



LOUGHTON TOWN COUNCIL STANDING ORDERS

**based on NALC MODEL STANDING ORDERS
2018 (as updated July 2018)
(ENGLAND)**

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- Appendix A Terms of Reference of Committees
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- Appendix C Right of members of the public to address meetings of standing committees of the Council other than the Planning and Licensing Committee

In these Standing Orders:

- i. references to the Town Mayor shall include the person occupying the chair at Full Council meeting and
- ii. "he" shall be read so as to mean "s/he".

1 RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion, upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall (unless the meeting agrees otherwise) be voted upon separately.
- l Save with the assent of the meeting, a councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has a right of reply which should not exceed 5 minutes but then no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak only once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or,
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

2 DISORDERLY CONDUCT AT MEETINGS

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

3 MEETINGS GENERALLY

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

- a All Meetings of Full Council shall be held in Loughton Library and Town Hall , Traps Hill, Loughton, IG10 1HD commencing at 7.45pm unless the Council otherwise decides at a previous meeting or with the majority consent of committee chairmen. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas and New Year 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 nor 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 At the discretion of the chairman, members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting. (For provisions relating to the Planning and Licensing Committee, see Appendix C).

- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h Persons wishing to address the Council must give notice to the Town Clerk by 3pm on the day of the meeting, signifying the official position of the person (if any) and the agenda item about which it is desired to make the address.
- i No item will be deferred owing to the absence of someone who had indicated an intention to address the meeting.
- j If there are five or more persons wishing to address the Council the chairman will encourage them to elect a small number of representatives to speak preserving a balance of views as far as possible.
- k A summary of public participation session at a meeting shall be included in the minutes of that meeting.
- l In accordance with standing order 3(e), a question shall not require a response at the meeting nor may it start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- m The practice of the Council is that members of the public speak standing from a part of the chamber away from the councillors' tables. A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- n A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- o Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- p Whenever the chairman rises or intervenes during a debate all other members shall be seated and silent.
- q Subject to standing order 3(r), 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.
- r A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- s 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.
- t Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done

by, to or before the Vice-Chairman of the Council (if there is one).

- u The Chairman of the Council, if present, shall preside at a meeting unless he has declared a Discretionary Pecuniary Interest or other substantial interest. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- v 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.
- w The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

See standing orders 6(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- x Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, (if supported by more than one-quarter of the councillors present and to mirror principal council practice) 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 the vote is taken, if requested before the next item of business on the agenda. Any individual member may have his dissent recorded.
- y The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was public participation and
 - vii. the resolutions agreed.
- z If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution; such resolution shall be recorded in the minute of the meeting at which the approval was given.

- aa A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
- bb Councillors with a disclosable pecuniary interest must leave the room or chamber during the relevant item of business, unless permitted to remain following the grant of a dispensation. Councillors with a substantial but not a disclosable pecuniary interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (ii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber, unless permitted to remain following the grant of a dispensation.
- cc The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting. (See also standing orders 15 & 16 below.) An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.
- dd No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council is present and in no case shall the quorum of a meeting be less than three.

See standing order 5d(x) for the quorum of a committee or sub-committee meeting.
- ee If a meeting is or becomes inquorate then debate on the business under discussion at the point of inquorancy shall stand adjourned and no further business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
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- ff Meetings shall finish no later than 9.30pm in the evening, or 105 minutes after the start of a meeting commenced at any other time.

4 QUESTIONS

- a A councillor may seek an answer to a question concerning any business of the Council provided five working days' notice of the question has been given to the Proper Officer.

- b Questions not related to items of business on the agenda for a meeting shall be asked only during the part of the meeting (if any) set aside for such questions.
- c Every question shall be put and answered without discussion.

5 COMMITTEES AND SUB-COMMITTEES

See also standing order 3 above

- a Unless the Council determines otherwise by a resolution, a committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of 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, at its annual meeting or at any other time may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall ensure that the membership of committees is determined as nearly as possible on a pro rata basis to the number of members elected to the Council representing different political groups;
 - v. shall, subject to standing orders 5(b) and (c), appoint and determine the terms of office of members of such a committee; (unless the appointment of non – councillors is prohibited by law) so as to hold office no later than the next annual meeting;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman and vice chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if and also how the public may participate at a meeting of a committee;
- x. shall determine if the public and press be permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may in accordance with standing orders dissolve a committee or a sub-committee at any time.

e. **Substitution of members**

- i. Substitution of a member for another member who is unable to attend a meeting of a committee of which he is a member may be made by a nominated person, for each political group giving notice in writing, signed by the nominated person, to the Town Clerk, the original notice and any subsequent amendment, to be delivered to the Town Council office no later than three hours before the scheduled starting time of the meeting. Such notice shall state the name of the person for whom the substitution is being made, and the name of the substitute.¹

i. ¹ notice sent to the council's generic email address from the known email address of the nominated person shall satisfy the requirement for signed written notice;

ii. if the person for whom the substitution is being made subsequently became available to attend, he would then only be able to attend the meeting as a non-committee member; the substitute member takes precedence, unless the committee resolves otherwise.

Any such substitution shall conform to Standing Order 5d (v)

- ii. A member attending a meeting as a substitute under this Standing Order shall be accounted a full member of the committee for that meeting only, and shall be entitled to speak and vote thereat.
- iii. The Chairman of the committee shall direct the committee's attention to the substitution under the agenda heading of apologies for absence.
- iv. If a meeting of a committee is adjourned, any member attending that meeting as a substitute shall be entitled to attend the resumed meeting, and the original member for whom the substitution was made shall not be entitled to attend the adjourned meeting as a member of the committee.
- v. Up to three persons per political group will be nominated to be authorised to

make substitutions as in (v) above, the nominations to be notified to the Annual Meeting.

See Appendix 1, for the current Terms of Reference for Committees.

6 ORDINARY COUNCIL MEETINGS

See also standing order 3 above

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the 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 7.45 pm.
- 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. In this Standing Order, the Town Mayor and Deputy Town Mayor shall be accounted as Chairman and Deputy Chairman as far as Statute requires.
- e The first business conducted at the annual meeting of the Council shall be the election of the Town Mayor and Deputy Town Mayor of the Council.
- f The Town Mayor, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Deputy Town Mayor unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Town Mayor at the next annual meeting of the Council.
- h In an election year, if the current Town Mayor has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Town Mayor has been elected. The current Town Mayor shall not have an original vote in respect of the election of the new Town Mayor but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Town Mayor has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Town Mayor has been elected. He may exercise an original vote in respect of the election of the new Town Mayor and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Town Mayor and Deputy Town Mayor of the Council at the annual meeting, the business may include:
 - i. To choose a member to preside if the Town Mayor and Deputy Town Mayor be absent.
 - ii. In an election year, delivery by the Town Mayor 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 Town Mayor of his acceptance of office form unless the Council resolves for this to be done at a later date;

- iii. To receive apologies for absence.
- iv. Confirmation of the accuracy (and amending if necessary) of the minutes of the last meeting of the Council,
- v. Receipt of the minutes of the last meeting of a committee and sign as a correct record.
- vi. Consideration of the recommendations made by a committee.
- vii. To declare any disclosable pecuniary interests or other interest in any item on the agenda.
- viii. Review of delegation arrangements to committees, sub-committees, staff and other local authorities.
- ix. Review (if required) of the terms of reference for committees.
- x. Appointment of members to Standing Committees and to elect Chairman and Vice Chairman of the Standing Committees.
- xi. To appoint members authorised to make substitutions for their respective groups (see Standing Order 5d(v)).
- xii. Appointment of any new committees in accordance with standing order 5.
- xiii. Appoint representatives to outside bodies and review arrangements for reporting back on the activities of outside bodies.
- xiv. Review and adoption of standing orders and financial regulations.
- xv. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xvi. Review of representation on or work with external bodies and arrangements for reporting back.
- xvii. 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.
- xviii. Review of inventory of land and other assets including buildings and office equipment.
- xix. Confirmation of arrangements for insurance cover in respect of insurable risks.
- xx. Review of the Council's and/or staff subscriptions to other bodies.

- xxi. Review of the Council's complaints procedure.
- xxii. Review of any Council policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also *standing orders 13, 24 and 25*).
- xxiii. Review of the Council's policy for dealing with the press/media.
- xxiv. Review of the Council's employment policies and procedures.
- xxv. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the General Power of Competence.
- xxvi. To deal with any other business, if any, notified in the summons.
- xxvii. Determining (if not previously done) the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

See also standing order 3 above

- a The Town Mayor may convene an extraordinary meeting of the Council at any time.
- b If the Town Mayor does not call or refuses to 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 and specify the business to be transacted.
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee (or the sub-committee) at any time.
- d If the chairman of a committee (or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee (or the sub-committee), any 2 members of the committee (or the sub-committee) may convene an extraordinary meeting of the committee (or a sub-committee). The public notice giving the time, venue and agenda for such a meeting must be signed by those councillors and specify the business to be transacted.

8 ADVISORY COMMITTEES

See also standing order 3 above

- a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.
- b Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

9 RECISSION OF PREVIOUS RESOLUTIONS

- a A resolution of the Council or a committee shall not be reversed within six months except either by a special motion, which requires written notice by at least seven councillors to be given to the Proper Officer in accordance with standing order 11, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 9(a) has been disposed of, no similar motion may be moved for a further six months.

10 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 Town Mayor/chairman of the meeting.

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least five clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 11(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 11(b) is not clear in meaning, he shall reject the motion until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least five clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Town Mayor/chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Having consulted the relevant member(s) pursuant to standing order 11(e), the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

- g Motions received shall be recorded and numbered in accordance with the Council's standing orders in the order that they are received and shall be entered in a book, which shall be open to inspection by all councillors.
- h Every motion rejected in accordance with the Council's standing orders shall be recorded with an explanation by the Proper Officer of the reason for rejection, in a book for that purpose, which shall be open to inspection by all councillors.
- i Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

12 MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to approve the accuracy of the minutes of the previous meeting or amend them;
 - ii. to correct an inaccuracy in the draft minutes of a meeting;
 - iii. to move to a vote;
 - iv. to defer consideration of a motion;
 - v. to refer a motion to a particular committee or sub-committee;
 - vi. to appoint a person to preside at the meeting;
 - vii. to dispose of business, if any, remaining from the last meeting;
 - viii. to change the order of business on the agenda, for reasons of urgency or expedience;
 - ix. to proceed to the next business on the agenda;
 - x. to require a written report;
 - xi. to refer by formal delegation a matter to a committee or to a sub-committee or an employee or in the case of a committee, to refer it to Full Council;
 - xii. to appoint a committee or sub-committee and their members (including substitutes) thereto;
 - xiii. to receive nominations to a committee or sub-committee;
 - xiv. to dissolve a committee or sub-committee;
 - xv. to note the minutes of a meeting of a committee or sub-committee;
 - xvi. to consider a report and/or recommendations made by a committee or a sub-committee or an employee, professional advisor, expert or consultant;

- xvii. to extend the time limits for speaking;
- xviii. to exclude the press and public from all or part of a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xix. to not hear further from a councillor or a member of the public;
- xx. to exclude a councillor or member of the public for disorderly conduct;
- xxi. to close or adjourn debate;
- xxii. to temporarily suspend the meeting;
- xxiii. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xxiv. to adjourn the meeting; or
- xxv. to close the meeting;
- xxvi. to approve the absences of councillors;
- xxvii. to authorise legal deeds (to be sealed by the Council's common seal) OR (signed by two councillors) and witnessed (see standing orders 27(a) and (b) below);
- xxviii. to amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it;
- xxix. to give the consent of the Council if such consent is required by standing orders;
- xxx. to appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies;
- xxxi. to answer questions from councillors.

- b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the chairman may direct it to be dealt with at the present meeting for reasons of urgency or expedience.

13 MANAGEMENT OF INFORMATION

See also standing order 24.

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

for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

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

14 DRAFT MINUTES

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 12(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 Town Mayor / chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Town Mayor/ chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

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

- e If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
- f Subject to the publication of draft minutes in accordance with standing order 14(e) and standing order 24(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.

15 CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(aa).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration and acceptance of office or of the adoption of a new code.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- d Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- e Dispensation requests shall be in writing and submitted to the Proper Officer as early as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- f A decision as to whether to grant a dispensation shall be made (by the Proper Officer) OR (by a meeting of the Council, or committee or sub-committee for which the dispensation is required) and that decision is final.
- g 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.
- h Subject to standing orders 13(f) and (g), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- i A dispensation may be granted in accordance with standing order 13(f) 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.

16 CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 13, report this to the Council.
- b Where the notification in standing order 16(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 16(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 that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.
- e On receipt of a notification that there has been an alleged breach of the Code of Conduct the Proper Officer shall refer the matter to the Monitoring Officer of Epping Forest District Council.

17 PROPER OFFICER

- a The Council's Proper Officer shall be either (i) the clerk or (ii) other staff member(s) or (iii) such other person nominated by the Council from time to time to undertake the work of the Proper Officer when the Proper Officer is absent. The Proper Officer and the person appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders.
- b The Council's Proper Officer shall:
 - i. at least three clear days before a meeting of the council, a committee or a sub-committee,
 - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed

summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and

- provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. copies of agendas will also be sent to all councillors electronically via their public email addresses. Non-committee members wishing to receive paper copies through the post should also make a specific written request to the Proper Officer;
- iii. subject to standing order 11, include on the agenda all motions in the order received unless a councillor has given written notice at least five working days before the meeting confirming his withdrawal of it;
- iv. convene a meeting of the full Council for the election of a new Town Mayor occasioned by a casual vacancy in his office, in accordance with standing order 11(b)i and 11(b)ii above;
- v. facilitate inspection of the minute book by local government electors;
- vi. receive and retain copies of byelaws made by other local authorities;
- vii. hold acceptance of office forms from councillors;
- viii. hold a copy of every councillor's register of interests;
- ix. 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;
- x. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- xi. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xii. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xiii. arrange for legal deeds to be executed
(see also standing order 27);
- xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

- xv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xvi. refer a planning application received by the Council to the Town Mayor or in his absence the Deputy Town Mayor (if there is one) of the Council OR Chairman or in his absence Vice-Chairman (if there is one) of the Planning & Licensing Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council OR committee;
- xvii. manage access to information about the Council via the publication scheme; and
- xviii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect (see also standing order 27);
- xix. action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

18 RESPONSIBLE FINANCIAL OFFICER

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

19 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, which shall be reviewed at least annually.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 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, (unless there are extraordinary circumstances that make this not practical or possible).

20 ESTIMATES/PRECEPTS

- a. The Council shall approve written estimates for the coming financial year at its meeting before the end of January.
- b. Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

21 EXPENDITURE

- a. Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b. The Council's financial regulations shall be reviewed once a year.
- c. The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

22 FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations (which shall form part of these standing orders) drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;

- ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 22(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. A public contract regulated by the Public Contracts Regulations 2015 with an

estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

- g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

23 HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council OR the committee OR the sub-committee is subject to standing order 13.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the committee OR the sub-committee or, if he is not available, the vice-chairman (if there is one) of the committee OR the sub-committee of absence occasioned by long term illness or other reason and that person shall report such absence to the Strategy and Staff Group at its next meeting.
- c The chairman of the Strategy and Staff Group or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the member of staff's job title. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Strategy and Staff Group.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Strategy and Staff Group in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Town Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chairman or vice-chairman of the committee OR the sub-committee, this shall be communicated to another member of the committee OR the sub-committee, which shall be reported back and progressed by resolution of committee OR the sub-committee.

- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 13(a), persons with line management responsibilities shall have access to staff records referred to in standing order 23(f).

24 RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 25.

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

25 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 13.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

26 RELATIONS WITH THE PRESS/MEDIA

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

27 EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xiii) and (xviii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 27(a), any two councillors may sign, on behalf of**

the Council, any deed required by law and the Proper Officer shall witness their signatures.

28 COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a Electronic notification of meetings of the Council shall be sent to the councillors of the District and County Council representing wards and divisions contained in the Council's area.

29 RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised by a resolution no individual councillor shall in the name or on behalf of the council, committee or sub-committee:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; except insofar as he may do so as a member of the general public or
 - ii. issue orders, instructions or directions on behalf of the Council.

30 VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- 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 Any motion to add to, vary or revoke these standing orders shall, when proposed and seconded, (except one that incorporates mandatory statutory or legal requirements), be given to the Proper Officer in accordance with standing order 9 and stand adjourned without discussion to the next ordinary meeting of the Council, and when debated, shall be carried only if two-thirds of the councillors present vote in favour of it.

31 STANDING ORDERS GENERALLY

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible and upon delivery of his declaration of acceptance of office.
- b The decision of the Town Mayor chairman of a meeting as to the application of standing orders at the meeting shall be final.
- c A councillor's failure to observe standing orders more than three times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

32 CONFIDENTIAL BUSINESS

- a Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A councillor in breach of the provisions of standing order 32(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

33 MATTERS AFFECTING COUNCIL EMPLOYEES

If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council or the committee or sub-committee has decided whether or not the press and public shall be excluded pursuant to standing order 3(d) above.

34 FREEDOM OF INFORMATION ACT 2000

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Resources and General Services Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests.

35 OFFICIAL COMMUNICATIONS

- a All official communications whether made on behalf of the Council or of a committee shall be issued by the Town Clerk.
- b No member of the Council shall communicate with nor issue orders, instructions or directions in the name of the Council to any outside person or authority upon the business of the Council except through the Town Clerk, unless such communication shall be in pursuance of express authority given by the Council or a committee to a named individual in respect of a matter specified in the resolution of authority.

- c No member of the Council shall issue orders, instructions or directions to any member of the Council's staff except through the Town Clerk, unless such communication shall be in pursuance of express authority given by the Council or a committee to a named individual in respect of a matter specified in the resolution of authority.

36 DELEGATION OF URGENT MATTERS

There shall be delegated to the Town Clerk the authority to act in respect of any function of the Council which, in his/her opinion, does not admit of delay. Such authority shall only be exercised after consultation with the Town Mayor or Deputy Town Mayor, and the Chairman or Vice Chairman of the committee within whose terms of reference the particular function lies, unless they cannot be contacted and the urgency is such that action is paramount.

APPENDIX A

TERMS OF REFERENCE OF COMMITTEES

All committees have delegated power to act on behalf of the Council within their terms of reference.

Resources and General Services Committee

The overall purpose of this committee is to ensure that the council's finances, staffing, and its statutory obligations are conducted in accordance with good practice, and to administer services which are not the responsibility of the other standing committees

- 1 To conduct effectively the Council's budgetary, financial and precepting responsibilities in accordance with statutory requirements, and to keep the smooth functioning of the Council's work under review.
- 2 To consider and keep under review:
 - (i) the main objectives of the Council;
 - (ii) all major or overall issues of policy affecting the town;
 - (iii) the development of existing, and introduction of new, services;
 - (iv) the order of priorities as between one service or project and another, and to advise other committees accordingly;
 - (v) relations with principal councils and neighbouring authorities.
- 3 To consider the resources available to meet the Council's objectives in terms of land, finance and manpower and to advise other committees and the Council as required.
- 4 To consider the financial implications of the Council's plans and to recommend to the Council levels of expenditure in connection therewith.
- 5 To regulate and control the finance of the Council.
- 6 To consider estimates of this committee and of other committees of income and expenditure on continuing services and payments on capital account for the next and future financial years.
- 7 To review all charges and fees made or proposed by all committees.
- 8 To submit to the Council estimates of income and expenditure of the Council on continuing services and of payments on capital account for the next financial year and make a recommendation as to the precept to be demanded from the District Council.
- 9 To consider and approve as appropriate requests from other committees to incur expenditure greater than already approved by the Council, and also to consider any such requirement in respect of its own expenditure.
- 10 To have charge of the financial and accounting arrangements of the Council.
- 11 To receive reports from the internal and external auditors.
- 12 To consider and decide upon recommendations from service committees for variations in staffing.

- 13 To hold overall responsibility for employment matters.
- 14 To review Standing Orders, terms of reference of committees, terms of delegation to officers and Financial Regulations and recommend amendments to the Council.
- 15 To be responsible to the Council for and review the effectiveness and efficiency of all services which do not fall within the province of any one committee.
- 16 To consider all matters arising in relation to the boundaries of the town, the number of Town Councillors and elections of any kind within the town and make recommendations to the Council.
- 17 To consider any matters affecting members, including members' allowances and the Council's Programme of Meetings.
- 18 To be responsible for the Council's assets, records and archives, and for those of its predecessors.
- 19 To be responsible for council properties such as Town Council Offices and other civic premises (save for council properties reserved to other committees according to their responsibilities).
- 20 To be responsible for publicity matters, including the Annual Report, and to produce a town newsletter.
- 21 To be responsible to the Town Mayor for press and public relations and civic hospitality and ceremonies.
- 22 To be responsible for the council's electronic government arrangements, including the council's website
- 23 To liaise as necessary with the residents of the town by holding community forums.
- 24 To consider applications for grants and to approve any such grants.
- 25 To draw up, review and maintain a local emergency plan.
- 26 To be responsible for expenditure within the limits previously approved by the Council.

Planning and Licensing Committee

The overall purpose of this committee is to ensure informed local knowledge is brought to bear on planning and licensing applications and to convey those views in a timely way to the appropriate authority; and to contribute to the formation of planning policies.

- 1 To consider all applications received for planning consent within the town, other than those emanating from the Town Council itself, and to submit comments to the District Council within appropriate time limits; also to consider any applications for planning consent in adjacent areas where such application would affect the well-being of the town and its residents.

- 2 To consider all appeals against planning refusal, non-determination or the imposition of conditions by the District Council within the town and to submit comments to the appropriate government department.
- 3 To consider any proposals relating to the regional, County or District plans and to submit comments to the appropriate body.
- 4 To consider key development and planning policies and issues and make recommendations to the relevant body or the Council.
- 5 To consider within the appropriate time limits whether to comment on behalf of interested parties to the Licensing Authority on applications for new or amended licences made under the Licensing Act 2003 or for any other licences.
- 6 To consider proposals for street naming and numbering.
- 7 To consider and submit to the Resources and General Services Committee estimates of income and expenditure on continuing services and on capital account for the following year.
- 8 To be responsible for expenditure within the limits previously approved by the Council.

Recreation Committee

The overall purpose of this committee is to discharge effectively and economically the Council's duties in the sphere of recreational and leisure activities and to develop policies in this area.

- 1 To consider and to implement, as appropriate, proposals for the promotion and development of sports, playing fields, recreation grounds, open spaces, and youth facilities.
- 2 To encourage and sponsor arts, recreational, social and cultural activities throughout the town.
- 3 To ensure the proper management of the recreation and amenity facilities provided by the Council insofar as there is no agreement in being for their management by another body.
- 4 To be responsible for matters relating to public and community halls, including those operated by the Council.
- 5 To consider and decide upon matters relating to safety, including home, water and community safety.
- 6 To consider any other general matters relating to the community and welfare of the town, e.g. youth services, health, crime and disorder.
- 7 To maintain liaison with the District and County Councils and other local and regional bodies established for the promotion and/or management of any facilities or activities which fall within the committee's terms of reference.

- 8 To consider and submit to the Resources and General Services Committee estimates of income and expenditure on continuing services and on capital account for the following year.
- 9 To be responsible for expenditure within the limits previously approved by the Council.

Environment and Heritage Committee

The overall purpose of this committee is to discharge effectively and economically the Council's duties in relation to the environment of Loughton and its heritage, and to develop policies in this sphere.

- 1 To consider matters relating to the local environment in general, and to take any action as appropriate
- 2 To keep under review the historical facilities of the town and the need for further development of such activities.
- 3 To consider the amenities of the town generally, and to make recommendations for change as appropriate.
- 4 To liaise as necessary with other bodies on tourism, traffic, cycling and transport, including public transport and road safety, and to make proposals as necessary.
- 5 To consider heritage issues, matters relating to conservation areas and the listing of buildings (except insofar as such matters fall under the remit of the Planning and Licensing Committee) and museums, and to make proposals as appropriate; to administer the Council's heritage plaque scheme.
- 6 To be responsible for the provision and maintenance of public seats, bus shelters and litter bins, and other street furniture as may be decided.
- 7 To be responsible for the operation of Loughton Cemetery and any other cemetery which is the responsibility of the Council.
- 8 To ensure the proper management of the allotment sites provided by the Council insofar as there is no agreement in being for their management by another body and to appoint or remove managers under the Allotments Acts 1908 to 1950.
- 9 To maintain liaison with the District and County Councils and other local and regional bodies established for the promotion and/or management of any facilities or activities which fall within the committee's terms of reference.
- 10 To consider environmental policies and issues and make recommendations to the relevant body or the Council.
- 11 To consider and submit to the Resources and General Services Committee estimates of income and expenditure on continuing services and on capital account for the following year.
- 12 To be responsible for expenditure within the limits previously approved by the Council.

General matters delegated to all committees

- 1 Approval of requests from a member for leave of absence.
- 2 Approval of duties carried out by members, for the purposes of paying allowances.
- 3 Responses to consultations on subjects within their terms of reference.

Appendix B

Right of members of the public to address the Planning and Licensing Committee

- 1 The following persons shall be able, on request, to address the Committee concerning any planning or licensing application or related matter (not including enforcement action) before that committee for consideration:
 - (a) one applicant (or one nominated agent or representative)
 - (b) one objector (except where, in the light of exceptional circumstances approved by the Chairman of the committee, additional speakers are allowed).
- 2 The number of speakers shall be limited to two on any one item. Where there are several objectors they will be required to nominate a representative to speak on behalf of all of them (subject to the proviso under 1(b) above).
- 3 Persons addressing the committee shall be allowed no more than three minutes to make their addresses, and having done so shall not be permitted to speak again on that item.
- 4 Persons wishing to address the Committee must give notice to the Town Council by 3pm on the day of the meeting. Any written submissions must also be received by the Council by 3pm on the day of the meeting. No item will be deferred due to the absence of someone who had indicated an intention to address the meeting.
- 5 The addresses will be made during the course of the meeting when the committee reaches that item on the agenda. The committee may agree to vary the order of the agenda to facilitate the smooth running of the meeting.

Appendix C

Right of members of the public to address meetings of standing committees of the Council other than the Planning and Licensing Committee

- 1 Members of the public shall be permitted, on request, to address meetings of standing committees of the Council other than the Planning and Licensing Committee in relation to any business to be transacted at that meeting.
- 2 The committee will hear any such representations after the signing of the minutes, for a period not normally exceeding fifteen minutes.
- 3 A person addressing a committee shall be allowed no more than three minutes to make the address. There shall be no further discussion of any such address at the time it is made.
- 4 The Chairman of the meeting may curtail or disallow any address which is felt to be inappropriate, abusive, indecent, frivolous, irrelevant or otherwise unacceptable.
- 5 Persons wishing to address a committee must give notice to the Town Council by 3pm on the day of the meeting, signifying the official position of the person and the agenda item about which it is desired to make the address. No item will be deferred owing to the absence of someone who had indicated an intention to address the meeting. If there are five or more persons wishing to address a committee the Chairman will encourage them to elect representatives to speak preserving a balance of views as far as possible.