



EDLESBOROUGH PARISH COUNCIL

Standing Orders and Chairship

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1 Meetings

- 1.1 Meetings of the Council shall be held in each year on such dates and times and at such places as the Council may direct.
- 1.2 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 reasonable cost.
- 1.3 Smoking and vaping are not permitted at any meeting of the Council.
- 1.4 The minimum three clear days' notice of a meeting does not include the day on which the 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 thanksgiving or mourning.
- 1.5 The minimum three 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.
- 1.6 Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council(if any)
- 1.7 The Chair, if present, shall preside at a meeting, if the Chair is absent from a meeting, the Vice-Chair, if present shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors' present shall preside at the meeting.

2 The Statutory Annual Meeting

- 2.1 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.
- 2.2 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 may direct.

3 Additional Statutory Meetings

- 3.1 In addition to the Statutory Annual Parish Council Meeting, at least three other ordinary meetings shall be held each year on such dates and times and at such places as the Council may direct.

4 Chair of the Meeting

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

5 Proper Officer

- 5.1 Where a statute, regulation or order confers function or duties on The Proper Office, 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.
- 5.2 The Proper Officer shall
- (i) At least three days before a meeting of the council, serve on councillors a summons, by email confirming the time, place and agenda provided any such email contains the electronic signature and title of the Proper Officer
 - (ii) give public notice of the time, place, and agenda at least three clear days before a meeting of the council (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 in the office.
 - (iv) receive and retain copies of byelaws made by other local authorities.
- 5.3
- a) To retain acceptance of office forms from councillors
 - b) To receive and record notices disclosing interests at meetings.
 - c) To receive and retain plans and documents.
 - d) To sign notices or other documents on behalf of the Council.
 - e) To certify copies of bylaws made by the Council.
 - f) To sign and issue the summons to attend meetings of the Council.
 - g) To keep proper records of all Council meetings.

6 Quorum of the Council

- 6.1 Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.
- 6.2 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.
- 6.3 If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) becomes inquorate the meeting shall be closed and business not transacted shall be transacted at the next meeting or on such other day as the Chair may fix.
- 6.4 For a quorum relating to a committee or sub-committee, please refer to standing order 26.3.

7 Voting

- 7.1 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 their vote for or against that question. Members shall vote by show of hands or, if at least two members so

request, by signed ballot. Such a request must be made before moving on to the next business.

7.2 Subject to 7.2.1 and 7.2.2 below, the Chair may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he/she gave an original vote.

7.2.1 If the person presiding at the Annual Meeting would have ceased to be a member of the Council but for the statutory provisions which preserve membership of the Chair and Vice-chair until the end of their term of office, he/she may not give an original vote in an election for Chair.

7.2.2 The person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.

7.2.3 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 their right to participate and vote on that matter.

8 Order of Business

8.1 At each Annual Meeting of the Council the first business shall be:

- a) To elect a Chair and Vice Chair of the Council.
- b) The Chair of the Council unless he/she has resigned or becomes disqualified shall continue in office and preside at the annual meeting until a successor is elected at the next annual meeting.
- c) The Vice-Chair of the Council unless he/she has resigned or becomes disqualified shall continue in office until immediately after the election on the Chair of the Council at the next annual meeting of the council.
- d) In an election year, if the current Chair of the Council has not been re-elected as a member of the council, he/she 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.
- e) In an election year, if the current Chair of the Council has been re-elected as a member of the council, he/she shall preside at the meeting until a new Chair of the Council has been elected. He/she 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.
- f) 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 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.
- g) To receive the Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received.
- h) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.

- i) To decide when any declarations of acceptance of office and written undertakings to observe the code of conduct adopted by the Council which have not been received as provided by law, shall be received.
- j) To elect a Vice-chair of the Council.
- k) To appoint representatives to outside bodies.
- l) To appoint committees and sub-committees.
- m) To consider the payment of any subscriptions falling to be paid annually.
- n) To inspect any deeds and trust investments in the custody of the Council as required and shall thereafter follow the order set out in Standing Order 8.4.

8.2 At every meeting other than the Annual Parish Council Meeting, the first business shall be to appoint a Chair if the Chair and Vice-chair be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.

8.3 The Council shall review the pay and conditions of service of existing employees at least annually. Standing Order 20.1 must be read in conjunction with this requirement.

- 8.4 After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:
- a) To read and consider the Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - b) After consideration, to approve the signature of the Minutes by the person presiding as a correct record.**
 - c) To deal with business expressly required by statute to be done.**
 - d) To dispose of business, if any, remaining from the last meeting.
 - e) To receive such communications as the person presiding may wish to lay before the Council.
 - f) To answer questions from Councillors.
 - g) To receive and consider reports and minutes of committees.
 - h) To receive and consider resolutions or recommendations in the order in which they have been notified.
 - i) To authorise the sealing of documents.
 - j) If necessary, to authorise the signing of orders for payment.

9 Urgent Business

- 9.1 A motion to vary the order of business on the ground of urgency:
- a) May be proposed by the Chair or by any member and, if proposed by the Chair, may be put to the vote without being seconded, and
 - b) Shall be put to the vote without discussion.

10 Resolutions Moved on Notice

- 10.1 Except as provided by these Standing orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has

given notice in writing of its terms and has delivered the notice to the Clerk at least five clear days before the next meeting of the Council.

- 10.2 The Clerk shall date every notice of resolution or recommendation when received by him/her, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
- 10.3 The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he/she intends to move at some later meeting or that he/she withdraws it.
- 10.4 If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- 10.5 If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chair, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- 10.6 Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties which affects its area.

11 Resolutions Moved Without Notice

- 11.1 Resolutions dealing with the following matters may be moved without notice:
 - a) To appoint a Chair of the meeting.
 - b) To correct the Minutes.
 - c) To approve the minutes
 - d) To alter the order of business.
 - e) To proceed to the next business.
 - f) To close or adjourn the debate.
 - g) To refer a matter to a committee.
 - h) To appoint a committee or any members thereof.
 - i) To adopt a report.
 - j) To authorise the sealing of documents.
 - k) To amend a motion.
 - l) To give leave to withdraw a resolution or amendment.
 - m) To extend the time limit for speeches.
 - n) To exclude the press and public. (See Order 36.1 below)
 - o) To silence or eject from the meeting a member named for misconduct. (See Order 15.3 below)
 - p) To give the consent of the Council where such consent is required by these Standing Orders.
 - q) To suspend any Standing Order. (See Order 42.1 below)
 - r) To adjourn the meeting.

12 Questions

- 12.1 A member may ask the Chair of the Council or the Clerk any question concerning the business of the Council, provided five clear days notice of the question has been given to the person to whom it is addressed.
- 12.2 No questions not connected with the business under discussion shall be asked except during the part of the meeting set aside for questions.
- 12.3 Every question shall be put and answered without discussion.
- 12.4 A person to whom a question has been put may decline to answer.

13 Rules of debate

- 13.1 No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chair.
- 13.2 A resolution or amendment shall not be discussed unless it has been proposed and seconded, and unless proper notice has already been given, it shall, if required by the Chair, be reduced to writing and handed to him/her before it is further discussed or put to the meeting.
- 13.3 A member when seconding a resolution or amendment may, if he/she then declares their intention to do so, reserve their speech until a later period of the debate.
- 13.4 A member shall direct their speech to the question under discussion or to a personal explanation or to a question of order.
- 13.5 No speech by a mover of a resolution shall exceed five minutes and no other speech shall exceed five minutes except by consent of the Council.
- 13.6 An amendment shall be either:
 - a) To leave out words
 - b) To leave out words and insert others.
 - c) To insert or add words.
- 13.7 An amendment shall not have the effect of negating the resolution before the Council.
- 13.8 If an amendment be carried, the resolution, as amended, shall take the place of the original resolution, and shall become the resolution upon which any further amendment may be moved.
- 13.9 A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- 13.10 The mover of a resolution or of an amendment shall have a right of reply, not exceeding five minutes.

13.11 A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.

13.12 A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him/her which may have been misunderstood.

13.13 A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

13.14 When a resolution is under debate no other resolution shall be moved except the following:

- a) To amend the resolution.
- b) To proceed to the next business.
- c) To adjourn the debate.
- d) That the question now be put.
- e) That a member named be not further heard.
- f) That a member named do leave the meeting.
- g) That the resolution be referred to a committee.
- h) To exclude the public and press.
- i) To adjourn the meeting.

13.15 A member shall remain seated when speaking unless requested to stand by the Chair.

13.16 The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.

13.17 Members shall address the Chair. If two or more members wish to speak, the Chair shall decide who to call upon.

13.18 Whenever the Chair speaks during a debate, all other members shall be silent.

14 Closure

14.1 At the end of any speech a member may, without comment, move “that the question be now put,” “that the debate be now adjourned” or “that the Council do now adjourn.” If such a motion is seconded, the Chair shall put the motion but, in the case of a motion “that the question be now put,” only if he/she is of the opinion that the question before the Council has been sufficiently debated. If the motion “that the question be now put” is carried, he/she shall call upon the mover to exercise or wave their right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

15 Disorderly Conduct

- 15.1 All members must observe the Code of Conduct, which was adopted by the Council on 16th May 2024, a copy of which is annexed to these Standing Orders.**
- 15.2** No member shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business, or behave irregularly, offensively, improperly **or in such a manner as to bring the Council into disrepute.**
- 15.3** If, in the opinion of the Chair, a member has acted in a manner contrary to that required, the Chair shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. **If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Standards Board.**
- 15.4 If the motion mentioned in Standing Order 15.3 is disobeyed, the Chair may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

16 Right of Reply

- 16.1 The mover of a resolution shall have a right of reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

17 Alteration of Resolution

- 17.1 A member may, with the consent of their seconder, move amendments to their own resolution.

18 Rescission of Previous Resolution

- 18.1 A decision (whether affirmative or negative) of the Council shall not be reversed within six months except by a special resolution, the written notice whereof bears the names of at least six members of the Council, or by resolution moved in pursuance of the report or recommendation of a committee.
- 18.2 When a special resolution or any other resolution moved under the provisions of Standing Order 18.1 has been disposed of, no similar resolution may be moved within a further six months.

19 Voting on Appointments

- 19.1 Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one

person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

20 Discussions and Resolutions Affecting Employees of the Council

20.1 If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order No.36.1)

21 Sealing of Documents

21.1 A legal document shall not be executed on behalf of the council unless authorised by a resolution.

21.2 Subject to standing order 21.1 above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

OR Subject to standing order 21.1 above, any two councillors may sign on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.

21.3 Any two members of the Council named in a resolution moved under the provisions of Standing Order 23.1 may seal, on behalf of the Council, any document required by law to be issued under seal.

22 Committees and Sub-committees

22.1 The Council may at its Annual Parish Council Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:

- a) Shall not appoint any member of a committee so as to hold office later than the next Annual meeting.
- b) May appoint persons other than members of the Council to any Committee; and
- c) May subject to the provisions of Orders 18.1 and 18.2 above at any time dissolve or alter the membership of the committee.

22.2 The Chair and Vice-chair ex-officio shall be voting members of every committee.

22.3 Every committee shall at its first meeting before proceeding to any other business, elect a Chair and may elect a Vice-chair who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year.

23 Special Meeting

23.1 The Chair of a committee or the Chair of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of

the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

24 Sub-committees

- 24.1 Every committee may appoint sub-committees for purposes to be specified by the committee.
- 24.2 The Chair and Vice-chair of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
- 24.3 Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be a minimum of three voting members.
- 24.4 The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

25 Advisory Committees

- 25.1 The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.
- 25.2 The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- 25.3 An advisory committee may make recommendations and give notice thereof to the Council.
- 25.4 An advisory committee may consist wholly of persons who are not members of the Council.

26 Voting in Committees

- 26.1 Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.
- 26.2 The Chairs of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

27 Presence of Non Members of Committees at Committee Meetings

- 27.1 A member who has proposed a resolution which has been referred to any committee of which he/she is not a member, may explain their resolution to the committee but shall not vote.

28 Interests

28.1 If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 16th May 2024, then he/she shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

28.2 If a member who has declared a personal interest, then considers the interest to be prejudicial, he/she must withdraw from the room or chamber during consideration of the item to which the interest relates.

28.3 The Clerk may be required to compile and hold a Register of Member's Interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

28.4 If a candidate for any appointment under the Council is to their knowledge related to any member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or the appropriate committee any such disclosure. Where relationship to a member is disclosed Standing Orders 32.1 and 32.2 shall apply.

28.5 The Clerk shall make known the purpose of Standing Order 32.4 to every candidate.

29 Canvassing of and Recommendations by Members

29.1 Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purpose of this Standing Order to every candidate.

29.2 A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give written testimonial of a candidate's ability, experience, or character for submission to the Council with an application for appointment.

29.3 Standing Orders 32.4, 33.1 and 33.2 shall apply to tender as if the person making the tender were a candidate for an appointment.

30 Inspection of Documents

30.1 A member may for the purpose of their duty as such (but not otherwise), inspect any document in the possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

30.2 All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

31 Unauthorised Activities

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

32 Admission of the Public and Press to Meetings

- 32.1 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 the meeting shall be by resolution which shall give reasons for the public's exclusion.
- 32.2 Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent.
- 32.3 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.
- 32.4 **The public and press shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public and press by means of the following resolution:**
"That in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw."
- 32.5 The Council, committee or sub-committee shall state the special reason for exclusion.
- 32.6 At all meetings of the Council, the Chair may at their discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.
- 32.7 The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.
- 32.8 If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that he/she be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

33 Confidential Business

- 33.1 No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee, or the sub-committee as the case may be.

33.2 Any member in breach of the provisions of Standing Order 37.1 shall be removed from any committee or sub-committee of the Council by the Council.

34 Liaison with Unitary Authority Councillors

34.1 A summons and agenda for each meeting shall be sent, together with an invitation to attend, to the Unitary Authority Councillors representing the Parish of Edlesborough.

34.2 Unless the Council otherwise orders, a copy of each letter ordered to be sent to the Unitary Authority Council shall be transmitted to the appropriate Unitary Authority Councillor as the case may require.

35 Planning Applications

35.1 A record of all planning applications for which the Council is invited to comment shall be maintained on the Parish Council website. The record shall include:

- a) the date on which it was received.
- b) the place to which it relates.
- c) the Council's agreed response to the application

35.2 The delegated councillor shall give a report to the Council regarding the nature of the application and the Council shall agree a suitable response to be forwarded to the Local Planning Authority. If the response must be forwarded to the Local Planning Authority before the next meeting of the Council, the delegated councillor shall send a provisional response prepared by the delegated councillor after informally consulting with the other councillors. The provisional response shall then be considered at the next meeting of the full Council which shall either ratify it or agree a revised response.

36 Financial Controls & Procurement

36.1 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 [60,000] due to special circumstances are exempt from a tendering process or procurement exercise.

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

36.3 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. tenders are to be submitted in writing to a special email address newtenders@edlesborough-pc.gov.uk addressed to the Proper Officer;
- iv. 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;
- v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

36.4 Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

36.5 **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

37 Code of Conduct on Complaints

37.1 Upon notification by the Principal 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.**

38 Variation, Revocation and Suspension of Standing Orders

38.1 Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any item of business.

38.2 A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

39 Standing Orders to be Given to Members

39.1 A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him/her of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.

Signed for and on behalf of Edlesborough Parish Council	
Name	Cllr Rosie Booth
Signature	<i>R Booth</i>
Position	Chair
Date	21/05/2026
Minute Record	12 Review Standing Orders – Minutes 21/05/26