



GRAYSHOTT PARISH COUNCIL

STANDING ORDERS

Document History

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These Standing Orders are based on model Standing Orders 2018 (England) – updated April 2022 for parish and town councils issued by the National Association of Local Councils, with very minor variations to suit local circumstances. All variations from the model are annotated as such in the text. These Standing Orders were adopted by Grayshott Parish Council at its meeting held 20 May 2024 and are reviewed annually by the Council and otherwise revised when necessary. Standing orders that are in bold type contain legal and statutory requirements. ‘Parish’ refers to the Civil Parish of Grayshott not the Parochial Parish.	

Change History

Date	Version	Change Made
18/05/2015		Update SO 18 to reduce threshold on advice from internal auditor
14/05/2018		Updated Document in line with NALC model.
13/05/2021		Removed Addendum covering remote meetings during COVID-19 pandemic. Minor changes to reflect committee structure and staffing changes
16/5/2022		Update to SO14 following NALC’s Legal Topic Notice 87
18/07/2022		Reference to Separate Press Policy in SO22
15/05/2023		Update to SO13 to include dispensations granted by Proper Officer. SO 18 to include Public Contracts (Amendments) Regulations 2022 and SO 19 Staffing Matters.
20/05/2024		Update definition of Quorum
25/04/2026	8	Removal of all ‘deleted clauses’ for easier reading. Combined Appendix 1 and 2 into document. Updates to SO3/18/19/20/21/14/11 to reflect recent changes in other Council policies. Model document tracker last page.

INDEX

1. RULES OF DEBATE AT MEETINGS	3
2. DISORDERLY CONDUCT AT MEETINGS	3
3. MEETINGS GENERALLY	4
4. COMMITTEES AND SUB-COMMITTEES	6
5. ORDINARY COUNCIL MEETINGS	6
6. EXTRAORDINARY MEETINGS OF THE COUNCIL & COMMITTEES	8
7. PREVIOUS RESOLUTIONS	8
8. VOTING ON APPOINTMENTS	8
9. PROPOSALS FOR A MEETING THAT REQUIRE WRITTEN NOTICE	8
10. PROPOSALS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE	9
11. MANAGEMENT OF INFORMATION	9
12. DRAFT MINUTES	9
13. CODE OF CONDUCT AND DISPENSATIONS	10
14. CODE OF CONDUCT COMPLAINTS	11
15. PROPER OFFICER AND ASSISTANT CLERK	11
16. RESPONSIBLE FINANCIAL OFFICER	12
17. ACCOUNTS AND ACCOUNTING STATEMENTS	12
18. FINANCIAL CONTROLS AND PROCUREMENT	13
19. HANDLING STAFF MATTERS	14
20. RESPONSIBILITIES TO PROVIDE INFORMATION	14
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	14
22. RELATIONS WITH THE PRESS/MEDIA	14
23. EXECUTION AND SEALING OF LEGAL DEEDS	14
24. COMMUNICATING WITH OTHER COUNCILLORS	14
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES	15
26. STANDING ORDERS GENERALLY	15
27. ATTENDANCE AT COUNCIL MEETINGS	15
APPENDIX 1: COMMITTEE STRUCTURE	16
TERMS OF REFERENCE: FULL COUNCIL	17
TERMS OF REFERENCE: PLANNING & CONSERVATION COMMITTEE	18
TERMS OF REFERENCE: STAFFING COMMITTEE	19
APPENDIX 2: PROTOCOL FOR REPORTING AT MEETINGS	20

1. RULES OF DEBATE AT MEETINGS

- a The agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A proposal (including an amendment) shall not be progressed unless it has been moved and seconded.
- c If there is more than one amendment to a proposal, the amendments shall be moved in the order directed by the Chair of the meeting.
- d Subject to Standing Order 1(e), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- e One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- f A councillor may not move more than one amendment to a proposal.
- g When a proposal is under debate, no other proposal shall be moved except:
 - i. to amend the proposal;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the proposal to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a proposal 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.
- h Before a proposal is put to the vote, the Chair of the meeting shall be satisfied that the proposal has been sufficiently debated.
- i Excluding proposals moved under Standing Order 1(g), the contributions or speeches by a councillor shall relate only to the proposal under discussion.

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 Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The proposal, if seconded, shall be put to the vote

without discussion.

- c If a resolution made under Standing Order 2(b) is ignored, the Chair 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

The following standing orders apply to all Full Council and Committee meetings unless otherwise directed.

- 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 Notice of a meeting shall be in accordance with Standing Order 15(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 When invited to do so by the Chair, 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 Public participation at a meeting in accordance with Standing Order 3(e) shall not exceed 15 minutes, nor exceed 3 minutes per person, unless at the discretion of the Chair.
- g 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 Chair of the meeting may direct that a written or oral response be given.
- h Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- i **Subject to Standing Order 3(j), 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.**

See Appendix 2: Reporting at Meetings for further information

- j **A person present at a meeting may not provide an oral report or oral commentary about a meeting without permission.**

- k **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.**
- l **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council or the Chair of a Committee, if appropriate, may in their absence be done by, to or before the Vice-Chair of the Council or relevant Committee.**
- m **The Chair of the Council, if present, shall preside at a Full Council meeting. The Chair of the relevant Committee, if present, shall preside at a committee meeting. If the relevant Chair is absent, the Vice-Chair of the Council or the Vice-Chair of the relevant Committee, as applicable, if present, shall preside. If both the Chair and Vice-Chair are absent, a councillor chosen by the councillors present at the meeting shall preside.**
- n **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.**
- o When exercising its functions and making decisions, the Council and its committees shall comply with the Public Sector Equality Duty (section 149 of the Equality Act 2010) in accordance with the Council's Equality, Diversity and Inclusion (EDI) Policy.
- p **The Chair of a meeting may vote in the same way as other members (an “original vote”). If the votes are equal, the Chair may also make the deciding vote (a “casting vote”). The Chair may use a casting vote whether or not they used an original vote.**

See Standing Orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- q 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.
 - i. The minutes of a meeting shall include an accurate record of the following:
 - the time and place of the meeting;
 - the names of councillors who are present and the names of councillors who are absent;
 - interests that have been declared by councillors and non-councillors with voting rights;
 - the grant of dispensations (if any) to councillors;
 - whether a councillor left the meeting when matters that they held interests in were being considered;
 - if there was a public participation session; and the resolutions made.
- r **A councillor 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 their right to participate and vote on that matter.**

- s **No business may be transacted at a meeting unless it is quorate. In the case of Full Council, at least one-third of the whole number of members of the Council must be present and in no case shall the quorum of a meeting of Full Council be less than four.**

See Standing Order 4(d)(vii) for the quorum of a committee meeting.

- t **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.
- u A meeting shall not exceed a period of 2 hours, unless a majority decision is taken to proceed beyond this time. The maximum extension the Chair may propose shall be 30 minutes. Any remaining business shall be deferred to a future meeting.

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;
 - 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 3 days before the meeting that they are unable to attend;
 - vi. shall at the Annual Meeting, after it has appointed the members of a standing committee, appoint the Chair of the standing committee, who shall normally hold office until the next Annual Meeting;
 - vii. 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;
 - viii. 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 Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or become 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, they shall preside at the annual 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 shall 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, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall 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 there is one) of the Council at the annual meeting, the 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.**
 - ii. **In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - iii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iv. Receipt of the minutes of the last meeting of a committee;
 - v. Consideration of the recommendations made by a committee;
 - vi. Review of delegation arrangements to committees;
 - vii. Review of the terms of reference for committees;
 - viii. Appointment of members to existing committees;

- ix. Appointment of Chair and Vice-Chair positions for committees, following procedure as laid out for the appointment of the Chair and Vice-Chair of Full Council.
- x. Appointment of any new committees in accordance with Standing Order 4;
- xi. Review and adoption of appropriate standing orders and financial regulations;
- xii. Review of representation on or work with external bodies and arrangements for reporting back;
- xiii. 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;

6. EXTRAORDINARY MEETINGS OF THE COUNCIL & COMMITTEES

- 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 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 Chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the Chair of a committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee, any two members of the committee may convene an extraordinary meeting of the committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special proposal, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with Standing Order 9, or by a proposal moved in pursuance of the recommendation of a committee.
- b When a proposal moved pursuant to Standing Order 7(a) has been disposed of, no similar proposal 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 Chair of the meeting.

9. PROPOSALS FOR A MEETING THAT REQUIRE WRITTEN NOTICE

- a A proposal 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 proposal may be moved at a meeting unless it is on the agenda.

- c The Proper Officer, in consultation with the Chair of a meeting, shall determine the agenda for that meeting.

10. PROPOSALS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following proposals 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 proposal;
 - iv. to refer a proposal 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 and the Council's Information Policy

- a The Council's Information Policy defines its obligations and procedures for the security, protection, disclosure, retention and disposal of all information including personal data. The Council, councillors and staff will comply with all its obligations under the relevant laws and regulations.

12. DRAFT MINUTES

The following standing orders shall apply to Full Council and Committee meetings.

- a If the draft minutes of a preceding meeting have been served on councillors 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 proposal 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 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 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.
- 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(v) [and the Council’s Councillor Handbook](#).

- a All councillors and non-councillors with voting rights shall observe the Code of Conduct detailed in the Councillor Handbook adopted by the Council.
- b Unless they have 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 they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c **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.
- d A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- e 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.
- f Subject to Standing Orders 13(c) and (e), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the beginning of the meeting of the Council, or committee for which the dispensation is required.
- g **A dispensation may be granted in accordance with Standing Order 13(d) 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 **The Proper Officer will report breaches under the Code of Conduct to the District or Unitary Council Monitoring Officer and as soon as reasonably practicable thereafter, to the Full Council, subject to its obligations under the Information Policy. Further information can be found in the Council's Councillor Handbook.**
- b Where the notification in Standing Order 14(a) 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 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 them. Such action excludes disqualification or suspension from office.

15. PROPER OFFICER AND ASSISTANT CLERK

- a The Proper Officer shall be the Clerk. The Assistant Clerk may 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.

- ii. subject to Standing Order 9, include on the agenda all matters to be discussed.
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in the office;
- iv. facilitate inspection of the minute book by local government electors;
- v. receive and retain copies of bylaws made by other local authorities;
- vi. retain acceptance of office forms from councillors;
- vii. 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;
- viii. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- ix. ensure compliance with the Council's Information Policy and associated legislation.
- x. arrange for legal deeds to be executed; (see also Standing Order 23);
- xi. arrange the prompt authorisation and approval of any payments to be made in accordance with the Council's financial regulations;
- xii. record every planning application notified to the Council and the Council's response to the local planning authority;
- xiii. manage access to information about the Council via the publication scheme.

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff 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 to each councillor at Full Council meetings arranged to discuss finance, a statement to summarise:
 - i. the Council's receipts and payments from the reporting period;
 - ii. the Council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported and
 - iv. 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 receipts and payments 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 2 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 (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft Annual Governance and Accountability Return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. 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; the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - iv. whether contracts with an estimated value below **£30,000 inc VAT** 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 The tender process for the supply of goods, materials or services to the council is defined in Appendix 1 of the Council's Financial Regulations.
- d Neither the Council, nor a committee or a sub-committee with delegated responsibility for

considering tenders, is bound to accept the lowest value tender.

- e **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

See the Staffing Committee's Terms of Reference at Appendix 1 for further information.

- a Staff matters of a confidential nature shall not be considered by Full Council. Confidential records relating to staff shall be handled in accordance with the Council's Information Policy and obligations under relevant legislation.
- b All other staff matters shall be handled in accordance with the Staff Handbook and reported to Full Council as soon as reasonably practicable, subject to its obligations as defined in the Council's Information Policy.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also Standing Order 21 and the Council's Information Policy.

- 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.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

See also Standing Order 11 and the Council's Information Policy.

- a The Council's responsibilities under Data Protection Legislation and other relevant legislation is detailed in the Council's Information Policy.

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 Communications policy.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also Standing Orders 15(b)(x).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

24. COMMUNICATING WITH OTHER 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.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised by resolution of the Full Council, or committee with appropriate delegated authority, no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect, other than for the purpose of a site visit required for a planning application (as arranged in conjunction with the office); or
 - ii. issue orders, instructions or directions; or
 - iii. give their personal view on what the Council will/will not do, without that matter having been discussed and agreed.

26. STANDING ORDERS GENERALLY

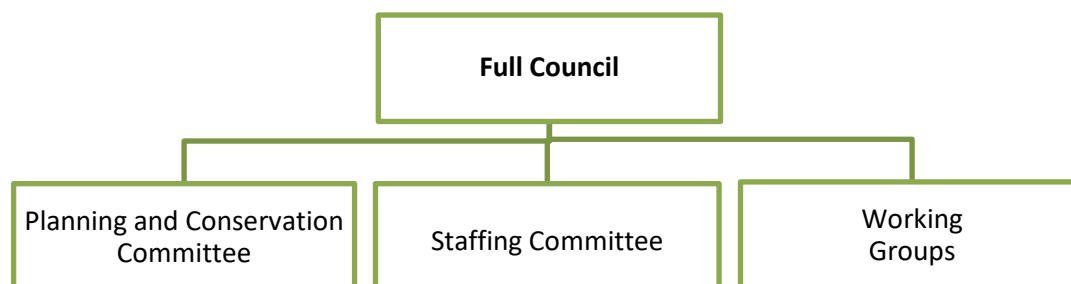
- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A proposal to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, may be formally discussed at any time, in line with Standing Order 9.
- c The Proper Officer shall ensure these Standing Orders are readily available on the Council's website at all times.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

27. ATTENDANCE AT COUNCIL MEETINGS

- a Any member who fails to attend a meeting of the Council or of a Committee of which they are a member, for six consecutive months shall be deemed to have resigned from the Council or Committee unless leave of absence had been granted by the Council before the expiration of the six month period referred to above.
- b Members shall submit apologies to the Clerk prior to the date of any meeting of the Council and its Committees. Members submitting late apologies i.e. on the day of the meeting, and where unable to speak to the Clerk personally, shall advise the Chair of the meeting prior to that meeting.
- c Members acting as representatives to outside bodies shall submit their apologies to the appropriate person when unable to attend the meetings of those bodies and shall, at the next meeting of the Parish Council, under the item "Reports from representatives to outside bodies" report that the meeting has taken place. Where possible, items should be reported from the minutes of such meetings.

APPENDIX 1: COMMITTEE STRUCTURE

The role of the Chair, Vice-Chair and Committee Members will be decided at the Annual Meeting of the Council each year. The currently agreed Committee Structure is:



MEETINGS

The Full Council meets eleven times a year, usually on the third Monday of the month (excluding August).

The Planning and Conservation Committee meets every month, usually on the first Tuesday.

The Staffing Committee meets when required but at least twice a year to propose a Staffing Costs budget and confirm any salary increases following Annual Performance Reviews.

Unless indicated on the agenda, all Council and Committee meetings are held in the lounge at the Sports Pavilion commencing at 7.30pm. Members of the public are welcome to attend any meetings unless business is deemed 'exempt' from public discussion. Public participation will be in accordance with Standing Orders 3(d), (e) and (f).

The Council may agree to establish informal Working Groups to investigate specific issues or to develop draft plans for specific activities. Most often, these Working Groups will be associated with the various strands of the Council's Annual Action Plan. Working Groups cannot be given delegated authority and any recommendations are subject to discussion and approval by Full Council. Working Groups will meet as and when required and at times to suit the participants. Working Groups may include non-councillors.

TERMS OF REFERENCE: FULL COUNCIL

Purpose

The Full Council is the primary decision-making body, responsible for setting the strategic direction of the Parish Council, overseeing its financial and statutory duties, and ensuring effective governance.

Membership

- Comprises all elected Parish Councillors.
- Quorum: 4 members.

Responsibilities

The Full Council is responsible for:

- Setting strategic priorities and policies.
- Approving the annual budget and precept.
- Approving the annual accounts and considering auditor reports.
- Making decisions on borrowing and approving financial commitments in line with financial regulations.
- Adopting or revising all Council policies except for the Staff Handbook.
- Confirming eligibility to use the General Power of Competence.

Meetings and Oversight

Full Council meetings are used to:

- Receive reports from district/county councillors, committees, and external meetings.
- Monitor progress against the Strategic and Action Plans.
- Direct the work of committees and working groups.
- Ensure sound financial management and compliance with legal and audit requirements.
- Review and adopt council policies and procedures.
- Oversee asset management, insurance, and risk assessments.
- Monitor contracts, CIL funds, and the Lengthsman scheme.
- Consider community grant applications.

TERMS OF REFERENCE: PLANNING & CONSERVATION COMMITTEE

Purpose

The Planning and Conservation Committee considers planning applications, development proposals, and matters affecting the parish's natural and built environment, including the conservation area. It acts on behalf of the Parish Council to protect and enhance the area's character and heritage, and to promote adherence to the Village Design Statement.

Membership

- The Committee shall comprise up to 7 Councillors appointed by the Parish Council.
- Non-Councillors may be appointed as members if the Committee deems it appropriate.
- The quorum for meetings shall be 3 members.

Meetings

- The Committee shall meet monthly to respond to planning applications within the time limits set by the Local Planning Authority.
- Meetings shall be open to the public, except where confidential matters are discussed.
- Minutes shall be recorded and submitted to the Full Council for noting.

Delegated Authority

The Committee has delegated authority to:

- Consider all planning and licensing applications affecting the parish and submit comments to the Local Planning Authority on behalf of the Parish Council.
- Monitor the impact of development within the parish and make representations on matters of planning enforcement and compliance.
- Review and comment on local plans, consultations, and policy documents.
- Promote and support local conservation efforts, including heritage assets and natural habitats.
- Engage with residents, developers, and authorities regarding planning and conservation issues.
- Refer significant or contentious applications to the Full Council for further discussion where appropriate.

Reporting and Accountability

- The Committee shall report to the Parish Council and submit minutes of all meetings.
- The Committee shall not make decisions that commit the Council to financial expenditure unless previously agreed by the Full Council.

TERMS OF REFERENCE: STAFFING COMMITTEE

The Staffing Committee is established to support the Parish Council in fulfilling its statutory responsibilities for employment matters. It is responsible for all aspects of employment and staffing, including recruitment, management, appraisal, discipline, and grievance processes.

Membership

- The Committee shall comprise of at least 4 Councillors appointed by the Parish Council and must include the Chairman of the Parish Council.
- The quorum for meetings shall be 3 members.

Meetings

- The Committee shall meet as necessary, with a minimum of one meeting per year.
- Additional meetings may be called by the Chair or the Clerk.
- Confidentiality shall be maintained for all staffing matters in accordance with legal requirements. Non-committee council members do not automatically have access to the staffing committee's confidential reports and papers.

Delegated Authority

The Committee has delegated authority to:

- Recruit, appoint, and dismiss staff in accordance with council policy and employment law.
- Manage all employment issues including terms and conditions, contracts, salary setting and increases based on performance, and staff benefits (subject to budget approval by the Council).
- Conduct staff appraisals prior to the end of each Financial Year and oversee training and development.
- Manage grievances and disciplinary matters in accordance with council procedures.
- Make recommendations to the Council on HR policies and practices in line with employment legislation.

Reporting and Accountability

- The Committee shall report to the Parish Council, keeping it informed of staffing matters while respecting confidentiality.
- The Committee shall prepare a budget for Staff Costs and Training by November of each year for inclusion in the Council's Budget.
- Minutes of meetings (where appropriate) will be submitted to the Council.

APPENDIX 2: PROTOCOL FOR REPORTING AT MEETINGS

Applicable to Standing Order 3(i)

Purpose

- This protocol sets out how the public and press ('recorders') may record public meetings of Grayshott Parish Council.
- Recording is permitted to support openness and transparency of the Council's business.
- Matters of a confidential nature may not be recorded in accordance with the Council's Information Policy.
- Record' or 'recording' means: to film, photograph, audio record or use social media.
- Non-compliance with any part of this protocol may result in refusal to record future meetings.

Before the meeting

- Recorders should contact the Clerk as early as possible before the meeting to discuss arrangements; the Clerk will seek the Chair's agreement.
- Recorders must provide their name, organisation (if applicable) and contact details in advance.

At the meeting

- If a request has been received, notices will be displayed and the Chair will announce that a recording may take place.
- Anyone who speaks (e.g., during public participation) is deemed to consent to being recorded.
- Members of the public who actively object should not be recorded where this does not undermine overall transparency.
- Records should be taken from a position that does not obstruct councillors, officers or other observers/recorders.
- flash or additional lighting is not permitted.
- The Chair has authority to decline a person's right to record and/or request the cessation of recording if it does not comply with this protocol, or if the recording will be disruptive or distracting.
- If asked to stop, recorders must do so. Refusal will be dealt with in accordance with Standing Orders.
- The Council may also record meetings and will retain/use/dispose of recordings in line with its policies.

After the Meeting

- Recordings must not be edited in a misleading way or to ridicule or show disrespect to participants.
- Use of any recording is the responsibility of the person who made it, not the Council.

References of Deletions from Standing Orders. Page to be removed from Published Document

Standing order	Change (deleted / changed)
1(c)	Deleted (model clause not included).
1(d)	Deleted (model clause not included).
1(e)	Deleted (model clause not included).
1(f)	Deleted (model clause not included).
1(g)	Deleted (model clause not included).
1(h)	Deleted (model clause not included).
1(m)	Deleted (model clause not included).
1(n)	Deleted (model clause not included).
1(o)	Deleted (model clause not included).
1(p)	Deleted (model clause not included).
1(q)	Deleted (model clause not included).
3(c)	Deleted (model clause not included).
3(f)	Deleted (model clause not included).
3(i)	Deleted (model clause not included).
3(j)	Deleted (model clause not included).
3	Changed (references to different meeting types removed and replaced with statement that the section applies to Full Council and Committee meetings).
3(e)	Changed (public participation time limit set locally: max 15 minutes total and 3 minutes per person, unless Chair allows otherwise).
3(o)	Changed (additional local clause added requiring compliance with Public Sector Equality Duty in line with the Council's EDI Policy).
3(r)	Changed (quorum minimum set locally to four rather than the model minimum).
3(t)	Changed (meeting length set locally: max 2 hours, extendable once by up to 30 minutes; remaining business deferred).
4(d)(vii)	Deleted (model clause not included).
4(d)(ix)	Deleted (model clause not included).
4(d)(x)	Deleted (model clause not included).
4(d)(xi)	Deleted (model clause not included).
5(j)(x)	Deleted (model clause not included).
5(j)(xiii)	Deleted (model clause not included).
5(j)(xiv)	Deleted (model clause not included).
5(j)(xvii)	Deleted (model clause not included).
5(j)(xviii)	Deleted (model clause not included).
5(j)(xix)	Deleted (model clause not included).
5(j)(xx)	Deleted (model clause not included).
5(j)(xxi)	Deleted (model clause not included).
9(c)	Deleted (model clause not included).
9(d)	Deleted (model clause not included).
9(e)	Deleted (model clause not included).
9(g)	Deleted (model clause not included).
9(h)	Deleted (model clause not included).
9(b)	Changed (local version removes the model requirement for written notice period wording and instead states proposals must be on the agenda).
11	Changed (replaced with a single clause pointing to the Council's Information Policy for

	security/retention/disclosure obligations).
14(a)	Changed (local process: Proper Officer reports breaches to Monitoring Officer and then to Full Council, subject to Information Policy; refers to Councillor Handbook).
15(b)(vii)	Deleted (model clause not included).
15(b)(ix)	Deleted (model clause not included).
15(b)(xv)	Deleted (model clause not included).
15(b)(xvii)	Deleted (model clause not included).
15	Changed (renamed “Proper Officer and Assistant Clerk”; includes local delegation/wording and links compliance to Information Policy).
18(d)	Changed (local procurement/tender exemption threshold set to £30,000 inc VAT).
18	Changed (local references to tender process moved to Financial Regulations/Appendix; uses different wording for threshold bodies and procedure).
19	Changed (replaced model staffing clauses with local approach: confidential staff matters not for Full Council; handled under Staff Handbook and Information Policy).
20	Changed (condensed: publication scheme/FOI handled under Information Policy rather than model’s extended transparency options).
21	Changed (condensed: data protection responsibilities handled under Information Policy rather than model’s detailed list).
22(a)	Changed (media handling refers to the Council’s Communications Policy).
25(a)	Changed (adds requirement for authorisation by resolution/delegated authority; adds planning site visit exception and local wording).