

STANDING ORDERS-CAMBORNE TOWN COUNCIL

MEETINGS

1. (a) Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct.

(b) All mobile phones are to be switched off during Council meetings except by special permission of the Chairman of that meeting.

(c) **Photographing, electronic recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior (written) consent.**

(d) **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.**
2. **The Statutory Annual Meeting (a) in an election year shall be held before the first Friday following the fourth day after the ordinary day of elections to the Council and (b) in a year which is not an election year on the second Thursday in May.**
3. **The other three statutory meetings shall be held on the second Thursday in September, November and February.**
4. **When calculating the three clear days for notice of a meeting to councillors and the public, 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 public thanksgiving or mourning shall not count.**

CHAIRMAN OF THE MEETING

5. **The person presiding at a meeting may exercise all the powers and duties of the Town Mayor in relation to the conduct of the Meeting.**

ELECTION OF MAYOR AND DEPUTY MAYOR

6. The Mayor and Deputy Mayor to be nominated at the meeting of the Full Council in the month prior to The Annual General Meeting of the Council with the exception in a Town Council election year.

PROPER OFFICER.

7. Where a Statute, Regulation or Order confers functions or duties upon the Proper Officer of the Council in the following cases, shall be The Town Clerk:-
 - (a) To receive Declarations of Acceptance of Office.
 - (b) To receive and record Notices concerning Pecuniary Interests.
 - (c) To receive and retain plans and documents.
 - (d) To sign Notices and other Documents on behalf of the Council.
 - (e) To receive copies of Bye-laws made by Cornwall Council.
 - (f) To certify copies of Bye-laws made by the Council and other such orders as adopted by the Council.
 - (g) To sign Summons to attend meetings of the Council.
 - (h) To keep proper records for all meetings.

In any other case, the Proper Officer shall be the person nominated by The Council, and in default of nomination, by The Town Clerk.

8. **Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.**
9. If a quorum is not present when the Council meets or, if during the Meeting the number of Councillors present falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.

VOTING.

10. Members shall vote by a show of hands or, if at least two Members so request, by signed ballot.

- 11. 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. Such a request shall be made before moving on to the next item of business on the agenda.**

- 12. (1) Subject to (2) and (3) below, the Chairman may give an original vote on any matter put to the vote and, in the case of an equality of votes may give a casting vote whether or not he gave no original vote.**

(2) 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 the membership of the Chairman and Vice-Chairman until the end of their term of office they may not vote in an election for Chairman.

(3) The person presiding must give a casting vote whenever there is an equality of votes in an election for the Chairman

ORDER OF BUSINESS

(In an election year Councillors should execute Declarations of Office in each others presence or in the presence of a Proper Officer previously authorised by The Council to take such Declaration, before the Annual Meeting commences.)

- 13. At each Annual Meeting the first business shall be: -**
 - (a) To elect the previously nominated Councillor for the office of Mayor, or in the case of an election year to elect a Mayor, who shall hold office for one year.**

 - (b) The Mayor shall not hold office for more than two consecutive years.**

 - (c) To receive the Chairman's Declaration of Acceptance of Office or, if it is not then received, to decide when it shall be received.**

 - (d) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**

- (e) 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.
- (f) To appoint the previously nominated Councillor for the office of Deputy Mayor, or in the case of an election year to elect a Deputy Mayor.
- (g) To appoint statutory or standing committees.
- (h) To consider the payment of any subscriptions falling to be paid annually.
- (i) If required to inspect any deeds and trust instruments in the custody of the Council; and shall thereafter follow the order set out in Standing Order 15.

14. At every meeting other than the Annual Meeting, the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent and to receive such Declarations of Acceptance of Office (if any) and 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.

- 15. In every year not later than the meeting at which the precept for next year has been settled, the Council shall review the pay and conditions of service of existing employees. (See standing Order 38, below)
- 16. After the first business has been completed, the order of business, unless the Council otherwise decide on the grounds of urgency, shall be as follows:
 - (a) Apologies for absence shall be given to include reasons for absence; those reasons shall be recorded but not included in minutes published.
 - (b) Members to declare personal and prejudicial interests (including the details thereof) in respect of any item on the agenda including gifts of hospitality exceeding £25.
 - (c) To suspend standing orders for a maximum of fifteen minutes to allow a public participation should it be required.

- (d) 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.
 - (e) To receive reports from outside bodies as approved by the Chairman
 - (f) **After consideration, to approve the signature of the Minutes by the presiding Chairman as a correct record.**
 - (g) Any item arising from the Minutes may be discussed without a resolution.
 - (h) To receive and consider reports and Minutes of committees and advisory committees.
 - (i) **To deal with business expressly required by Statute to be done.**
 - (j) To receive such communications as the presiding Chairman may wish to lay before the Council.
 - (k) To answer questions from Councillors.
 - (l) To dispose of business, if any, remaining from the last meeting.
 - (m) To receive and consider Reports from Officers of the Council.
 - (n) To authorise the sealing of documents.
 - (o) To authorise the signing of Orders for payment.
 - (p) To consider motions or recommendations in the order in which they have been notified.
 - (q) Any other business notified in the Summons.
17. A motion to vary the Order of Business.
- (a) may be proposed by the Chairman or by any other Member and, if proposed by the Chairman may be put to the vote without being seconded, and
 - (b) shall be put to the vote without discussion.

RESOLUTIONS

18. Except as provided by the Standing Orders, no additional agenda items may be added 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 Town Clerk at least six clear days before the next meeting of the Council.
19. The Town Clerk shall date every Notice of Motion or Recommendation when received by him, shall number each Notice in the order in which it is received and shall enter it in a record which shall be open to the inspection of every Member of the Council.
20. The Town 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 Notice of Motion has stated in writing that he intends to move at some later meeting or that he withdraw it.
21. If a Resolution or Recommendation specified in the summons be not moved, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh Notice.
22. If the subject matter of a Resolution come within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report provided that the Chairman, if he consider it to be a matter of Urgency, may allow it to be dealt with at the meeting at which it was moved.
23. Every Resolution or Recommendation shall be relevant to some question over which the Council has power or which affects its area.

RESOLUTIONS MOVED WITHOUT NOTICE

24. Resolutions dealing with the following matters may be moved without notice:
 - (a) to appoint a Chairman of the meeting;
 - (b) to correct the Minutes;
 - (c) to approve the Minutes;
 - (d) to alter the order of business;

- (e) to proceed to the next business;
- (f) to close or adjourn the debate;
- (g) to refer a matter to committee;
- (h) to appoint a committee or 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 motion or amendment;
- (m) to extend the time limit for speeches;
- (n) to consider otherwise than in committee a question affecting an employee of the Council;
- (o) to exclude the Press and Public in connection with matters of a personal nature affecting employees of the Council or where personal or confidential matters of others are about to be discussed;
- (p) to silence or eject from the meeting a Member named for misconduct;
- (q) to give consent of the Council where such consent is required by these Standing Orders;
- (r) to suspend any or all of these Standing Orders.

QUESTIONS

- 25. A member may ask the Chairman of the Council or the Clerk any question concerning the business of the Council provided it is not covered by an agenda item. A period of 48 clear hours notice of the question must be given to the person to whom it is addressed before the meeting begins.
- 26. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- 27. Every question shall be put and answered without discussion.

SMOKING

28. Smoking shall not be permitted within the grounds of the Town Council building.

RULES OF DEBATE

29. Corrections to the Minutes shall be made by Resolution and initialled by the Chairman.
- (a) Minutes of meetings should be received for accuracy in the first instance.
 - (b) The minutes of the meetings being received shall be moved by the Chairman and Vice Chairman of that meeting if present.
 - (c) Only members present at the meeting in which the minutes are being received shall be entitled to vote on them.
30. (a) a resolution or amendment shall not be discussed unless it has been proposed and seconded.
- (b) A member when seconding a resolution or amendment may, if they then declare their intention so to do, reserve their speech until a later period in the debate.
 - (c) A member shall direct their speech to the question under discussion or to a personal explanation or to a question of order.
 - (d) No speech shall exceed three minutes except by consent of the Council, except that the mover of the resolution whose speech shall not exceed five minutes.
 - (e) An amendment shall be either:
 - (i) to leave out words;
 - (ii) to leave out words and insert or add others;
 - (iii) to insert or add others.
 - (f) An amendment shall not have the effect of negating the motion before the Council.
 - (g) If an amendment be carried the motion as amended shall take the place of the original motion and shall become the motion to which any other amendment may be moved.

- (h) A further amendment shall not be moved until the Council has disposed of every other amendment previously moved;
- (i) The mover of a motion or of an amendment shall have the right of reply.
- (j) A member, other than a mover of a motion, shall not without leave of The Chairman speak more than twice on any motion except to move an amendment or further amendment or, on an amendment or point of order or in a personal explanation or to move the closure.
- (k) A member may rise to make a point of order or of personal explanation. A point of order can only be raised to inform the Chairman of an alleged breach of Standing Orders with a direct reference to the said order. A personal explanation shall be confined to some material part of a former speech by them which may have been misunderstood. A member rising for these purposes shall be heard forthwith.
- (l) A motion or amendment may be withdrawn by the proposer with the consent of the seconder, which shall be signified without discussion: no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- (m) When a motion is under debate, no other motion shall be moved except the following:
 - (i) to amend the motion;
 - (ii) to proceed to next business;
 - (iii) to adjourn the debate;
 - (iv) that the question now be put;
 - (v) that a member now named be not further heard;
 - (vi) that the member now named does leave the meeting;
 - (vii) that the matter be referred to a committee;
 - (viii) to exclude the press and public under the conditions out-lined in Standing Order No 23 (o);
 - (ix) to adjourn the meeting.

31. Members and Officers shall stand when speaking unless permitted by the Chairman to sit, or on the account of infirmity.

32. (a) The Ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- (b) Members shall address the Chairman.
- (c) Members will indicate their desire to speak by a silent signal to the Chairman who may then call each speaker in turn to speak.
- (d) Whenever the Chairman rises during a debate, all other Members shall be seated and silent.
- (e) The Chairman should conduct the meeting impartially treating each Member equally no matter what political persuasion they hold or personal opinion they may have.
- (f) No meeting of the Council will last longer than two hours without a resolution passed by a majority vote.

CLOSURE

33. At the end of any speech, a member may without comment move that the question now be put, that the debate now be adjourned or that the Council do now adjourn. If such a motion be seconded and if the Chairman is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), they shall forthwith put the question. If the motion that the question now be put is carried, they shall call upon the mover to exercise or waive 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.

DISORDERLY CONDUCT

34. (a) **All members must observe the Code of Conduct which was adopted by the Council on 14th June 2007 a copy of which is annexed to these standing orders.**
- (b) No Member shall misconduct themselves at a meeting by persistently disregarding the ruling of the Chairman or by wilfully obstructing business or by behaving irregularly, offensively, improperly **or in such a manner as to scandalise The Council or to bring it into disrepute, contempt or ridicule.**

- (c) If in the opinion of the Chairman a member has so misconducted themselves, the Chairman shall express that opinion to The Council and thereafter any member may move that the member so named be no longer heard. If the member named persists a motion may be moved, that the member named leave the meeting forthwith and if seconded shall be put without discussion.
- (d) If the motion mentioned in paragraph (c) is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

RIGHT OF REPLY

- 35. The mover of a motion shall have the right of reply immediately before the motion 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 the right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF RESOLUTION

- 36. A member may, with the consent of his seconder, move amendments to his motion.

RESCISSION OF PREVIOUS RESOLUTION

- 37. (a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by special resolution the written notice whereof bears the names of at least six members of the Council.
- (b) When a special resolution has been disposed of, no similar resolution may be moved within a further six months.
- (c) In view of 36 (a) and 36 (b) above any resolution in view of special circumstances may be brought back with the support of nine or more Council members.

VOTING ON APPOINTMENTS

- 38. When 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.

DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

39. If at a meeting there arise any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the public shall be excluded (see Standing Order No 73).
40. Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, capabilities, grievance and disciplinary matters.
41. 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.
42. 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.
43. Access and means of access by keys and computer passwords to records of employment shall be provided only to the Town Clerk and Chairman of the Council.

EXPENDITURE

44. **Orders for the payment of money shall be authorised by resolution of the Council and signed by any two of the following:**
 - (i) The Mayor of Camborne.
 - (ii) Deputy Mayor of Camborne.
 - (iii) Chairman of the Budget & Development Committee.
 - (iv) Chairman of the Amenities Committee.
 - (v) Chairman of the Planning Committee.and countersigned by The Town Clerk.

SEALING OF DOCUMENTS

45. A document shall not be sealed on behalf of the Council unless its sealing has been authorised by Resolution.

COMMITTEES AND SUB-COMMITTEES

46. The Council may at the Annual Meeting appoint Standing Committees and may at any other time appoint such other committees as are necessary but subject to any statute provision on 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 with no voting powers except when those sub committees relate to Tourism and Festivals.
 - (c) May subject to the provisions of Order 36 above at any time dissolve or alter the membership of a committee.
 - (d) Each committee shall consist of up to nine Members.
 - (e) Each committee shall reflect the political balance of the Council.
 - (f) Each member shall have equal committee work as far as possible.
 - (g) Minutes for each committee meeting will be produced and circulated prior to the next meeting of the Full Council where the Council will receive them. Members will then have the opportunity to request that the Chairman of that committee takes any matter back for further discussion in the light of new/additional information, however, the decision of whether to take back or not rests solely with the Chairman of that committee. The Minutes are then taken back to the next appropriate committee meeting for approval as a true and accurate record.
 - (h) Any committee meeting that is not held due to it being inquorate must be called again by the Chairman within 14 working days.
 - (i) Substitutes will not be allowed at any Committee, Sub Committee or Working Party.

47. The Mayor and Deputy Mayor ex-officio shall be voting members of every committee.
48. The following committees shall be the Standing Committees of the Town Council and shall consist of nine members: The Planning Committee; The Amenities Committee; The Budget and Development Committee.
49. Every committee shall at its first meeting before proceeding to any other business elect a Chairman and elect a Vice-Chairman, and both may hold office until the next Annual Meeting of the Council.
50. The Chairman of a committee or the Mayor of the Council may summons a special meeting of that committee at any time. A special meeting shall also be summoned on the requisition of not less than a quarter 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.
51. Every committee may appoint sub-committees whose terms of reference shall be determined by the parent committee as identified in 54(b).
52. The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve. That sub-committee shall be appointed from members of the appointing committee unless specialist knowledge is required by that sub-committee.
53. Except where ordered by the Council in the case of a committee (or by the Council or the appropriate committee in the case of a sub-committee), the quorum shall be one third of the Members elected to the committee.
54. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than twice) and the Standing Orders on interests of members in contracts and other matters shall apply to committee and sub-committee meetings in so far as they are appropriate.

DELEGATED POWERS

55. The Council delegates executive powers as follows
 - (a) The day to day management of Council business shall be the responsibilities of the officers working under the supervision of the Clerk to the Council.

- (b) Standing committees will be responsible for the Budget/Reserves of those areas that fall within the committee's responsibility. Each committee will have delegated powers of expenditure as follows.
 - (i) Up to 20% of budget/reserve for any one item of expenditure where the annual budget heading or reserve is less than £20,000.
 - (ii) Paragraph (i) to be qualified by the remit that the majority of committee members present support the resolution of expenditure.
 - (iii) Any proposed expenditure outside of these parameters detailed in the above paragraph must be placed before Full Council as part of a recommendation for approval.

- 56. Executive powers are delegated to the Clerk of the Council following consultation with either the Town Mayor or Deputy Town Mayor or Chairman or Vice Chairman of the appropriate committee for matters which require a decision before the next ordinary meeting.

- 57. The Planning Committee will have full delegated powers to respond to any Planning Applications, Community Projects, Pre-application Consultation and Highway Consultation.

- 58. The Budget & Development Committee will have full delegated powers to respond to any matter relating to Administration, Office, Insurances, Members Expenses, Miscellaneous Expenditure or Income, Handyman Services, Community Support, Grant Aid, Capital Works, Depreciation, Income, Budget Monitoring, Internal Audit, External Audit, Human Resources, Equality and Diversity, Property, Health and Safety.

- 59. The Amenities Committee will have full delegated powers to respond to any matter relating to Small Purchases, Community Projects, Flowers, Camborne in Bloom, Christmas in Camborne Festivities, Footpath Walks.

ADVISORY COMMITTEES

- 60. (a) the council may create advisory committees as necessary, whose terms of reference and members shall be determined by resolution of the parent committee as the sovereign body. Each committee may vary in number and can be drawn from such nominating bodies as are deemed appropriate.

- (b) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- (c) An advisory committee may make recommendations and notice thereof to the parent Committee.
- (d) An advisory committee may not consist wholly of persons who are not members of the Council.

VOTING IN COMMITTEES

- 61. Members of committees and sub-committees shall vote by a show of hands and retain the right to a recorded vote.
- 62. Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

- 63. A Member who has proposed a motion which has been referred to any committee of which he is not a member may explain his motion to the committee but may not vote.
- 64. Any member shall, unless the Council otherwise orders, be entitled to be present as a spectator of the meetings of any committee or sub-committee of which he is not a member and with the consent of the Chairman be allowed to speak.

ACCOUNTS AND FINANCIAL STATEMENT

- 65. (a) Except as provided in paragraphs (b) of the Standing Order or by Statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- (b) Where it is necessary to make payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Unless it has been otherwise authorised by the Council, payment shall be authorised by the committee (if any) having charge of the business to which it relates or by The Mayor or the Deputy Mayor of the Council.
- (c) All payments authorised under sub-paragraph (b) of the Standing Order or made without authority of the

Council shall be separately included in the next schedule of payments laid before the Council.

INTERESTS

66. The Town Clerk shall supply to each member at the ordinary meeting next after the Financial Year a Schedule of Receipts and Payments.

ESTIMATES

67. Any committee desiring to incur expenditure to be defrayed out of the Council Tax shall not later than 30th September in any year give to The Town Clerk a written estimate of the expenditure recommended for the coming year and such estimate shall be submitted at its meeting in December.
68. (a) **If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 14th June 2007 then they shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.**
- (b) **If a member who has declared a personal interest then considers the interest to be prejudicial, they must withdraw from the room or chamber during consideration of the item to which the interest relates.**
- (c) **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.**
- (d) The Clerk shall make known the purpose of this standing order to every candidate.
69. (a) Canvassing of members of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Town Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
- (b) A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion but nevertheless a member may give a

written testimonial of a candidate's ability, experience or character for submission to the Council with an application for an appointment.

70. Standing Orders No 67 and 68 shall apply to Tenders as if the person making the Tender were a candidate for an appointment.

INSPECTION OF DOCUMENTS

71. A member may for the purposes of his duty (but not otherwise) inspect any document in possession of the Council or a committee and, if copies are available, shall on request be supplied for the like purpose with a copy.
72. **(a) All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council;**
- (b) The minutes of the Council shall be open to inspection by any local government elector of the Town without charge.

UNAUTHORISED ACTIVITIES

73. No member of the Council or of any committee or of any 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
- unless authorised so to do by the Council (or the relevant committee or sub-committee).

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

74. **The Public and the 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 or both by means of the following resolution: "That in the view of the [special][confidential] nature of the business about to be transacted, it is advisable in the public interest that the public and Press be temporarily excluded and they are instructed to withdraw".
75. The Town Clerk shall afford to the Press reasonable facilities to report any proceedings at which they are entitled to be present.

76. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after a warning, order that they be removed from The Council Chamber or that the part of the Chamber open to the Public be cleared.

CONFIDENTIAL BUSINESS

77. (a) From time to time, a member or officer of the Council may declare they have information which is confidential but germane to the discussion. Upon such member or officer declaring the same, the Chairman shall be empowered to cease discussion at once to enquire whether or not the provision of Standing Order 73 be applied;
- (b) No member of the Council or of any committee or of any 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 sub-committee as the case may be.

LIAISON WITH CORNWALL COUNCILLORS

78. A notice of meeting shall be sent together with an invitation to attend to the Cornwall Councillor for the Division if not a member of the Council.
79. Unless the Council otherwise orders, the substance of each letter ordered to be sent to the Cornwall Council shall be transmitted to the Cornwall Councillor for the Division.

PLANNING APPLICATIONS

80. (a) The Town Clerk shall, as soon as it is received, enter in record kept for the purpose the following particulars of every planning application notified to the Council:
- (i) The date on which it is received.
 - (ii) The name of the applicant.
 - (iii) The place to which it relates.
 - (iv) A summary of the application.
- (b) The Planning Committee is authorised to reply direct to any relevant body on any matter of planning.

STANDING ORDER ON CONTRACTS

81. Where applicable as a course of good practice the Council should implement Best Value procedures.

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

82. Any part of these Standing Orders except those printed in **bold type** may be suspended by Resolution in relation to any specific item of business.
83. A motion permanently to vary or revoke a Standing Order shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Council.

STANDING ORDERS TO BE GIVEN TO THE MEMBERS

84. A printed copy of these Standing Orders shall be given to each Member of the Council. An up to date copy of the Charles Arnold-Baker Local Council Administration book shall be made available for reference to any member by the Town Clerk at the Town Council Office.

FINANCIAL MATTERS

85. The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer.

Such Regulations shall include detailed arrangements for the following:

- i) the accounting records and systems of internal control;
 - ii) the assessment and management of 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 financial reporting requirements of members and local electors and
 - v) procurement policies (subject to (b) below) including the setting of values for different procedures where the contract has an estimated value less than £25000.
86. Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations a copy of which is annexed to these standing orders.

(Council is reminded that the European Union Public Sector Procurement Rules are likely to apply to contracts with a value in excess of £140,000 and advice should be sought at this level.)

(Note: Some Standing Order **must** be made for contracts for the supply of goods or the execution of works.)

CODE OF CONDUCT ON COMPLAINTS

87. The Council shall deal with complaints of mal-administration against the Council, whether alleged to have been caused by any officer or member, in such manner as adopted by the Council. Any allegations which are solely about a breach of the Code of Conduct by one or more members shall be forwarded to the Standards Committee of Cornwall Council or, in the alternative, the complainant shall be advised that that is the body to which such complaints be made. Where an allegation of maladministration also gives rise to a potential breach of the Code of Conduct for members the complainant shall be advised that this Council does not have jurisdiction to Code of Conduct complaints and they shall be advised that such a role falls to the Standards Committee of Cornwall Council.

POLICIES

88. All Councillors and Officers must adhere to the Council's policies.

Appendix 1

The Local Authorities (Model Code of Conduct) Order 2007 as adopted by this Council on the 14th June 2007 including paragraph 12(2).

Appendix 2

Camborne Town Council Financial Regulations adopted xxxxxx 2011