

## **FALMOUTH TOWN COUNCIL**

Minutes of the Annual Meeting of the Council held in the Council Chamber, Municipal Buildings, The Moor, Falmouth on Monday 15<sup>th</sup> May 2017 at 7.00pm.

Present: Councillors G G Chappel (Town Mayor), Ms C Atherton CC, R J Bonney, S D Eva, Ms A Gillett, Mrs P A Minson, Ms M Morgan, R J O'Shea, A Parker, Mrs J Robinson, B M A Ross, D W Saunby CC and J M Spargo.

In Attendance: A M Williams	(Town Clerk)
R J Gates	(Town Manager)
Father I Froom	(Mayor's Chaplain)
Police Cadet C Heidstrom	(Mayor's Cadet)

### **PRAYERS**

Prior to the formal commencement of the meeting prayers were said by the Mayor's Chaplain.

### **C4851 ELECTION OF TOWN MAYOR**

The Town Mayor sought nominations. There being one nomination received.

It was proposed by Councillor Eva, seconded by Councillor Ms Atherton and

RESOLVED that Councillor Grenville George Chappel be appointed Town Mayor for the ensuing Municipal year.

Councillor Chappel duly read and signed the Declaration of Acceptance of Office as Town Mayor. He addressed the Council and thanked them for their support. He hoped the new Council would continue the good work of the Council that had been nationally recognised. He appointed his wife Mrs June Chappel as his consort and Father Ian Froome as the Mayoral Chaplain. He would shortly appoint his Mayoral Cadet and notify his charity.

He thanked all the Council staff, particularly the Mayoral Secretaries for supporting his term of office as well as his consort and Miss Heidstrom his cadet.

### **C4852 APOLOGIES**

Apologies for absence were received from Councillors Evans, Jewell and McCarthy.

### **C4853 INTERESTS**

None received.

### **C4854 ELECTION OF DEPUTY MAYOR**

The Town Mayor invited nominations for Deputy Mayor. There being one nomination received.

It was proposed by Councillor Eva, seconded by Councillor Ross and

RESOLVED that Councillor Mrs Patricia Ann Minson be appointed Deputy Town Mayor for the ensuing Municipal year.

Councillor Mrs Minson thanked the Council for her nomination.

**C4855 APPOINTMENT OF STANDING COMMITTEES**

The recommendations of the Council were considered. Councillor McCarthy had indicated that he did not wish to take up the allocated seats on the Cultural Services Committee and the Licensing Committee.

It was proposed by Councillor Ms Atherton, seconded by Councillor Mrs Minson and

RESOLVED as an amendment that

- (i) the standing Committees be appointed for the ensuing year as set out at Appendix I that forms part of these minutes
- (ii) the Council further considers appointments to the Cultural Services Committee and Licensing Committee to replace Councillor McCarthy.

**C4856 STANDING COMMITTEES CHAIRS AND VICE-CHAIRS**

The recommendations of the Council were considered.

It was proposed by Councillor Ms Atherton, seconded by Councillor Mrs Minson and

RESOLVED that Chairs and Vice-Chairs of Standing Committees be appointed for the ensuing year as set out at Appendix II that forms part of these minutes.

**C4857 APPOINTMENT OF WORKING PARTIES AND SUB-COMMITTEES**

The recommendations of the Council were considered.

It was proposed by Councillor Ms Atherton, seconded by Councillor Mrs Minson and

RESOLVED that the Working Parties and Sub-Committees be appointed for the ensuing year as set out at Appendix III that forms part of these minutes.

**C4858 REPRESENTATIVES ON OUTSIDE BODIES**

The recommendations of the Council were considered.

It was proposed by Councillor Ms Atherton, seconded by Councillor Mrs Minson and

RESOLVED that the representatives on outside bodies be appointed to serve the ensuing year as set out at Appendix IV that forms part of these minutes.

**C4859 COUNCILLOR CHAMPIONS**

The recommendations of the Council were considered.

It was proposed by Councillor Ms Atherton, seconded by Councillor Mrs Minson and

RESOLVED that the Champions be appointed to serve the ensuing year as set out at Appendix V that forms part of these minutes.

**C4860 COUNCILLOR ATTENDANCE**

The Councillor attendance records for the 2016/17 Municipal year that are attached as part of these minutes at Appendix VI were duly noted.

C4861 **STANDING ORDERS AND FINANCIAL REGULATIONS**

It was proposed by Councillor Ms Atherton, seconded by Councillor Mrs Minson and

RESOLVED that Standing Orders and Financial Regulations be agreed and operated by the Council and as attached as part of these minutes.

C4862 **SCHEDULE OF MEETINGS**

The recommendations of the Council were considered.

It was proposed by Councillor Ms Atherton, seconded by Councillor Mrs Minson and

RESOLVED that the schedule of meetings for the 2017/18 Municipal year be agreed as set out at Appendix VII that forms part of these minutes.

C4863 **HEALTH AND SAFETY**

It was proposed by Councillor Ms Atherton, seconded by Councillor Mrs Minson and

RESOLVED that the Council's Health and Safety Policy Statement be agreed and is attached as part of these minutes at Appendix VIII.

C4864 **RISK MANAGEMENT**

It was proposed by Councillor Ms Atherton, seconded by Councillor Mrs Minson and

RESOLVED that the Council's Operation and Financial Risk Assessment and the Risk Assessment Policy be approved as set out at Appendix IX as part of these minutes.

C4865 **GENERAL POWER OF COMPETENCE**

It was proposed by Councillor Ms Atherton, seconded by Councillor Mrs Minson and

RESOLVED that the Council were compliant with the electoral mandate and the Town Clerk holds the certificate in Local Council Administration and completed the relevant training and exercises the General Power of Competence pursuant to the Localism Act 2011 s 1.

There being no further business to transact the Town Mayor declared the meeting closed at 7.15pm.

Signed: ..... Date: .....



## FALMOUTH TOWN COUNCIL

### STANDING COMMITTEES 2017/18

#### Cultural Services Committee

Councillors: (x 8)

G F Evans, Ms A Gillet, M McCarthy, Mrs P A Minson,  
A Parker, Ms J Robinson, B M A Ross and D W Saunby

#### Planning Committee

Councillors: (x 8)

Ms C Atherton, R J Bonney, G G Chappel, A J Jewell,  
S D Eva, Ms M Morgan, R O'Shea and J Spargo

#### Finance and General Purposes Committee

Councillors:

All Members

#### Staffing Committee

Councillors: (x 6)

Ms C Atherton (as Chair of Finance and General Purposes  
Committee), G F Evans (as Chairman of Cultural Services  
Committee), G G Chappel (as Town Mayor)  
Mrs P A Minson, Ms J Robinson and R O'Shea

#### Licensing Committee

Councillors: (x 6)

R J Bonney, S D Eva, M McCarthy, Mrs P A Minson,  
Ms M Morgan and D Saunby

#### Attending Officers/Partners:

Cultural Services Committee :

Town Clerk, Cultural Services Director and  
Dracaena Centre Manager

Planning Committee :

Town Clerk and Administrative Officer

Finance and General Purposes Committee :

Town Clerk and Finance Officer

Licensing Committee :

Town Clerk and Police Representative



**FALMOUTH TOWN COUNCIL**

**CHAIRMEN AND VICE-CHAIRMEN  
2017/18 MUNICIPAL YEAR**

<b>CULTURAL SERVICES COMMITTEE</b>	Chairman – G Evans Vice-chairman – A Gillett
<b>FINANCE AND GENERAL PURPOSES COMMITTEE</b>	Chairman – C Atherton Vice-chairman – R O'Shea
<b>PLANNING COMMITTEE</b>	Chairman – A Jewell Vice-chairman – J Spargo
<b>STAFFING COMMITTEE</b>	Chairman – P Minson Vice-chairman – J Robinson
<b>LICENSING COMMITTEE</b>	Chairman – S Eva Vice Chairman – M Morgan



**FALMOUTH TOWN COUNCIL  
WORKING PARTIES AND SUB-COMMITTEES 2017/18**

Trescobeas Recreation Area Working Party

Councillors: (x 5) B M A Ross (Chair), Ms C Atherton, G G Chappel, Ms M Morgan and D W Saunby

(Representatives of the Lambs Lane and Ashfield Members Association also attend in a non-voting capacity)

Kimberley Park Working Party

Councillors: (x 5) Ms J Robinson (Chair), Ms C Atherton, Ms A Gillet, B M A Ross and J Spargo

(Members of Kimberley Park Association also attend in a non- voting capacity)

Cemeteries Working Party

Councillors: (x 6) B M A Ross (Chair), R J Bonney, A J Jewell, Mrs P Minson, A Parker and D W Saunby

Finance Sub-Committee

Councillors: Chairman and Vice-Chairman of Finance and General Purposes Committee and Town Mayor and Deputy Mayor. Chairman of the Finance and General Purposes to Chair.

Dracaena Fields Working Party

Councillors (x 4) G G Chappel (Chair), Ms A Gillet (Vice-Chair), Ms C Atherton, M McCarthy and B M A Ross

(Representatives of the Skateboard Committee and the Dracaena Centre also attend in a non-voting capacity)

Grounds and Property Sub-Committee

Councillors: (x 6) Ms J Robinson (Chair), Ms C Atherton, Ms A Gillet, G F Evans, R O'Shea and A Parker.



## FALMOUTH TOWN COUNCIL

### REPRESENTATIVES ON OUTSIDE BODIES 2017/18

Age Concern	Councillor S D Eva
Beach Management Group	Councillor A Parker
CCTV Stakeholders	Councillor S D Eva
Cornwall Association of Local Councils	Councillor B M A Ross
Cornwall Association of Larger Councils – Local Councils Committee	Councillor B M A Ross
Cornwall Flood Forum	Councillor B M A Ross
Downings Charity	Finance Sub-Committee Members (x4)
Earle's Retreat	(Mayor (Ex Officio) Councillors Ms M Morgan and 1 TBA
Falmouth Conservation Area Committee	Chair and Vice Chair of Planning Committee
Falmouth Gardeners & Allotment Society	Councillor G F Evans
Falmouth and Penryn Community Network	Councillor B M A Ross
Falmouth Car Club Steering Group	TBA
Fal and Helford Advisory Committee	Councillor B M A Ross
Falmouth Fairtrade	Councillors Ms J Robinson and B M A Ross
Falmouth Neighbourhood Plan Steering Committee	Councillors Ms C Atherton and G G Chappel

Falmouth in Bloom	Councillor Ms C Atherton
Falmouth Christmas Activities Committee	Councillors S D Eva, Ms M Morgan, A Parker and J Spargo
Falmouth Police Liaison Committee	Councillor A Parker
Falmouth Citizens Advice	Councillor Ms A Gillet
Falmouth Twinning Association	(Mayor (Ex Officio) Councillors G G Chappel and Ms M Morgan
Maritime Line Working Party	Councillor D W Saunby
Mencap	Councillor Ms M Morgan
National ALC SCN	Councillor Ms C Atherton (Elected by outside body)
Swanpool Nature Reserve	Councillor G F Evans
Taxi and Private Hire Forum	TBA
Town and Gown Committee	TBA

NB: Also the Town Clerk represents the Council in the following aspects:

Moor Stakeholders, Management Group  
Street Pastors Management Committee  
CCTV Stakeholders Group  
Cornwall Resus – Kernow First Aid

Also the Town Manager represents the Council in the following aspects:

Falmouth Week Shoreside Committee  
Falmouth Oyster Festival Committee  
Sea Shanty Management Committee  
Joint Services Group





**FALMOUTH TOWN COUNCIL  
COUNCILLOR CHAMPIONS 2017/18**

Environmental Services

Councillor Ms J Robinson  
(Contact – Richard Gates/Mike Lynch)

Tourism/Events

Councillor J Spargo  
(Contact –Richard Gates)

University Liaison/ Schools

Councillor R O'Shea  
(Contact – Ruth Grimmer/R Hillier)

Town Centre/Night-time Economy

Councillor S D.Eva  
(Contact – Richard Gates/PC Matt Cummins)

Community Engagement

Councillors Ms A Gillet and B M A Ross  
(Contact – Mark Williams and Donna Williams)

Health and Safety

Councillor Ms M Morgan  
(Contact – Mark Williams / Simon Penna)

Safeguarding

Councillor Mrs P Minson  
(Contact – Mark Williams or Donna Williams)

**APPENDIX VI****FALMOUTH TOWN COUNCIL****MEMBER ATTENDANCES FOR MUNICIPAL YEAR 2016/17**

<u>Councillor</u>	<u>Attendance</u>	<u>%</u>	<u>Apologies</u>	<u>Reason</u>
Ms C Atherton	24 from 28	86	4	2 x holiday, 1 x Labour Party Conference, 1 x ill
I J Body	28 from 40	70	12	2 x holiday, 4 x work, 4 x ill, 2 x family commitment,
Mrs R D Brock	38 from 47	81	9	5 x work, 2 x hol. 1 x medical appointment, 1 x no apology
G G Chappel	31 from 35	89	4	4 x hol
O K Cramp	21 from 35	60	14	4 x ill, 1 x medical appointment, 4 x hol, 4 x no apology, 1 x family commitment
Mrs M Davies	27 from 40	68	13	13 x ill
S D Eva	29 from 33	88	4	2 x holiday, 1 x family illness, 1 x other meeting
Mrs V E Eva	34 from 39	87	5	2 x holiday, 1 x ill, 1 x family commitment 1 x family illness
G F Evans	25 from 28	89	3	2 x ill, 1 x hol
S Gray	43 from 47	91	4	1 x holiday, 2 x family commitment, 1 x declaration of interest
A J Jewell	34 from 35	97	1	1 x family illness
M McCarthy	17 from 24	71	7	2 x work, 1 x ill, 4 x no apology
Ms D Merrett	29 from 47	62	18	16 x ill, 1 x medical appointment, 1 x family illness
Mrs P A Minson	27 from 28	96	1	1 x hol
B M A Ross	22 from 24	92	2	1 x holiday, 1 x Labour Party Conference
D Saunby	22 from 24	92	2	2 x no apology

**FALMOUTH TOWN COUNCIL**  
**SCHEDULE OF MEETINGS 2017/18 MUNICIPAL YEAR**

<b><u>2017</u></b>	<b><u>2018</u></b>
<b><u>May</u></b> 15 <sup>th</sup> Annual Council 22 <sup>nd</sup> Planning	<b><u>January</u></b> 8 <sup>th</sup> Planning Finance & General Purposes 22 <sup>nd</sup> Council 29 <sup>th</sup> Interim Planning
<b><u>June</u></b> 5 <sup>th</sup> Cultural Services (6.00pm) Staffing 12 <sup>th</sup> Finance & General Purposes 19 <sup>th</sup> Interim Planning Council	<b><u>February</u></b> 5 <sup>th</sup> Cultural Services (6.00pm) Staffing 19 <sup>th</sup> Planning Finance & General Purposes
<b><u>July</u></b> 10 <sup>th</sup> Planning 24 <sup>th</sup> Finance & General Purposes 31 <sup>st</sup> Interim Planning Council	<b><u>March</u></b> 5 <sup>th</sup> Council 12 <sup>th</sup> Interim Planning 19 <sup>th</sup> Annual Parish Council
<b><u>August</u></b> 7 <sup>th</sup> Cultural Services (6.00pm) Staffing 21 <sup>st</sup> Planning	<b><u>April</u></b> 9 <sup>th</sup> Planning 16 <sup>th</sup> Cultural Services (6.00pm) Staffing 23 <sup>rd</sup> Council 30 <sup>th</sup> Interim Planning
<b><u>September</u></b> 4 <sup>th</sup> Finance & General Purposes 11 <sup>th</sup> Interim Planning Council	<b><u>May</u></b> 14 <sup>th</sup> Annual Council
<b><u>October</u></b> 2 <sup>nd</sup> Cultural Services (6.00pm) Staffing 9 <sup>th</sup> Planning 16 <sup>th</sup> Finance & General Purposes 30 <sup>th</sup> Interim Planning Council	<b><u>NOTE:</u></b> All meetings take place in the Council Chamber, Municipal Buildings, Falmouth
<b><u>November</u></b> 20 <sup>th</sup> Planning 27 <sup>th</sup> Finance & General Purposes	All planning meetings will take place at 6.00pm with all other meetings commencing at 7.00pm except where stated.
<b><u>December</u></b> 4 <sup>th</sup> Cultural Services (6.00pm) Staffing 11 <sup>th</sup> Interim Planning Council	Bank holidays in 2017 are on 1 <sup>st</sup> May, 29 <sup>th</sup> May, 28 <sup>th</sup> August, 25 <sup>th</sup> and 26 <sup>th</sup> December, and in 2018 on 1 <sup>st</sup> January, 30 <sup>th</sup> March, 2 <sup>nd</sup> April and 7 <sup>th</sup> May.

**COUNCILLOR SURGERIES**

To be held the last Friday in every month 10.30am to 1pm

# FALMOUTH TOWN COUNCIL



## HEALTH & SAFETY POLICY

APRIL 2017

## **BACKGROUND**

Falmouth Town Council have the freehold on two large municipal buildings known as "The Town Hall" and "The Old Post Office" located in the centre of Falmouth. As well as two small chapels, a former mortuary and a residential lodge all based within the Council's Swanpool Cemetery on the outskirts of the town. The Council employ staff that carry out grounds maintenance and burial operations for this cemetery; also in the centre of the town is the Council managed Kimberley Park where there is a former residential lodge and a small complex of storage buildings one of which is used as a rest/office facility for the on-site operative who looks after the park, carrying out grounds maintenance activities and ensuring the byelaws are upheld.

The Town Hall is open to the public, it contains the Council Chamber and Mayor's Parlour where meetings are held as well as office accommodation from where the Town Clerk and his admin team manage the activities of the Council and it's staff, also within this building are the Town's Library and Falmouth Art Gallery.

The recently acquired Old Post Office is a large building over 4 levels, there are currently two businesses that lease the basement and ground floor; the Council will renovate the remainder of the building as accommodation for their own staff as well as further areas for venues and meetings.

The Council's Town Management function is undertaken from an office premises in the centre of the town which is leased from Cornwall Council. Town Management oversee the organization of a programme of public events within the town; for which there's requirement for both traffic and crowd management.

The Council has requested that it's staff work towards the acquisition of a number of sites from Cornwall Council and provide the management of these sites; this will cover two main areas of new responsibility for the Council which are eight public convenience blocks and areas for where grounds maintenance operations are required such as public open spaces, sports pitches and public gardens.

## **STATEMENT**

The Council recognises its responsibilities under the 1974 Health & Safety at Work Act and intends to protect from harm, its employees, members of the public, contractors/sub-contractors and anybody else who could possibly be affected by its activities or the use of its facilities by:

- Ingraining a culture of safety throughout the organisation, with zero tolerance of deliberate actions of neglect;
- Having a process in place for continuous improvement through consultation on all matters of health & safety whilst encouraging the reporting of near misses or any situation where safety could be improved;
- Regular safety inspection of facilities as well as a programme of scheduled statutory testing;
- Assessment of risk to identify hazards and introduce control measures where the risk cannot be avoided;
- Assessment of any substance to identify any potential to cause harm and put in place measures for correct storage, handling and use.

- Provision of clear understandable safe systems of work and “Safe working practices;”
- Provision of safe plant, machinery & equipment that is regularly inspected, maintained & serviced;
- Communication of the Council’s health & safety policy and all other safety documentation;
- Supervision of operations;
- The provision of support as well as both technical and awareness training wherever required;
- Having regular review of systems and requirements;
- Carrying out regular audit of operations to ensure compliance with systems;
- Provision of facilities and equipment for the welfare of its staff;
- Having systems in place to control exposure to occupational hazards such as hand arm vibration syndrome and hearing loss;
- Making staff aware of their responsibilities under the 1974 Health & Safety at Work Act.
- Ensuring the health & safety policy and related documents are central to FTC’s undertakings by being “Live,” available, succinct and clearly understandable.

## ARRANGEMENTS

The strategic management of Health & Safety will be the responsibility of the elected Councillor “Champion” this is Councillor **Marcella Morgan**.

The Town Clerk **Mark Williams** will be responsible for operational implementation of the policy and arrangements. This includes the implementation of health & safety management systems, the maintenance of emergency procedures. The Town Clerk oversees a management team with each manager responsible for the areas as set out below; the systems and documentation used to manage health & safety will be consistent across these areas.

### Management Team

- Grounds & property. Vehicles & plant. **Simon Penna, Grounds and Facilities Manager**
- Cemetery & operations within. **Lee Mitchell, Sexton**
- Falmouth Art Gallery. **Henrietta Boex, Director**
- Financial management & internal systems. **Ruth Thomas, Finance Officer**
- Events. **Richard Gates, Town Manager**

The responsibility for:

- Ingraining a culture of safety throughout the organisation, with zero tolerance of deliberate actions of neglect; lies with the **management team**.
- Having a process in place for continuous improvement through consultation on all matters of health & safety whilst encouraging the reporting of near misses or any situation where safety could be improved; lies with the **management team** and the **elected staff Safety Representative (this position is yet to be filled)**.
- Regular safety inspection of facilities as well as a programme of scheduled statutory testing; lies with **Jonathan Wilkinson, Inspection and Properties Officer**.
- Assessment of risk to identify hazards and introduce control measures where the risk cannot be avoided; lies with the **management team**.
- Assessment of any substance to identify any potential to cause harm and put in

place measures for correct storage, handling and use; lies with the **management team**.

- Provision of clear understandable safe systems of work and “Safe working practices;” lies with the **management team**.
- Provision of safe plant, machinery & equipment that is regularly inspected, maintained & serviced; lies with **Simon Penna** and **Di-Mar Ltd, the Council’s Contractor**
- Communication of the Council’s health & safety policy and all other safety documentation; lies with **Mark Williams** via the **management team**.
- Supervision of operations; **Jonathan Wilkinson** and **Lee Mitchell**.
- The provision of support as well as both technical and awareness training wherever required; lies with **Mark Williams** via the **management team**.
- Having regular review of systems and requirements; lies with **Councillor Ms M Morgan, Mark Williams** and the **management team**.
- Carrying out regular audit of operations to ensure compliance with systems; lies with **Mark Williams** and **Simon Penna**.
- Provision of facilities and equipment for the welfare of its staff; lies with **Councillor Ms M Morgan, Mark Williams** and the **management team**.
- Having systems in place to control exposure to occupational hazards such as hand arm vibration syndrome and hearing loss; lies with **Simon Penna**.
- Making staff aware of their responsibilities under the 1974 Health & Safety at work act; lies with **The Council, Councillor Ms M Morgan, Mark Williams** and the **management team**.
- Ensuring the health & safety policy and related documents are central to FTC’s undertakings by being “Live,” available, succinct and clearly understandable; lies with the **Council’s Finance and General Purposes Committee**.

## **REVIEW**

This Policy will be reviewed by the Council annually.

Created April 2015

Reviewed May 2016

Updated May 2017



# **FALMOUTH TOWN COUNCIL**

## **RISK ASSESSMENT POLICY**

**Adopted September 2007**

**FALMOUTH TOWN COUNCIL**



## **Risk Management Policy**

Falmouth Town Council is committed to identifying and managing risks, using the following procedures, and to ensuring that risks are maintained at an acceptable level. Any action that is felt necessary will be taken by Falmouth Town Council.

The Town Clerk will review risks on a regular basis, including any newly identified risks, and will report to the Finance and General Purposes Committee. The review will include identification of any unacceptable levels of risk.

The Local Councils Governance and Accountability Guidance makes the following observations regarding risk management.

1. Risk management is not just about financial management: it is about setting objectives and achieving them in order to deliver high quality public services.
2. The new approach places emphasis on local councils strengthening their own corporate governance arrangements, improving their stewardship of public funds and providing assurance to taxpayers.

It goes on to make the point that Members are ultimately responsible for risk management because risk threatens the achievement of policy objectives. Members should, therefore --

- a. take steps to identify key risks facing the Council
- b. evaluate the potential consequences to the Council if an event identified as a risk takes place
- c. decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

To identify the risks facing a council, the Guidance recommends beginning by grouping the three main types of decisions that have to be taken into the following areas:

- i. Areas where there may be scope to use insurance to help manage risk
- ii. Areas where there may be scope to work with others to help manage risk
- iii. Areas where there may be need for self-managed risk.

## **SECTION 1**

### **AREAS WHERE THERE MAY BE SCOPE TO USE INSURANCE TO HELP MANAGE RISK'**

#### **1A RISK IDENTIFICATION**

- a. **Protection of physical assets e.g. buildings, furniture, equipment and regalia**

All physical assets held by Falmouth Town Council are insured with Zurich under Policy No. YLL122016-5673.

Physical Assets held by Falmouth Art Gallery are insured with Blackwell Green under Policy No. CJ3899606.

- b. **Risk of damage to third party property or individuals as a result of the Council providing services or amenities to the public**

Falmouth Town Council and Falmouth Art Gallery have a Public Liability Insurance of £5,000,000. The Policy also covers personal accident liability cover for employees, members and volunteers.

- c. **Risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss)**

Included in insurance policy cover.

- d. **Loss of cash through theft or dishonesty (fidelity guarantee)**

The Council has Fidelity Guarantee cover up to £550,000 for both all members and employees.

- e. **Legal liability as a consequence of asset ownership (public liability)**

See b. above

#### **1B INTERNAL CONTROLS**

- a. **Maintain an up-to-date register of Assets and Investments**

An Asset Register is compiled annually by the Deputy Clerk / Financial Officer and presented to Council within the Annual Accounts each year.

**b. Regular maintenance for physical assets**

The Sexton and Park Attendant undertake regular inspections of the play equipment sited in Kimberley Park and the Bowling Green. The equipment is also inspected by the Council's insurance inspectors from Zurich.

Maintenance of buildings, chapels and offices are inspected on a regular basis and repairs are done on a responsive basis.

**c. Annual Review of risk and the adequacy of insurance cover**

The Deputy Clerk / Financial Officer reviews the insurance cover annually, makes recommendations, as necessary, to the Finance and General Purposes Committee and updates cover as required

**d. Ensuring robustness of insurance providers**

Many local authorities use Zurich and Falmouth Town Council have used Zurich for many years and are confident that the cover is sufficiently robust.

**1C INTERNAL AUDIT ASSURANCE**

**a. Review of internal controls in place and their documentation**

Internal controls are reviewed as necessary by the Deputy Clerk / Finance Officer and Internal Auditor. Recommendations from the Internal Auditor are submitted to Council through the Finance and General Purposes Committee.

**b. Review of management arrangements regarding insurance cover**

This forms part of the Internal Audit and any recommendations are reported to the Finance and General Purposes Committee. The Policy is reviewed on an annual basis close to the annual renewal date by the Town Clerk and Deputy Clerk / Finance Officer.

**c. Testing of specific internal controls and reporting findings to management**

This is undertaken as part of the audit process. Reports are presented to the Finance and General Purposes Committee and minuted accordingly

## **SECTION 2**

### **AREAS WHERE THERE MAY BE SCOPE TO WORK WITH OTHERS TO HELP MANAGE RISK**

#### **2A RISK IDENTIFICATION**

**a. Security for vulnerable buildings, amenities or equipment**

The Council's public building, the Municipal Building, has a centered alarm system. The alarm system is linked to the Police and Fire Service for their response. Members of staff can be contacted by the emergency services via a staff member emergency contact list.

In the event of any breaches of security appropriate measures are taken as soon as practical to re-secure the property. All incidents are recorded and reported to the appropriate committee.

**b. Maintenance for vulnerable buildings, amenities or equipment**

All premises are maintained within approved budget. In-house maintenance is undertaken where possible and contractors used as needed, with quotations received in advance of any work done.

**c. Banking Services**

Reviewed periodically by the Finance and General Purposes Committee. All cheques require two signatures by Committee Chairman Members. The Finance and General Purposes Committee and full Council review all payments.

**d. Provision of amenities / facilities for local community groups**

The Council has approved the use of its astro pitch on a charge basis. Users are advised to ensure their own public liability insurance cover.

**e. Professional services, contractors etc.**

The Council endeavours to ensure that wherever possible it has the opportunity to select (from several) the provider of any professional service it requires, including approved contractors. Any professionals whose services it uses are well established and often selected on recommendation. Ideally a short-list of three is drawn up.

## **2B INTERNAL CONTROLS**

- a. Standing Orders and financial regulations dealing with the award of contracts for services or the purchase of capital equipment**

The Council has Standing Orders that govern the awarding of contracts. These were reviewed during 2004/05 financial year and were adopted for the 2005/06 financial year. These are reviewed on an annual basis.

- b. Clear statements of management responsibility for each service**

The Finance and General Purposes Committee regularly reviews all payments made by the Council and on a quarterly basis it reviews the impact these payments have on all the budgets. Any variances are investigated by the Deputy Clerk / Finance Officer and the finds are reported back to the Committee.

- c. Regular Scrutiny of performance against targets**

See b above.

- d. Arrangements to detect and deter fraud and/or corruption**

Invoices are subjected to scrutiny by both the RFO and the cheque signatories who are Councillors. Cheques are written out by different staff members who enter invoices in to the accounting software.

- e. Regular bank reconciliations, independently reviewed**

Bank statements are received monthly and are checked by the Town Clerk (RFO) on a monthly basis. Reconciliation is done on a daily basis and the reconciliation sheets are inspected on a monthly basis also.

## **2C INTERNAL AUDIT ASSURANCE**

- a. Review of internal controls in place and their documentation**

Internal controls are reviewed as necessary by the Deputy Clerk / Finance Officer and Internal Auditor. Recommendations from the Deputy Clerk/ Finance Officer and Internal Auditor are submitted to Council through the Finance and General Purposes Committee.

- b. Review of minutes to ensure legal powers are available and the basis of the powers recorded and correctly applied**

The Town Clerk and Deputy Clerk / Finance Officer undertakes to ensure that the Council does not act 'Ultra Vires' when a decision is taken. It is recorded if the Council decides against the Clerk's advice. Where appropriate, legal powers bestowed on the Council will be recorded in the minutes against decisions taken. The minutes of meetings are also reviewed during the audit process.

- c. Review and testing of arrangements to prevent and detect fraud and corruption**

The use of Standing Orders, internal controls and consideration by Council are all methods which contribute to prevent and deter fraud and corruption.

- d. Review of adequacy of insurance cover provided by suppliers**

Any contractors working for Falmouth Town Council are asked for proof of insurance cover.

- e. Testing of specific internal controls and report findings to management**

This is undertaken as part of the audit process. Reports are presented to the Finance and General Purposes Committee and minuted accordingly.

### **SECTION 3**

#### **AREAS WHERE THERE MAY BE A NEED TO SELF-MANAGE RISK**

##### **3A RISK IDENTIFICATION**

- a. Keeping proper financial records in accordance with statutory regulations**

All financial records are kept in accordance with the statutory requirements. Responsibility falls with the Council and these records are reviewed as part of the Audit process.

- b. Ensuring all business activities are within legal powers applicable to Parish Councils**

See Section 2 Internal Audit Assurance (b.)

**c. Complying with restrictions on borrowing**

The Council is permitted to borrow money but currently this has not been utilised.

**d. Ensuring that all requirements are met under employment law and Inland Revenue regulations**

Inland Revenue calculations are made by Sage Software and the internal Payroll department is subject to the audit process. Salary forecasts are undertaken as part of the budget setting process and incremental increases are recommended by Carrick District Council for full Council adoption. For employment law and other matters the Council seeks independent legal advice as necessary from South West Provincial Employers.

**e. Ensuring all requirements are met under Customs and Excise regulations (especially VAT)**

All such requirements are met by the Deputy Clerk / Finance Officer and the Internal Audit process. Independent advice is taken when necessary from Inland Revenue and VAT websites.

**f. Ensuring the adequacy of the annual precept within sound budgeting arrangements**

Committee budgets are reviewed by the Finance and General Purposes Committee and approved by full Council in accordance with the Council's budget procedure.

**g. Ensuring the proper use of funds granted to local community bodies under specific powers or Section 137**

Grant applications are considered by the Finance and General Purposes Committee for approval. Section S137 grants are listed separately in the annual accounts.

**h. Proper, timely and accurate reporting of the Council business in the minutes**

Council and Committee minutes are prepared by the Town Clerk and Deputy Clerk / Finance Officer. They are distributed to Members in advance of the subsequent meeting, verified as a correct record as one of the first items of business of that meeting and signed at the meeting.

**i. Responding to electors wishing to exercise their rights of inspection**

The rights of inspection to electors is adhered to in accordance with current legislation. In accordance with the Freedom of Information Act, all relevant documents are available on demand by post and in addition, meeting schedules and minutes, once approved, are published on the Council's website.

**j. Meeting the laid down timetables when responding to consultation invitations**

Every effort is made to meet specified timetables when responding to consultation invitations.

**k. Proper document control**

Paperwork is retained in accordance with national guidelines and relevant documents are available for viewing on request. All incoming mail is date stamped.

**l. Register of members' interests and gifts and hospitality in place, complete, accurate and up-to-date**

The members' register of interest is held by the Town Clerk and a copy is held by the Monitoring Officer at Carrick District Council. To the best knowledge of the Town Clerk these are accurate and up-to-date. It is the responsibility of Members to notify the Town Clerk of changes.

**3B INTERNAL CONTROLS**

**a. Regular scrutiny of financial records and proper arrangements for the approval of expenditure**

Comprehensive measures are in place for the internal and external approval of expenditure. These are reviewed on an annual basis and inspected by the external auditor.

**b. Recording in the minutes the precise powers under which expenditure is being approved**

See Section 2 Internal Audit Assurance (b.)



- c. Regular returns to the Inland Revenue; contracts of employment for all staff; systems of updating records for any changes in relevant legislation reviewed by Council**

Inland Revenue Returns are completed and submitted by the Deputy Clerk. Salaries are calculated by the Deputy Clerk and these are checked on a regular basis by the independent external auditor. Staffing issues are referred to the Staffing Committee for recommendation to Council.

- d. Regular returns of VAT**

The Deputy Clerk / Finance Officer is responsible for completion and submission of VAT returns and these are carried out quarterly by using Sage. These are then submitted by using Custom and Excise website. The Deputy Clerk / Finance Officer ensures that appropriate training is undertaken to keep up to date with legislation.

- e. Developing system of performance measurement**

In accordance with legislation, staff appraisals will be undertaken annually, by Chairman and Vice Chairman in the case of the Town Clerk and by the Town Clerk in the case of other staff. These are reported to Council.

- f. Procedures for dealing with and monitoring grants, or loans, made or received**

Grants are received on a half yearly basis to ensure the outstanding grants can be cleared before the year end. All grants are presented to the Finance and General Purposes Committee for payment.

- g. Minutes properly numbered with a master copy kept in safekeeping**

All Council and Committee minutes are correctly numbered. These are loose leaf and signed copies are bound and kept in the office. Copies are available for members and the public and originals are available for inspection. All minutes are inspected by the external auditor as part of the audit process.

- h. Documented procedures to deal with enquiries from the public**

Calls, letters and e-mails are dealt with as soon as practicable unless referred to the appropriate Committee.

**i. Documented procedure to deal with responses to consultation**

Consultation requests are referred to Committee. They may be further delegated to a working group. The course of action taken is minuted. Copies of correspondence are available to all Members on request

**j. Monitoring arrangements regarding Quality Council status**

Currently not applicable.

**k. Documented procedures for document receipt, circulation, response, handling and filing**

The Administration Officer receives and delegates all mail to the Town Clerk and Deputy Clerk / Finance Officer. The mail is then distributed to the appropriate Committees for their responses. Mail for action by administration is dealt with accordingly and filed when actions are completed.

**l. Procedures in place for recording and monitoring members interest and gifts and hospitality received**

See Section 3 Risk identification (1.)

**m. Adoption of Codes of Conduct for members and employees**

The Council adopted the Code of Conduct for Members (2007) and this was adopted in June 2007. Employees' Code of Conduct is in accordance with their individual contracts of employment. At present there is no other statutory code for employees.

**3C INTERNAL AUDIT ASSURANCE**

**a. Review of internal controls in place and their documentation**

Internal controls are reviewed as necessary by the Deputy Clerk / Finance Officer and Internal Auditor. Recommendations from the Deputy Clerk / Finance Officer and Internal Auditor are submitted to Council through its Finance and General Purposes Committee.

**b. Review of minutes to ensure legal powers in place, recorded and correctly applied**

See Section 2 Internal Audit Assurance (b.)

- c. **Testing of income and expenditure from minutes to Sage Accounting package, from bank statements to Sage Accounting package, from minutes to statements etc.**

The testing of these procedures forms part of the internal controls currently in place. The system is also tested during the audit process.

- d. **Review and testing of arrangements to prevent and detect fraud and corruption.**

See Risk Assessment Strategy.

- e. **Testing of specific internal controls and reporting findings to management**

Where appropriate, the results of such testing as part of the internal controls will be reported to the appropriate Committee or Council. Similar reporting to Council will be made as part of the internal audit.

- f. **Computer data safety**

All necessary procedures and documents are computerised and all relevant areas of systems are backed-up weekly to an external hard drive.



# **FALMOUTH TOWN COUNCIL**

## **STANDING ORDERS**

**APRIL 2017**

**Approved: 15<sup>th</sup> May 2017**

**Minute: C4861**

## How to use these standing orders

Standing orders are the written rules of the council. They are used to confirm the council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of the council but they refer to them. A local council must have standing orders for the procurement of contracts.

Meetings of full councils, councillors and the Responsible Financial Officer and Proper Officer are subject to many statutory requirements. So the council should have standing orders to confirm those statutory requirements. The council has standing orders to control the number, place, quorum, notices and other procedures for committee and sub-committee meetings because these are subject to fewer statutory requirements. If it does not, committees and sub-committees may adopt their own standing orders.

Standing orders that are in bold type contain statutory requirements. Standing orders not in bold are there to help the council operate effectively but do not contain statutory requirements so they have been designed to suit the council's needs. For convenience, the word "councillor" is used in standing orders and includes a non-councillor with or without voting rights unless otherwise stated.

The standing orders do not include the council's financial regulations but they are attached at Appendix 4. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the Responsible Financial Officer.

Standing orders, financial Regulations and council policies are issued to all councillors and these standing orders should be used in conjunction with the Council's financial regulations, code of conduct and all policies and procedures duly adopted by the Council. Further copies of standing orders may be obtained from the Town Clerk.

AM Williams FCIS FILCM

Town Clerk

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# 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 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.
- j Subject to standing order 1(k) below, 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 be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has 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 of 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 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. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the 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 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.
- t Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the 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 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) above 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 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 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 of a meeting does not include the day on which the notice was issued or the day of the meeting.
  - ■ 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 Members of the public may raise formal questions at a meeting if sufficient notice has been given and at the discretion of the Town Clerk as to the appropriateness of the question(s)
  - f In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
  - g A person shall raise his hand when requesting to speak and when directed to speak by the chairman 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.
  - h A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
  - i 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.
  - ■ j A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of the Council or its committees but otherwise may :
    - (i) film, photograph or make an audio recording of a meeting:
    - (ii) use any other means for enabling persons not present to see or hear

proceedings at a meeting as it takes place or later:

(iii) report or comment on the proceedings in writing during or after a meeting or orally report for comment after the meeting.

k The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

■ l Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.

■ m The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, 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.

■ ■ ■ n Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors with voting rights present and voting.

■ ■ ■ o 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 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.*

p Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

q 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 present and absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- v. if there was a public participation session; and
- vi. the resolutions made.
- vii. the mover and seconder of motions and amendments.

■ ■ ■ r 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.

- s **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.*

- ■ ■ t **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- u A meeting shall not exceed a period of 3 hours.

## **4. Committees and sub-committees**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
  - v. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee or delegate that appointment to the standing committee;
  - vi. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
  - viii. shall determine if the public may participate at a meeting of a committee;
  - ix. shall determine if the public and press are 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;
  - x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xi. may dissolve a committee.
- e The consideration of all licensing applications, and licensing matters referred to the council by the Licensing Authority or otherwise, shall be undertaken by the Licensing Committee to make observations within the time period specified without referral for approval by the council

- f The consideration of all applications and planning matters referred to the Council by the Planning Authority, which require the submission of observations within a period of time specified by legislation shall be considered by the Planning Committee to exercise the said power within the period described by law. Applications will be reviewed by the Chairman/Vice-Chairman of the Planning Committee (or other member(s) of the Committee if the Chairman and Vice-Chairman are unavailable) and will decide whether an application is significant or routine. Routine applications will be placed on a delegated list with an appropriate recommendation by the Chairman and Vice-Chairman (or other member(s)) and approved by the Planning Committee en bloc without discussion, unless a member of the Council notifies the Chairman of the Planning Committee of concerns prior to the meeting, which will entail it being moved to the significant applications list. Other planning applications will be treated as significant and considered individually by the Planning committee.
- The Council recognises and operates to the Planning Authority protocols regarding consideration of planning matters.
- g Unless the Council determines otherwise each standing Committee shall appoint a Chairman and a Vice-Chairman at its first meeting in the relevant municipal year.
- h Unless the Council or parent Committee determines otherwise each Sub-Committee and Working Party shall appoint a Chairman and a Vice-Chairman at its first meeting in the relevant municipal year. Except for the Finance Sub-Committee, where the Chairman of the Finance and General Purposes Committee will Chair.
- i Membership of the Staffing Committee, Planning Committee and Licensing Committee will be dependent upon the councillor having undertaken the agreed training relevant to that role.
- j For those councillors that enter meetings after its commencement and/or leave before the cessation, and/or leave for a part of the meeting then that detail shall be recorded in the minutes.
- k The Planning Committee shall normally have a separate membership to the Cultural Services Committee to ensure a better equality of allocation of seats.
- l The Staffing Committee membership will normally include the Town Mayor, Chairman of the Cultural Services Committee and Chairman of the Finance and General Purposes Committee.

## **5. Ordinary Council meetings**

- a **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c The annual meeting of the council shall take place at 7pm.
- d **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e **The first business conducted at the annual meeting of the council shall be the election of the Chairman (Town Mayor) and Vice-Chairman (Deputy Mayor) of the Council.**
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.
- g **The Vice-Chairman of the Council, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.**

- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the council, the business of the annual meeting shall include, and as required:
  - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4 above;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. 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;
  - xiii. Review of inventory of land and assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
  - xv. Review of the council's and/or staff subscriptions to other bodies;
  - xvi. Review of the council's complaints procedure;
  - xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
  - xviii. Review of the council's policy for dealing with the press/media; and
  - xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.
- k For those councillors that enter meetings after its commencement and/or leave before the cessation, and/or leave for a part of the meeting then that detail shall be recorded in the minutes.

## 6. Extraordinary meetings of the Council and committees and sub-committees

- a The Chairman of the Council may convene an extraordinary meeting of the council at any time.
- b If the Chairman of the Council does not 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 must be signed by the two councillors.**

- 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 or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 3 members of the committee or the sub-committee, any 3 members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee.

## **7. Previous resolutions**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9 below, 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 7(a) above has been disposed of, no similar motion may be moved within a further six months.

## **8. Voting on appointments**

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## **9. 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 which it is tabled for 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 5 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 9(b) above, 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 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 5 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 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 Subject to standing order 9(e) above, 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 in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

## **10. 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 correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close a meeting.

## **11. Handling confidential or sensitive information**

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

## **12. Draft minutes**

- 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 10(a)(i) above.

- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the 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 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 Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## **13 Code of Conduct, complaints and dispensations**

*See also standing order 3(r) above.*

### **General**

- a. The Council has adopted the Cornwall Code of Conduct for City, Community, Parish and Town Councils which will apply to all councillors and members of the public co-opted to serve on committees and sub-committees of the Council in respect of the entire meeting.

All interests arising from the Code of Conduct adopted by the Council will be recorded in the minutes giving the existence and nature of the interest.

- b. Members must have particular regard to their obligation to record and leave the room for certain matters in which they have an interest as defined by the Code of Conduct or by relevant legislation.
- c. The Council shall maintain for public inspection, a Register of Members' interests that is compliant with the Code of Conduct and with relevant legislation.

### **Members and the Code of Conduct**

- d. All councillors and members of the public co-opted to serve on Council committees and sub committees shall observe the Code of Conduct adopted by the Council.
- e. All councillors and members of the public co-opted to serve on Council committees and sub committees shall maintain a Register of Disclosable Pecuniary Interests, and must update their register by notifying the Monitoring Officer and the Clerk of any changes within 28 days.
- f. All councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.
- g. Unless granted a dispensation, a councillor or non-councillor with voting rights who has registered a Disclosable Pecuniary Interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.



- h. Unless granted a dispensation, a councillor or non-councillor with voting rights who has registered a non-registerable interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.
- i. Where a non-registerable interest arises from membership of an outside body as defined in 3.5a of the Council's Code of Conduct, a councillor may remain in the room to address the meeting, provide a short statement and answer questions for no more than three (3) minutes before leaving the room at the request of the Chairman.
- j. You must record in a register of interests maintained by the Proper Officer any gifts or hospitality that you are offered or receive in connection with your official duties as a member and the source of the gift or hospitality that could be seen by the public as likely to influence your judgement in these matters.
- k. A Member of the Council may, for the purposes of his duty as a member but not otherwise, inspect any document which has been considered by a Committee or by the Council. The Proper Officer or Solicitor to the Council may decline to allow inspection of any document which is protected by other legislation or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client. All Minutes kept for any Committee shall be open for the inspection of any member of the Council during office hours.

### **Allegations of breaches of the Code of Conduct**

- l. Notification of any complaint shall remain confidential to the Proper Officer of the Council until such time as the matter has been concluded, when the outcome of the complaint shall be reported to a meeting of full Council.
- m. Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in this Standing Order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- n. Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- o. The Council may:
  - i. Provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- p. References to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the Code of Conduct by a councillor.
- q. **Upon notification by the Monitoring Officer of the Unitary Council that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider any recommendations of the Monitoring Officer and what, if any action to take against him in accordance with the recommendations. The Council has no ability to impose its own sanctions against a member found in breach of the Code of Conduct.**

**Such action excludes disqualification or suspension from office but may include removal from one or more committees of the Council or restricted access to Council premises except to attend meetings.**

## Dispensations

- r. The Council has adopted a policy for the issuing of dispensations which is in accordance with the Council's Code of Conduct. It is attached to these Standing Orders as an appendix.
- s. This policy shall apply to all meetings of the Council, its committees and sub-committees.
- t. No dispensation will be awarded for any meeting where there are no minutes of the proceedings.

## 14. Proper Officer

- a. The Town Clerk shall undertake the role of the Proper Officer. When the Clerk is absent the Administrative Officer shall undertake the work of the Proper Officer. He shall manage the operation of the Council within the policies and budgets set by the Council.
- b. The Proper Officer shall:
  - i. at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer]. *See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.*
  - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (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) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.*
  - iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
  - iv. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
  - v. facilitate inspection of the minute book by local government electors;
  - vi. **receive and retain copies of byelaws made by other local authorities;**
  - vii. retain acceptance of office forms from councillors;
  - viii. retain a copy of every councillor's register of interests;
  - ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
  - x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
  - xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
  - xii. arrange for legal deeds to be executed;  
*See also standing order 21 below.*
  - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
  - xiv. record every planning application notified to the council and the council's response to the local planning authority,
  - xv. refer a planning application received by the Council to the Chairman, or in his absence the Vice-Chairman, of the Planning Committee within three 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 planning committee;
  - xvi. manage access to information about the council via the publication scheme; and
  - xvii. retain custody of the seal of the council which shall not be used without a resolution to that effect.
- See also standing order 21 below.*

- c When decisions of an urgent nature need to be made between meetings of Committees the Town Clerk shall be given delegated powers to act, in consultation with the relevant committee Chairman and Vice-Chairman and/or Town Mayor and Deputy Mayor. The decision to be reported back to the next Committee meeting.
- d The Town Clerk as Proper Officer will undertake the management and supervisory functions of the Council's staff and contractors.

## 15. Responsible Financial Officer

- a The Town Clerk shall undertake the role of the Responsible Financial Officer. When the Town Clerk is absent the Finance Officer shall undertake the work of the Responsible Financial Officer.

## 16. Accounts and accounting statements

- a **"Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide**
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - iii. the council's receipts and payments for each quarter;
  - iv. the council's aggregate receipts and payments for the year to date;
  - v. 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 for the last quarter and the year to date for information; and
  - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual 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 applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June or as instructed by the Council's external auditor.

## 17. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
  - v. procurement policies (subject to standing order 17(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £60,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 17(d) below.**
- 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.
  - vii. Details of the successful tender shall be reported and advertised as required by law.
- 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 **Where the value of a contract is likely to exceed £164,000 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

## 18. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of the staffing committee is subject to standing order 11 above.
- b The Council shall engage and be cognisant of the advice of its External HR Advisors.

- c Subject to the Council's policy regarding absences from work, the town clerk shall notify the chairman of the staffing committee or, if he is not available, the vice-chairman of the committee of significant absence occasioned by illness or other reason and shall report such absence to the staffing committee at its next meeting.
- d The Town Clerks terms and conditions shall be regularly reviewed by the Council's External HR Advisors.
- e The Chairman and the Vice-Chairman of the Staffing Committee shall conduct annual appraisal of the work of the town clerk. The Town Clerk shall conduct annual appraisal of the work of the Administrative Officer, Finance Officer, Town Manager, Grounds and Facilities Manager, Cultural Services Director being the posts comprising the council's management team. The management team shall conduct annual appraisal of the work of those members of staff subordinate to them.
- f Subject to the Council's policy regarding the handling of grievance matters, the town clerk shall contact the chairman of the staffing committee or in his absence, the vice-chairman of the staffing committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the staffing committee
- g Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by an employee relates to the chairman or vice-chairman of the staffing committee, this shall be communicated to another member of the staffing committee or the town mayor, which shall be reported back and progressed by resolution of the staffing committee.
- h Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- i The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- j Only persons with line management responsibilities shall have access to staff records referred to in standing orders 18(f) and (g) above if so justified.
- k Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 18(f) and (g) above shall be provided only to the Town Clerk and Chairman of the Staffing Committee on request of the town clerk

## **19. Requests for information**

- a Requests for information held by the council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Finance and General Purposes Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

## **20. 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.

## **21. Execution and sealing of legal deeds**

*See also standing orders 14(b)(xii) and (xvii) above.*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 21(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of a witness.

## **22. Communicating with unitary councillors**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Falmouth electoral division councillors of the Cornwall Council
- b Unless the council determines otherwise, a copy of each letter sent to the Cornwall Council shall be sent to the Falmouth electoral division Cornwall Councillor representing the area the subject of the letter.

## **23. Restrictions on councillor activities**

- a. Unless authorised by a resolution, no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## **24. Standing orders generally**

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

# ***APPENDICES***

*1 – Standing Orders Town Meetings*

*2 - Code of Conduct*

*3 – Complaints Procedure*

*4 – Financial Regulations*

*5 – Media Policy*

*6 – Speaking Protocols*

*7 – Committee Structure*

*8 – Committee Terms of Reference*

## APPENDIX I

### STANDING ORDERS FOR TOWN MEETINGS OF THE ELECTORS OF FALMOUTH

1. *The Annual Town Meeting of the electors of the Town of Falmouth shall be held in the Council Chamber, Municipal Buildings, The Moor, Falmouth, on such day in the month of April, as the Council may determine, commencing at precisely seven o'clock in the evening. If, in the event of an emergency or extensive repairs being carried out, a suitable location to be agreed.*  
  
*Other Town Meetings called under Section 15 of Local Government Act 1972 shall be held in the Council Chamber, as and when required and shall commence at precisely seven o'clock in the evening.*
2. *In the absence of the Mayor and the Deputy Mayor from a Town Meeting, the meeting shall appoint such other person as it thinks fit, to act as Chairman before it proceeds to any other business.*
3. *The Town Clerk shall ensure that proceedings of Town Meetings, are recorded.*
4. *As soon as the Chair has been filled, the Minutes of the previous Town Meeting shall be submitted for approval as a correct record, and subject to such approval shall be signed by the Mayor or person presiding at the Meeting.*
5. *The business to be transacted at the Annual Town Meeting shall be as follows:*
  - (a) *To appoint a Chairman if the Mayor and Deputy Mayor are absent from the Meeting.*
  - (b) *To read and approve as a correct record the Minutes of the previous Town Meeting.*
  - (c) *To receive any reports prepared by the Town Clerk.*
  - (d) *To receive reports on items of Community Interest.*
  - (e) *To receive reports regarding the activities of District and County Councillors.*
  - (f) *To receive reports from Council representatives on outside bodies*
  - (g) *To consider items raised by electors of which written notice has been given to the Town Clerk.*
  - (h) *To consider such business as may be raised by electors present at the meeting, at the discretion of the Mayor or person presiding at the Meeting.*
6. *At a Town Meeting, other than the Annual Town Meeting, after the Minutes of the previous Meeting have been signed, no other business shall be transacted other than for which the meeting is called.*
7. *At all Town Meetings, the ruling of the Mayor or person presiding at a meeting shall be final and shall not be challenged, nor shall any debate ensue upon any such ruling given by the Mayor or person presiding.*
8. *The ruling of the Mayor as to the construction or application of any of these standing Orders, or as to any proceedings of the Council shall not be challenged by individual members at any meeting of the Council, nor shall any debate ensue upon such ruling given by the Mayor.*