

1 All meetings

- Mandatory for full Council meetings ●
- Mandatory for committee meetings ●
- Mandatory for sub-committee meetings ●

- a Meetings of the Parish Council shall be held in the Village Hall at 7.00pm unless the Council decides otherwise at a previous meeting. 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 Full Council: When calculating the 3 clear days' notice of a meeting to councillors and the public, the day on which the notice was issued, the day of the meeting itself, a Saturday, 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 shall not count.
- Committee meetings: 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.
- c Meetings shall be open to the public unless their presence is prejudicial to the public interest due to the confidential nature of the business 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.
- d Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- e The period of time which is designated for public participation above shall not exceed 30 minute unless directed by the chair.
- f A member of the public shall not speak for more than 10 minutes.
- g A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. The chair may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- h A person shall raise his or her hand when requesting to speak.
- i A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- j Any person speaking at a meeting shall address his comments to the chair.
- k Only one person is permitted to speak at a time. If more than one person wishes to speak, the chair shall direct the order of speaking.
- l Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council, or a committee, including any public participation session in line with the Council's [Reporting of meetings](#) policy.
- m 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.
- n Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the chair may in his absence be done by, to or before the vice-chair.
- o The chair shall preside at a meeting. If the chair is absent, the vice-chair shall preside. If both the chair and the vice-chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting, shall preside.
- p Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or non-councillors with voting rights present and voting thereon.

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- q The chair 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 also standing orders 2 (h) and (i) below*).
- r Voting on any 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.
- s The minutes of a meeting shall record:
 - i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session;
 - vi. the resolutions made.
- t 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.
- u If prior to a meeting, a Councillor has submitted reasons for his or her absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given
- v No business may be transacted at a meeting unless at least one third of all of Council members is present and in no case shall the quorum of a meeting be less than 3.
- w If a meeting is or becomes inquorate, the meeting shall be closed. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- x Meetings shall not exceed a period of 2 hours unless a resolution to continue is passed.

2 Annual Council meetings

See also standing order 1 above

- 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 new councillors elected take office.
- b In a non-election year, the annual meeting of the Council shall be held on such day in May as the Council may direct.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6.30pm.
- 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 directs.
- e The election of the chair and vice-chair of the Council shall be the first business completed at the annual meeting of the Council.
- f The chair 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-chair of the Council, unless she resigns or becomes disqualified, shall hold office until immediately after the election of the chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current chair of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor chair of the Council has been

elected. The current chair of the Council shall not have an original vote in respect of the election of the new chair of the Council but must give a casting vote in the case of an equality of votes.

- i In an election year, if the current chair of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new chair of the Council has been elected. He may exercise an original vote in respect of the election of the new chair of the Council and must give a casting vote in the case of an equality of votes.
- j Following the election of the chair of the Council and vice-chair (if any) of the Council at the annual meeting of the Council, the order of business shall include:
 - i In an election year, delivery by the chair 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 non-election year, delivery by the chair 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 and to receive and note minutes of and/or to determine recommendations made by committees.
 - iii Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
 - iv Review of the terms of references for committees.
 - v Receipt of nominations to existing committees.
 - vi Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
 - vii Review and adoption of appropriate standing orders and financial regulations.
 - viii Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
 - ix Review of representation on or work with external bodies and arrangements for reporting back.
 - x 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;
 - xi Review of inventory of land and assets including buildings and office equipment.
 - xii Review and confirmation of arrangements for insurance cover in respect of all risks.
 - xiii Review of the Council's and/or employees' memberships of other bodies.
 - xiv Establishing or reviewing the Council's complaints procedure.
 - xv Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
 - xvi Establishing or reviewing the Council's [Media Policy](#)
 - xvii Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3 Proper Officer

- a The Proper Officer shall be either (i) the parish 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 Council's Proper Officer shall do the following.
 - i Upon the Council having first resolved that service of summons on councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting is not expedient, electronically serve on councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee (see guidance for variation) at least 3 clear

days before the meeting provided any such email contains the name and title of the Proper Officer.

- ii. Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
- iii. Convene a meeting of full Council for the election of a new chair of the Council, occasioned by a casual vacancy (See [Casual Vacancy Policy](#)), in accordance with standing order 3(b)i.
- iv. Make available for inspection the minutes of meetings.
- v. Receive and retain copies of byelaws made by other local authorities.
- vi. Receive and retain acceptance of office forms from councillors.
- vii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection (via Suffolk Coastal website).
- viii. Keep proper records required before and after meetings;
- ix. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- x. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xi. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- xii. Arrange for legal deeds to be signed by 2 councillors and witnessed (*See also SO 1*).
- xiii. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- xiv. Record every planning application notified to the Council and the Council's response to the local planning authority.
- xv. Refer a planning application received by the Council to the chair or in his absence the vice-chair of the Council within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council.
- xvi. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

4 Motions requiring written notice

- a. No motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the next meeting.
- b. The Proper Officer may, before including a motion in the agenda received, correct obvious grammatical or typographical errors in the wording of the motion.
- c. If the Proper Officer considers the wording of a motion received is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 5 clear days before the meeting, which does not include the day of the notice or day of the meeting.
- d. If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the chair 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 or rejected in the agenda.
- e. Having consulted the chair or councillors, the decision of the Proper Officer as to whether or

not to include the motion in the agenda shall be final.

- f Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

5 Motions not requiring written notice

- a Motions in respect of the following matters may be moved without written notice:
 - i. To move to a vote
 - ii. To appoint a person to preside at a meeting.
 - iii. To correct an inaccuracy in the minutes of the previous meeting.
 - iv. To change the order of business on the agenda
 - v. To proceed to the next business on the agenda.
 - vi. To close or adjourn a debate.
 - vii. To refer a motion to a committee or to a sub-committee or an employee.
 - viii. To appoint a committee or sub-committee or any councillors (including substitutes)
 - ix. To consider a report and/or recommendations made by a committee or a sub-committee, an employee, professional advisor, expert or consultant.
 - x. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
 - xi. To extend the time limit for speeches.
 - xii. To exclude the press and public for all or part of a meeting in respect of confidential or sensitive information which is prejudicial to the public interest.
 - xiii. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
 - xiv. To suspend any standing order except those which are mandatory by law.
 - xv. To adjourn the meeting.
 - xvi. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
 - xvii. To answer questions from councillors.
- b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the chair may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

6 Rules of debate

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the chair's discretion.
- b A motion (including an amendment) shall not be considered unless it has been proposed and seconded.
- c A motion on the agenda not moved by the councillor who tabled it, may be treated as withdrawn.
- d An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f Any amendment to a motion shall be either:
 - i. to leave out words;

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- ii. to add words;
 - iii. to leave out words and add other words.
- g A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i One or more amendments may be discussed together if the chair considers this expedient but shall be voted upon separately.
- j Only one amendment to an original or substantive motion, is permitted by a councillor.
- k If an amendment is not carried, other amendments shall be moved in the order directed by the chair.
- l If an amendment is carried, the amended motion, shall become the substantive motion upon which any further amendment may be moved.
- m The mover of an amendment shall have no right of reply,
- 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 of the first amendment or at the very end of the debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair, a councillor may speak once in the debate on the motion except to:
 - a. speak on an amendment moved by another councillor;
 - b. move or speak on another amendment if the motion has been amended since he last spoke;
 - c. make a point of order;
 - d. give a personal explanation;
 - e. to give a right of reply.
- p During the debate of 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 irregularity in the meeting he is concerned by.
- q A point of order shall be decided by the chair and his decision shall be final.
- r When a councillor's 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 silent or for him/her 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;
 - ix. to suspend any standing order, except those which are mandatory.
- s Before a motion is put to the vote, the chair 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. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

- t Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

7 Code of conduct

- a All councillors and non-councillors with voting rights shall observe the Council's code of conduct.
- b Unless a dispensation has been granted, 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 a dispensation has been granted, 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 the Proper Officer OR by a meeting of the council, or committee or sub-committee for which the dispensation is required and 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.Dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required OR at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required.
- g A dispensation may be granted if having regard to all relevant circumstances the following applies:
 - i. without the dispensation, the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting as to impede the transaction of the business;
 - ii. granting the dispensation is in the interests of persons living in the council's area;
 - iii. it is otherwise appropriate to grant a dispensation.

8 Code of conduct complaints (See Boyton Code of Conduct policy)

- 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 report this to the council.
- a. 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.
- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the chair of Council of this fact, and the chair 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.

- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - 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.

9 Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest

10 Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting, they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with SO 5(a)iii.
- c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair 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 chair 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 majority of the () and the minutes are confirmed as an accurate record of the proceedings."

- e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

11 Disorderly conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If there has been a breach of standing order 11(a), the chair shall express that opinion and thereafter any councillor (including the chair) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c If a resolution made in accordance with standing order 11(b) above, is disobeyed, the chair may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

12 Reversal of previous resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 2 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee or a sub-committee.

- b When a special motion or any other motion moved has been disposed of, no similar motion may be moved within a further 6 months.

13 Voting on appointments

- a Where more than 2 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. Any tie may be settled by the chair's casting vote.

14 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.

15 Accounts (see [Boyton Financial Regulations](#))

A Financial controls

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
- b The Council's financial regulations shall be reviewed once a year.
- c The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.
- d The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.
- e The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments for the each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year.
- f All payments by cheque to be signed by two councillors. Regular Electronic payments can be made following a minuted agreement at Council meeting
- g The Council shall approve written estimates for the coming financial year at its meeting before the end of January.
- h Any committee wishing to spend money shall give the Responsible Financial Officer a written estimate of the expenditure recommended for the coming year no later than December.
- i 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 accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the Internal Auditor 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;
 - v. procurement policies (subject to SO15k) below) including the setting of values for different procurement procedures where the contract has an estimated value of less than £5,000.

B PROCUREMENT See Boyton procurement policy

- a Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £5,000 shall be procured on the basis of a formal tender as summarised below.
- b Any formal tender process shall comprise the following steps:
 - i. a public notice of intention to place a contract to be placed in a local newspaper;
 - ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii. tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;
 - iv. tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of the Council;
 - v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- c Neither the Council, nor committee, is bound to accept the lowest tender, estimate or quote.
- d Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time), the Council must consider whether the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

16 Execution and sealing of legal deeds

- a A legal deed has to be authorised by a written resolution.
- b Once the resolution is made, two members of the Council, may sign, on behalf of the Council, any deed required by law. The Proper Officer shall witness their signatures.

17 Committees

See also SO 1

- a The Council may, appoint standing committees at its annual meeting, and may at any other times appoint other committees as may be necessary, and:
 - i shall determine standing committee terms of reference and appoint the chair (other committees appoint their own);
 - ii shall determine the number and time of the ordinary meetings of a standing committee up until the next annual meeting of full 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 determine place, notice requirements and quorum for a meeting of a committee or sub-committee (no less than three);
 - v. review committee make up annually;
 - vi. may appoint substitute councillors to a committee if councillors of the committee have confirmed to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vii. an ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
 - viii. may in accordance with standing orders, dissolve a committee at any time.

18 Sub-Committees

- a Unless there is a Council resolution to the contrary, every committee may appoint a sub-

committee whose terms of reference and members shall be determined by resolution of the committee.

19 Extraordinary meetings

- a The chair of the Council may convene an extraordinary meeting of the Council at any time.
 - b If the chair of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.
 - c The chair of a committee (or sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
 - d If the chair of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of a committee (or a sub-committee).
- Advisory committees
- a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.
 - b Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

20 Working parties (Task groups)

- a Working parties or 'task-and-finish' groups may be set up for a short-term purpose. They are not subject to standing orders 1, 9, 15, 16, 17 or 18 above which apply to formal council meetings and they do not need to be held in public. A working party cannot make a decision on behalf of the council, but may report back to the council with its findings and recommendations.

21 Canvassing of and recommendations by councillors

- a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment

22 Inspection of documents

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

23 Confidential business

- a Councillors and employees shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

24 Matters affecting the Council employee- Parish Clerk (See [Boyton grievance/disc policy](#))

- a If a meeting considers any matter personal to the Clerk, it shall not be considered until the Council has decided whether or not the press and public shall be excluded pursuant to standing order 1(c).
- b The Clerk shall notify the chair of her absence occasioned by illness or other cause.
- c Subject to the policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the chair or vice-chair (in his absence) in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.

- d Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter is raised by the Clerk which relates to the chair or vice-chair, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of Council.
- e The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- f Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- g Only persons with line management responsibilities shall have access to employee records above if so justified.
- h Access and means of access by keys and/or computer passwords to records of employment shall be provided only to the person with management responsibility for employees and/or the chair of the Council.

25 Freedom of Information

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Clerk to the chair of the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

26 Relations with the press/media

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

27 Liaison 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 councillor of Suffolk Coastal District Council (Holesley with Eyke) and Suffolk County Council.

28 Variation, revocation and suspension of standing orders

- a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of at least 2 councillors.

29 Standing orders to be given to councillors

- a The Clerk shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- b A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting.