group which shall be reported back and progressed by the Human Resources Working Group.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20 RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b The Council may publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

Below is not an exclusive list - See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22 RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23 EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing orders 23(a) and 15b)xvii, the Council's common seal shall alone be used for sealing a deed required by law. With the exception of standing order 15b)xvii it shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

23 COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council or Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter or email sent to the District and County Council or Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

24 RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25 STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be

proposed by a special motion, the written notice by at least nine councillors to be given to the Proper Officer in accordance with standing order 9.

- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Adopted at the meeting of Rye Town Council held on 3 September 2018

These Standing Orders supersede all Standing Orders adopted previously