

NORTHWICH TOWN COUNCIL

Town Clerk: Chris Shaw

Council Offices, 78 Church Road, Northwich, Cheshire, CW9 5PB - 01606 41510

www.northwichtowncouncil.gov.uk chrisshaw@northwichtowncouncil.gov.uk



Dear Councillor

You are summoned to attend the Annual General Meeting of the NORTHWICH TOWN COUNCIL to be held in the Council Chamber at 6.00 pm on Monday 15th May 2023.

Yours Sincerely

Chris Shaw

Chris Shaw

Town Clerk

AGENDA

***At 6.00pm, the Clerk will announce the entrance of the
Town Mayor Councillor Graham Emmett***

1. Apologies for absence or absence.
2. The Town Mayor Councillor Graham Emmett will call for nominations for the Office of Town Mayor for the forthcoming year.
3. Councillor Racheal Waterman will propose the Motion that Councillor Jane Thomas be elected Town Mayor for the coming year. Councillor Janet Illidge will second the motion.
4. The Town Mayor Councillor Graham Emmett will call for other nominations, before putting the motion to vote.
5. The Town Mayor Councillor Graham Emmett , Town Mayor-elect and Town Clerk will leave the meeting to change the Mayoral Gown and Chain of Office.
6. The new Town Mayor will return to the meeting and read and sign their Declaration of Acceptance of Office.
7. Councillor Sam Naylor will propose a vote of thanks to the retiring Town Mayor Councillor Graham Emmett for his years of office, and Councillor Catherine Fox will second the vote.
8. Councillor Graham Emmett will respond to the vote of thanks.
9. The Town Mayor Councillor Jane Thomas will call for nominations for the Office of Deputy Town Mayor for the forthcoming Civic year.

10. Councillor Julie McDonald will propose the Motion that Councillor Kate Cernik be elected Deputy Town Mayor for the coming year. Councillor Andrew Cooper will second the Motion.
11. The Town Mayor Cllr Jane Thomas will call for any other nominations, before putting the Motion to the Vote.
12. The Town Mayor will place the Chain of Office on the new Deputy Mayor, who in turn will read and sign their Declaration of Acceptance of Office and return thanks for their election.
13. Councillor Robert Cernik will propose that Beth Thomas be the Town Mayors Consort for the coming year. Councillor Amy Lockett second the motion
14. The Town Mayor will place the chain of office onto the Consort
15. The Town Mayor Councillor Jane Thomas will address the Meeting and return thanks for their election.
16. **NTC Committees and Outside Bodies**
To resolve to approve the lists (report attached)
The list of Members of Committees and Representatives on Outside Bodies, previously circulated and attached, will be proposed by Councillor Lee Sidall and seconded by Councillor Patricia Parkes and approved en bloc.
[Decision of the Council is requested.](#)
17. **General Power of Competence**
To resolve to adopt the GPO (Report attached)
Councillor Amy Locket will propose the above motion and this will be seconded by Councillor Andy Kent
[Decision of the Council is requested.](#)
18. **NTC Standing Orders**
To resolve to adopt the Council's Standing Orders.
Councillor Robert Cernik will propose the above Motion and this will be seconded by Councillor Catrina Stewart
[Decision of the Council is requested.](#)
19. **Attendance at Council Meeting 2022/2023**
To note Councillors attendance at meetings (report attached)
20. **NTC Meeting Calendar 2023-2024**
To resolve to agree to the Calendar of Meetings for the forthcoming year.
Councillor Lee Siddall to propose the above Motion and this will be seconded by Councillor Jo Callaghan
[Decision of the Council is requested.](#)

21. Freedom of the Town

To resolve to award Derek Bowden Freedom of the Town (Cllr Sam Naylor to give verbal report)

Decision of the Council is requested.

22. Northwich Skate Park

To ratify and approve awarding of the tender to construct Northwich Skate Park

Decision of the Council is requested.

23. Civility & Respect Pledge

To resolve to sign up to the pledge (report attached)

Decision of the Council is requested.

Members and Guests are now invited to enjoy some light refreshments in the Council Chamber.

NORTHWICH TOWN COUNCIL
ANNUAL GENERAL MEETING
MONDAY 16TH MAY 2022

Present: Councillor . G. Emmett – Town Mayor

Councillors:

D. Bowden	A. Cooper	Mrs K Cernik
S. Naylor	R. Cernik	Miss C. Fox
Mrs J. Illidge	Mrs A. Lockett	L. Siddall
A. Stott	Ms J. Thomas	

Also Present: Mr. C. Shaw – Town Clerk
Mrs T. Cash – Council Secretary/Mayor's P.A
Mrs . C. Kirwan – Finance Officer/Town Clerk's P.A..

Guests: Invited guests of the incoming Mayor

The Town Mayor opened the meeting at 6.00 p.m. and welcomed everyone to the Council.

22/01 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. A. Gerrard and M. McNamee. Cllrs. T. Melville, and G. Edwards did not attend.

22/02 CHEQUES PRESENTATION

The previous Town Mayor, Cllr. S. Naylor, presented cheques amounting to £640, each, which has been raised through various charity initiatives during his term in Office, to 5 local schools to be used at the Headteacher's discretion to help local children/ parents who are struggling financially. The 5 schools awarded were

- Winnington Park Primary School, received by Cllr. Andrew Cooper.
- Leftwich Community Primary School
- Witton (Church Walk) Primary School
- Charles Darwin Community Primary School, received by Cllr. Lee Siddall.
- Victoria Road Primary School, received by Cllr. Andrew Cooper.

22/03 NOMINATIONS FOR THE OFFICE OF TOWN MAYOR

The Town Mayor, Cllr. S. Naylor called for nominations for the Office of Town Mayor for the forthcoming year. Cllr. Andrew Cooper proposed the Motion that Councillor Graham Emmett be elected as Town Mayor for the coming year. Cllr. Mrs. Janet Illidge seconded the Motion. The Town Mayor called for any other nominations, and the Motion was put to the vote. There were no further nominations. Motion carried, All in favour.

RESOLVED

That Councillor Graham Emmett be elected as Town Mayor of Northwich for the ensuing year. The Town Mayor, Cllr. Sam Naylor, Town Mayor elect, and the Town Clerk then left the meeting to exchange Mayoral Robes and Chain of Office. The new Town Mayor then returned to the meeting, read and signed the Declaration of Acceptance of Office.

Date.....

.....
Cllr Graham Emmett
Town Mayor

22/04 TOWN MAYOR - VOTE OF THANKS

Councillor Derek Bowden proposed a vote of thanks to the retiring Town Mayor Cllr. Sam Naylor, for his previous year of Office saying it was both a privilege and honour to deliver this vote of thanks. He also thanked all those attending. Cllr. Jane Thomas seconded the vote and added her thanks. Cllr. Sam Naylor responded to the vote of thanks, and delivered his own closing speech, in which he highlighted some of the main functions and events he had attended during his year in Office. Noting in particular the way the town is recovering so well after the Covid pandemic. He has been proud to follow his father who held the Office of Town Mayor in 1977. Born and brought up in the town, he has seen many changes. Very fortunate to have met some wonderful people, at some very memorable events, including the vigil for Ukraine in March when so many people gathered together in unity, showing their support, truly heartening. Mentioned all the events coming up in the town during this summer. Cllr. Naylor wished to thank his fellow Councillors for their support, his family and friends for their love and support, and also extended thanks to the Town Clerk and staff at Northwich Town Council. Has immensely enjoyed his year as Town Mayor, and wished the incoming Mayor all the very best for an enjoyable year.

22/05 ELECTION OF DEPUTY TOWN MAYOR 2022-2023

The Town Mayor called for nominations for the office of Deputy Town Mayor for the forthcoming Civic Year. Cllr. R. Cernik proposed the Motion that Councillor. Ms. Jane Thomas be elected Deputy Town Mayor for the coming year. Cllr. Amy Lockett seconded the Motion. The Town Mayor called for any other nominations before putting the Motion to the vote. No further nominations made. Motion carried. All in favour.

RESOLVED

That Councillor Ms Jane Thomas be elected the Deputy Mayor of Northwich for the ensuing year. Cllr. Thomas was then presented with the Chain of Office, read and signed the Declaration of Acceptance of Office, and gave thanks for her election.

22/06 MEMBERS OF COMMITTEES

List of Members of Committees and Representatives on Outside Bodies had been previously circulated to members and are as follows. These were proposed by Cllr. K. Cernik and seconded by Cllr. L. Siddall. Approved en bloc. All in favour.

Approved

Town Council Committees 2022-2023

Finance & General Purposes Committee

This meeting is to be held the third Monday of each month at 6.30 p.m.

- | | |
|------------------|------------------|
| 1. Graham Emmett | 2. Mick McNamee |
| 3. Sam Naylor | 4. Jane Thomas |
| 5. Tom Melville | 6. Catherine Fox |
| 7. Kate Cernik | 8. Lee Siddall |
| 9. Vacant | 10. Vacant |

Date.....

.....
Cllr Graham Emmett
Town Mayor

Planning & Environment Committee

This meeting will be held every second Tuesday of the month at 6.30p.m. with every other meeting being a remote discussion held virtually via Microsoft Teams

- | | |
|------------------|------------------|
| 1. Derek Bowden | 2. Andrew Cooper |
| 3. R Cernik | 4. Graham Emmett |
| 5. Andy Stott | 6. Catherine Fox |
| 6. Janet Illidge | 8. Tom Melville |
| 9. Vacant | 10. Vacant |

Grants Committee

Meetings will be held on the following dates at 6.30 p.m.

21st July, 2022 and 17th November 2022

- | | |
|-------------------|------------------|
| 1. Sam Naylor | 2. Jane Thomas |
| 3. Tom Melville | 4. R Cernik |
| 5. Alison Gerrard | 6. Janet Illidge |
| 7. Lee Siddall | 8. Vacant |
| 9. Vacant | 10. Vacant |

Amenities Committee

Meetings will be held at 6.30 p.m. on the following dates

13th June, 12th September, 12th December 2022 and 13th March 2023

- | | |
|--------------------|-------------------|
| 1. Derek Bowden | 2. Andrew Cooper |
| 3. Gillian Edwards | 4. Alison Gerrard |
| 5. Amy Lockett | 6. Janet Illidge |
| 7. Lee Siddall | 8. Vacant |
| 9. Vacant | 10. Vacant |

Policy & Operations Committee

Chair & Vice from all the above Committees, meetings as requested

- | | |
|------------------------------------|---|
| 1. Town Mayor | 2. Deputy Town Mayor |
| 3. Chair of Planning & Environment | 4. Vice Chair of Planning & Environment |
| 5. Chair of Grants | 6. Vice Chair of Grants |
| 7. Chair of Amenities | 8. Vice Chair of Amenities |
| 9. Chair of Finance | 10. Vice Chair of Finance |

Date.....

.....
Cllr Graham Emmett
Town Mayor

Personnel Committee to be agreed at first meeting of Policy & Operations

- 1.
- 2.
- 3.
- 4.

Chairs and Vice Chairs of all Committees to be elected at their first Committee meetings.

Representatives on Outside Bodies 2022-2023

ORGANISATION	NUMBER OF VACANCIES	PROPOSED COUNCILLOR REPRESENTATIVE	PERIOD OF OFFICE
Sir John Deane's College Foundation Trust	1	Robert (Bob) Cernik	1 year
Northwich BID	3	Chris Shaw (Town Clerk) Graham Emmett Sam Naylor	
Cheshire Association of Local Councils (CHALC)	2	Graham Emmett Chris Shaw (Town Clerk)	1 year
Rudheath & Witton Together Neighbourhood Partnership	1	Sam Naylor	1 year
Manchester International Airport	2	Sam Naylor Chris Shaw (Town Clerk)	1 year
Mid Cheshire Community Rail	2	Andrew Cooper Chris Shaw (Town Clerk)	1 year
Warrington & Vale Royal College	2	Sam Naylor Vacant	1 year
Northwich Carnival Committee	2	Lee Siddall Janet Illidge	1 year
Dong Energy	2	Graham Emmett Sam Naylor	1 year
River Festival	3	Sam Naylor Amy Lockett Chris Shaw (Town Clerk)	1 year
TATA Heat and Power	2	Sam Naylor Graham Emmett	1 year
HS2	3	Catherine Fox Andrew Cooper Tom Melville	
Care Community	1	Kate Cernik	1 year

Date.....

.....
Cllr Graham Emmett
Town Mayor

22/07 TOWN MAYOR TO ADDRESS THE MEETING

Newly elected Town Mayor, Cllr. Graham Emmett delivered his speech and thanked members for nominating him to the Office for the forthcoming year. He also passed on his good wishes to the new Deputy Town Mayor Cllr. Jane Thomas. The Town Mayor announced that his chosen Charity this year, for which funds will be raised, will be Northwich Community Support who organise various food hubs in the area in a bid to cut food waste.

22/08 ELECTION OF TOWN MAYOR'S ESCORT 2022-2023

The Town Mayor proposes to invite guests to accompany him to any function that he attends on behalf of the Council, rather than appoint an Escort/Consort.

22/09 STANDING ORDERS

Members were requested to agree the Council Standing Orders which had been previously received. Cllr. C. Fox proposed the Motion to accept and this was seconded by Cllr. L. Siddall. All in favour.

Approved

22/10 ATTENDANCE AT COUNCIL MEETINGS 2021-2022

Schedule of Councillor's attendances was submitted for members information, previous to this meeting, and were noted.

22/11 MEETING CALENDAR 2022-2023

Members were requested to agree the Calendar of Meetings for the forthcoming year, Cllr. S. Naylor proposed a Motion to accept, this was seconded by Cllr. K. Cernik All in favour. .

Approved

At the conclusion of the Annual General Meeting, and Mayor making ceremony, the newly elected Town Mayor joined fellow members, family and friends for celebratory refreshments in the Council Chambers.

Date.....

.....
Cllr Graham Emmett
Town Mayor

Report to : AGM

Meeting Date : 15th May 2023

Agenda Item : 17

Prepared By : Chris Shaw

Subject : General Power of Competence (GPC)



Background

The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. In simple terms, it gives councils the power to do anything an individual can do provided it is not prohibited by other legislation. It applies to all principal councils (district, county and unitary councils etc). It also applies to eligible¹ parish and town councils. It replaces the wellbeing powers in England that were provided under the Local Government Act 2000.

The scope – and some limitations – of the General Power are set out in sections 1 to 6 of the Localism Act 2011.

In summary, the GPC enables councils to do things :

- an individual may generally do
- anywhere in the UK or elsewhere
- for a commercial purpose or otherwise, for a charge or without a charge
- without the need to demonstrate that it will benefit the authority, its area or persons resident or present in its area (although in practice councils will want to realise such benefits).

But there are some limitations on General power, either because they are not things which an individual can do or because they are excluded by the Act. The GPC will not:

- provide councils with new powers to raise tax or precepts or to borrow
- enable councils to set charges for mandatory services, impose fines or create offences or byelaws, over and above existing powers to do so
- override existing legislation in place before the Localism act 2011, so-called 'pre-commencement limitations' (however powers enacted after commencement of the GPC will only limit the GPC if this explicitly stated in the legislation).

Where using the GPC for charging or trading purposes, the recipient should agree to the service being provided, the income from charges should not exceed the cost of provision and, where things are done for commercial purposes, this must be done through a specified type of company.

Notwithstanding the limitations outlined above, the GPC remains a broad power.

As part of the Government's wider localism agenda, the GPC is intended not only to increase local authority powers but to give greater confidence in the scope of those

powers and to signal that how those powers are used is a matter for local authorities (Department for Communities and Local Government, November 2011).

It should encourage more managed risk taking by councils. In enacting the GPC, the Government intended to remove the uncertainty which had arisen around the scope of the previous wellbeing powers – to promote the economic, environmental and social wellbeing of a council's area – where the courts had found that these powers did not enable councils to enter some arrangements such as a mutual insurance company across several councils – the so-called London Authorities Mutual Ltd (LAML) case in 2009.

Council to resolve adopting the General Power of Competence.

Decision of the Council is requested.

Chris Shaw

Town Clerk

Report to : AGM

Meeting Date : 15th May 2023

Agenda Item : 16

Prepared By : Chris Shaw

Subject : List of Committees & Outside Bodies



Town Council Committees 2023-34

Finance & General Purposes Committee

This meeting is to be held the third Monday of each month at 6.30 p.m.

- | | |
|--------------------|------------------|
| 1. Lee Siddall | 2. Tom Melville |
| 3. Rachel Waterman | 4. Jane Thomas |
| 5. Julie McDonald | 6. Kate Cernik |
| 7. Sam Naylor | 8. Catherine Fox |
| 9. Alison Gerrard | 10. Vacant |

Planning & Environment Committee

This meeting will be held every second Tuesday of the month at 6.30 p.m.

- | | |
|---------------------|--------------------|
| 1. Lee Siddall | 2. Patricia Parkes |
| 3. Jo Risley | 4. Andy Kent |
| 5. Catarina Stewart | 6. Andy Stott |
| 6. Janet Illidge | 8. Andrew Cooper |
| 9. Olwyn Dean | 10. Catherine Fox |

Grants Committee

Meetings will be held on the following dates at 6.30 p.m.

21st July, 2022 and 17th November 2022

- | | |
|--------------------|----------------------|
| 1. Amy Locket | 2. Rachel Waterman |
| 3. Tom Melville | 4. Kate Cernik |
| 5. Robert Cernik | 6. Jane Thomas |
| 7. Julie McDonald | 8. Janet Illidge |
| 9. Patricia Parkes | 10. Caterina Stewart |

Amenities Committee

Meetings will be held at 6.30 p.m. on the following dates

13th June, 12th September, 12th December 2022 and 13th March 2023

- | | |
|-------------------|--------------------|
| 1. Amy Lockett | 2. Patricia Parkes |
| 3. Robert Cernik | 4. Kate Cernik |
| 5. Julie McDonald | 6. Andrew Cooper |
| 7. Andy Kent | 8. Alison Gerrard |
| 9. Arthur Neil | 10. Olwyn Dean |

Policy & Operations Committee

Chair & Vice from all the above Committees, meetings as requested

- | | |
|---|--|
| 1. Town Mayor | 2. Deputy Town Mayor |
| 3. Chair of Planning & Environment
Environment | 4. Vice Chair of Planning &
Environment |
| 5. Chair of Grants | 6. Vice Chair of Grants |
| 7. Chair of Amenities | 8. Vice Chair of Amenities |
| 9. Chair of Finance | 10. Vice Chair of Finance |

Personnel Committee to be agreed at first meeting of Policy & Operations

- | | |
|----|----|
| 1. | 2. |
| 3. | 4. |

Chairs and Vice Chairs of all Committees to be elected at their first Committee meetings.

Representatives on Outside Bodies 2023-2024

ORGANISATION	NUMBER OF VACANCIES	PROPOSED COUNCILLOR REPRESENTATIVE	PERIOD OF OFFICE
Sir John Deane's College Foundation Trust	2	Arthur Neil Sam Naylor	1 year
Northwich BID	3	Chris Shaw (Town Clerk) Sam Naylor Olwyn Dean	1 year
Cheshire Association of Local Councils (CHALC)	2	Alison Gerrard Chris Shaw (Town Clerk)	1 year
Rudheath & Witton Together Neighbourhood Partnership	1	Andy Stott	1 year
Manchester International Airport	2	Sam Naylor Chris Shaw (Town Clerk)	1 year
Mid Cheshire Community Rail	2	Andy Kent Chris Shaw (Town Clerk)	1 year
Warrington & Vale Royal College	2	Sam Naylor Robert Cernik	1 year
Alstead	2	Alison Gerrard Julie McDonald	1 year
River Festival	3	Rachel Waterman Jane Thomas Chris Shaw (Town Clerk)	1 year
TATA Heat and Power	2	Olwyn Dean Julie McDonald	1 year
HS2	4	Andy Kent	

		Caterina Stewart Andrew Cooper Tom Melville	
Care Community	1	Kate Cernik	1 year
Northwich Veterans	2	Sam Naylor Chris Shaw	1 year

Council to resolve to accept the members on Committees and Outside Bodies.

Decision of the Council is requested.

Chris Shaw

Town Clerk



Northwich Town Council

Standing Orders for Local Councils



Index of standing orders

Standing order	Page	Standing order	Page
1 Meetings	3	20 Estimates/precepts	18
2 Ordinary Council meetings	6	21 Canvassing of and recommendations by Councillors	18
3 Proper Officer	8	22 Inspection of documents	18
4 Motions requiring written notice	9	23 Unauthorised activities	19
5 Motions not requiring written notice	10	24 Confidential business	19
6 Rules of debate	11	25 Matters affecting council employees	19
7 Code of conduct (England & Wales)	13	26 Freedom of Information Act 2000	20
8 Questions	13	27 Relations with the press/media	21
9 Minutes	14	28 Liaison with County, District and Unitary Councillors	21
10 Disorderly conduct	14	29 Financial matters	21
11 Rescission of previous resolutions	15	30 Allegations of breaches of the code of conduct	22
12 Voting on appointments	15	31 Variation, revocation and suspension of standing orders	24
13 Expenditure	15	32 Standing orders to be given to Councillors	24
14 Execution & sealing of legal deeds	16		
15 Committees	16		
16 Sub-committees	16		
17 Extraordinary meetings	17		
18 Advisory committees	17		
19 Accounts and Financial Statement	17		

1 Meetings

Mandatory for full Council meetings	●
Mandatory for committee meetings	●
Mandatory for 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 When calculating the 3 clear days for notice of a meeting to councillors and the public, 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 shall not count.
- c 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.
- d The period of time which is designated for public participation (open forum) shall not exceed 5 minutes per speaker during which the public may bring to the Council's attention any matters of interest or concern.
- e Subject to standing order 1(d) above, each member of the public is entitled to speak once only in respect of any item and shall not speak for more than 5 minutes. The Mayor may at any time instruct the speaker to end their input to the meeting.
- f In accordance with standing order 1(d) above, the Mayor may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- g A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- h A person shall raise his hand when requesting to speak.
- i Any person speaking at a meeting shall address his comments to the Mayor.
- j Only one person is permitted to speak at a time. If more than one person wishes to speak,

the Mayor shall direct the order of speaking.

-   k Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted provided that it does not interrupt or detract from the business of the meeting.
-   l In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
-  m Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in their absence be done by, to or before the Deputy Mayor (if any).
-  n The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
-    o Subject to model standing order 1 (y) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
-    p The Mayor 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 also standing orders 2 (i) and (j) below.*)
-  q Unless standing orders provide otherwise, voting on any 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.
-    r The minutes of a meeting shall record the names of councillors present and absent.
- s If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.
-    t The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.
-   u An interest arising from the code of conduct adopted by the Council, the existence and

● nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (*See also standing orders 7 and 8 below.*)

● v No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present (7) and in no case shall the quorum of a meeting be less than 3.

● w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

x Meetings shall not exceed a period of 2 hours.

2 Ordinary Council meetings¹

- 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 If no other time is fixed, the annual meeting of the Council shall take place at 6.00 pm.
 - d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.
 - e The election of the Mayor and Deputy Mayor shall be the first business completed at the annual meeting of the Council.
 - f The Mayor of the Council, unless she/he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
 - g The Deputy Mayor of the Council unless she/he resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor at the next annual meeting of the Council.
 - h In an election year, if the current Mayor has not been re-elected as a member of the Council, s/he shall preside at the meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but must give a casting vote in the case of an equality of votes.
 - i In an election year, if the current Mayor has been re-elected as a member of the Council, she/he
-

shall preside at the meeting until a new Mayor has been elected. She/he may exercise an original vote in respect of the election of the new Mayor and must give a casting vote in the case of an equality of votes.

- j Following the election of the Mayor and Deputy Mayor at the annual meeting of the Council, the order of business shall be as follows.
 - i. In an election year, delivery by councillors of their declarations of acceptance of office.
 - ii. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
 - iii. Receipt of nominations to existing committees.
 - iv. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
 - v. Review and adoption of appropriate standing orders.
 - vi. Review of representation on or work with external bodies and arrangements for reporting back.
 - vii. In a year of elections, if a Council's period of eligibility to exercise the General Power of Competence expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
 - viii. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3 Proper Officer

- a The Council's Proper Officer shall be the clerk or such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
 - b The Council's Proper Officer shall do the following.
 - i. Upon the Council having first resolved that service of summons on councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting is not expedient electronically serve on councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer².
 - ii. Give public notice of the time, date, venue and agenda at least 3 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).
 - iii. Convene a meeting of full Council for the election of a new Mayor, occasioned by a casual vacancy in the office, in accordance with standing order 3(b)i above.
 - iv. Make available for inspection the minutes of meetings.
 - v. Receive and retain copies of byelaws made by other local authorities.
 - vi. Receive and retain declarations of acceptance of office from councillors.
 - vii. Retain a copy of every councillor's register of interests and any changes to it and keep copies
-

- of the same available for inspection.
- viii. Keep proper records required before and after meetings;
 - ix. Process all requests made under the FOI 2000 and Data Protection Act 1998, in accordance with and subject to the Council's 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 and access to information held by the Council in paper and electronic form.
 - xii. Arrange for legal deeds to be signed by 2 councillors and witnessed
 - xiii. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
 - xiv. Where Council comments on a planning application it shall be entered onto the planning authority database that permits searching by address.
 - xv. Refer a planning application received by the Council to the Chairman of the Planning Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council
 - xvi. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

4 Motions requiring written notice

- a No motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the next meeting.
- b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) 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 in clear and certain language at least 5 clear days before the meeting.
- d If the wording or nature of a proposed motion is considered unlawful or 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 or rejected from the agenda.
- e Having consulted the Chairman or councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- f Every motion and resolution shall relate to the Council's statutory functions, powers and lawful

obligations or shall relate to an issue which specifically affects the Council's area or its residents.

5 Motions not requiring written notice

- a Motions in respect of the following matters may be moved without written notice.
 - i. To appoint a person to preside at a meeting.
 - ii. To approve the absences of councillors.
 - iii. To approve the accuracy of the minutes of the previous meeting.
 - iv. To correct an inaccuracy in the minutes of the previous meeting.
 - v. To dispose of business, if any, remaining from the last meeting.
 - vi. To alter the order of business on the agenda for reasons of urgency or expedience.
 - vii. To proceed to the next business on the agenda.
 - viii. To close or adjourn debate.
 - ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
 - x. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.
 - xi. To receive nominations to a committee or sub-committee.
 - xii. To dissolve a committee or sub-committee.
 - xiii. To note the minutes of a meeting of a committee or sub-committee.
 - xiv. To consider a report and/or recommendations made by a committee or a sub-committee or an employee.
 - xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
 - xvi. To authorise legal deeds to be signed by two councillors and witnessed..
 - xvii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
 - xviii. To extend the time limit for speeches.
 - xix. To exclude the press and public for all or part of a meeting.
 - xx. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
 - xxi. To give the consent of the Council if such consent is required by standing orders.
 - xxii. To suspend any standing order except those which are mandatory by law.
 - xxiii. To adjourn the meeting.
 - xxiv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
 - xxv. To answer questions from councillors.
- b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

6 Rules of debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.

- b A motion shall not be considered unless it has been proposed and seconded.
- c A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Mayor, be reduced to writing and handed to the Mayor who shall determine the order in which they are considered.
- d A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- e Any amendment to a motion shall be either:
 - i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.
- f A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- g Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Mayor. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- h Pursuant to standing order 6(h) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
- i If an amendment is not carried, other amendments shall be moved in the order directed by the Mayor.
- j If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- k The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 2 minutes.
- l Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- m A councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
- n 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 irregularity in the meeting he is concerned by.

- o A point of order shall be decided by the Mayor and his decision shall be final.
- p With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- q When a councillor's 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 silent or for him 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;
 - ix. to suspend any standing order, except those which are mandatory.

The Mayor shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

7 Code of conduct

- a All councillors shall observe the code of conduct adopted by the Council.
- b Councillors with a Disclosable Pecuniary Interest in relation to any item of business being transacted at a meeting are required to leave the room or chamber.

8 Questions

- a A councillor seeking a formal response to a question concerning any business of the Council is required to give 5 clear days notice of the question to the Proper Officer.
- b General questions pertaining to matters on the agenda may be put without notice.
- c Questions not related to items of business on the agenda shall only be asked during the part of the meeting set aside for such questions

9 Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes may be moved without notice.
- c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Mayor/Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Mayor/Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, she/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 majority of the () 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, any previous draft minutes or recordings of the meeting shall be destroyed.

10 Disorderly conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If, in the opinion of the Mayor/Chairman, there has been a breach of standing order 10(a) above, the Mayor/Chairman shall express that opinion and thereafter any councillor (including the Mayor/Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Mayor/Chairman may take such further steps as may reasonably be necessary to enforce it and/or s/he may adjourn the meeting.

11 Rescission of previous resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 4 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.

- b When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

12 Voting on appointments

- a Where more than 2 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. Any tie may be settled by the Mayor/Chairman's casting vote.

13 Expenditure

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

14 Execution and sealing of legal deeds

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b In accordance with a resolution made under standing order 14(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

15 Committees

- a The Council may, at its annual meeting, appoint standing committees, committees may do the following

- i. shall determine their terms of reference;
- ii. a councillor may only be a Chairman of one Committee
- iii. the Mayor is not permitted to be a Chairman of any Committee
- iv. committees to determine the dates and times of their meetings;
- v. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
- vi. may in accordance with standing orders, dissolve a committee at any time.

16 Sub-committees

- a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

17 Extraordinary meetings

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

18 Advisory committees

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

19 Accounts and Financial Statement

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
- b The Responsible Financial Officer shall circulate a statement summarising the Council's financial position prior to each Town Council meeting and at any other time should a member request the information. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

20 Estimates/precepts

- a The Council shall approve written estimates for the coming financial year at its meeting before the end of January.

21 Canvassing of and recommendations by councillors

- a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

22 Inspection of documents

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

23 Unauthorised activities

- a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
 - 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 Confidential business

- a Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

25 Matters affecting council employees

- a If a meeting considers any matter to a Council employee, it shall not be considered until the Council committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c)
- b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Mayor or in their absence, the Deputy Mayor
- c The Policy and Operations Committee appointed Personnel Panel shall upon a resolution conduct a review of the performance of the Town Clerk and shall keep a written record of it. The review shall be reported back and shall be subject to approval by resolution by the Full Council
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Mayor of the Council or in his/her absence, the Deputy Mayor. If the complainant does not wish to put the complaint to the Town Clerk they will be advised to put it to the Town Mayor or in his/her absence, the Deputy Mayor who will refer the matter to the Policy and Operations Committees, Personnel Panel. The Personnel Committee/Panel will then hold an enquiry with the complainant and any relevant witnesses.
- e Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by Town Clerk relates to the Mayor or Deputy Mayor of the Council this shall be communicated to another member of the Council which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.

- i Only persons with line management responsibilities shall have access to employee records
Access and means of access by keys and/or computer passwords to records of employment shall be provided only to the Town Clerk and/or the Mayor of the Council OR in his/her absence the Deputy Mayor.

26 Freedom of Information Act 2000

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Finance and Resources Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 3(b)(x) above.

27 Relations with the press/media

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.

28 Liaison with Unitary Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillors of the Unitary Council representing its electoral ward.
- b Unless the Council otherwise orders, a copy of each letter sent to the Unitary Council shall be sent to the Unitary Council councillor representing its electoral ward.

29 Financial matters

- 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 accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;
 - v. procurement policies (subject to standing order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £50,000.

- b Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised in standing order 30(c) below.
- c Any formal tender process shall comprise the following steps:
 - i. a public notice of intention to place a contract to be placed in a local newspaper;
 - ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
 - iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
 - v. tenders are then to be assessed and reported to the Finance and Resources Committee.
- d Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
- e Where the value of a contract is likely to exceed £138,893 (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.

30 Allegations of breaches of the code of conduct

- a On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to a committee known as the P & O Committee.
- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the P & O Committee of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- c 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.
- d The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman of the P & O Committee) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.
 - i. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
 - ii. Ensure that any background papers containing the information set out in standing order 31(a) above are not made public.
 - iii. Ensure that the public and press are excluded from meetings as appropriate.
 - iv. Ensure that the minutes of meetings preserve confidentiality.
 - v. Consider any liaison that may be required with the person or body with statutory responsibility

for the investigation of the matter.

- e Standing order 31(d) above should not be taken to prohibit the Council (whether through the Proper Officer or the Chairman of the P & O Committee. or otherwise) from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.
- f The P & O Committee shall have the power to:
 - i. seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;
 - ii. seek and share information relevant to the complaint;
 - iii. grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full Council.
- g References in standing order 31 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.

31 Variation, revocation and suspension of standing orders

- a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of at least 4 councillors.

32 Standing orders to be given to councillors

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- b The Chairman's decision as to the application of standing orders at meetings shall be final.
- c A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

Report to : AGM

Meeting Date : 15th May 2023

Agenda Item : 20

Prepared By : Chris Shaw

Subject : Meetings Calendar 2023/24



Meetings Calendar 2023 2024

May 2023

15th 5.00 p.m. Town and Parish Council Meeting
15th 6.00 p.m. Annual General Meeting
15th 6.30 p.m. Planning and Environment Committee
22nd 6.00 p.m. Finance and General Purposes Committee

June 2023

5th 6.00 p.m. Town Council
19th 6.30 p.m. Finance and General Purposes Committee
26th 6.30 p.m. Planning and Environment Committee

July 2023

3rd 6.00 p.m. Town Council
17th 6.30 p.m. Finance and General Purposes Committee
21st 6.30 p.m. Grants Committee Meeting
24th 6.30 p.m. Planning and Environment Committee

August 2023

Recess no Town Council Meeting held.
21st 6.30 p.m. Finance and General Purposes Committee
29th 6.30 p.m. Planning and Environment Committee

September 2023

4th 6.00 p.m. Town Council
18th 6.30 p.m. Finance and General Purposes Committee
25th 6.30 p.m. Planning and Environment Committee

October 2023

2nd 6.00 p.m. Town Council
16th 6.30 p.m. Finance and General Purposes Committee
23rd 6.30 p.m. Planning and Environment Committee

November 2023

6th 6.00 p.m. Town Council
20th 6.30 p.m. Finance and General Purposes Committee
17th 6.30 p.m. Grants Committee Meeting
27th 6.30 p.m. Planning and Environment Committee

December 2023

4th 6.00 p.m. Town Council
18th 6.30 p.m. Finance and General Purposes Committee
19th 6.30 p.m. Planning and Environment Committee

January 2024

8th 6.00 p.m. Town Council

15th 6.30 p.m. Finance and General Purposes Committee

22nd 6.30 p.m. Planning and Environment Committee

February 2024

5th 6.00 p.m. Town Council

19th 6.30 p.m. Finance and General Purposes Committee

26th 6.30 p.m. Planning and Environment Committee

March 2024

4th 6.00 p.m. Town Council

13th 6.30 p.m. Amenities Committee Meeting

18th 6.30 p.m. Finance and General Purposes Committee

25th 6.30 p.m. Planning and Environment Committee

April 2024

8th 6.00 p.m. Town Council

15th 6.30 p.m. Finance and General Purposes Committee

22nd 6.30 p.m. Planning and Environment Committee

Information

Full Council meetings are held on the 1st Monday of each month at 6.00 pm, with the exception of Bank Holidays when the meeting will be held the following Monday.

Planning & Environment Committee meetings are held on the 4th Monday of each month.

Finance & General Purposes Committee meetings are held on the 3rd Monday of each month.

The Amenities Committee, Grants Committee meet on set dates highlighted in the meetings calendar above.

Policy and Operations Committee meet on an ad hoc basis as required.

Meeting times for all committees will be shown in agendas posted on the Council website and notice board 5 days beforehand.

Members of the public can attend all meetings but will be unable to make any comments.

If a member of the public wishes to bring an issue to the Town Council this must be put in writing to the Town Clerk at least 7 working days before the meeting and may speak in the 'Open Forum', for a maximum of 10 minutes and 10 minutes for questions. No discussion will take place, but the member of the public will be responded to in writing as necessary.

Council to resolve to agree the meeting schedule attached.

Chris Shaw

Town Clerk

Report to : AGM

Meeting Date : 15th May 2023

Agenda Item : 19

Prepared By : Chris Shaw

Subject : Meeting Attendance 2022/23



Full Council

Councillors	May-22	Jun-22	Jul-22	RECESS	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23
Samuel Bennett			P		P	P	P	P	P	P	A	A
Derek Bowden	A	P	P		P	A	A	LOA	LOA	LOA	LOA	P
Mrs Kate Cernik	P	A	P		P	P	P	A	P	A	P	A
Robert Cernik (Bob)	P	A	P		P	A	P	A	A	P	P	A
Andrew Cooper	A	P	P		A	P	P	P	A	P		P
Mrs. Olwyn Dean			P		A	A	P	A	A	P	A	P
Miss Gillian Edwards	A	P	P		A	A	A	A	A	A		P
Graham Emmett	P	P	P		P	P	P	P	P	P	P	P
Miss Catherine Fox	P	A	P		P	P	A	P	A	P	P	A
Ms Alison Gerrard	A	A	P		P	P	A	A	A	P	P	P
Brian Holland			P		P	P	P	P	P	A	P	P
Mrs Janet Illidge	P	P	P		A	P	A	P	P	P	P	P
Mrs Amy Lockett	A	P	A		P	P	P	P	A	A	A	P
Ms Julie Macdonald			P		P	P	P	A	P	P	P	P

Michael McNamee	P	P	P		A	P	P	P	A	P	P	A
Tom Melville	A	A	P		A	A	P	P	A	A	P	A
Sam Naylor	P	P	P		A	P	A	P	P	P	P	A
Lee Siddall	P	P	P		P	P	P	P	P	P	A	P
Andy Stott	A	P	A		A	P	P	P	P	P	P	P
Ms. Jane Thomas	P	P	P		P	P	P	P	A	A	P	P
Ms. Rachel Waterman			P		P	P	P	P	A	P	A	P

Finance

COUNCILLORS	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23
Kate Cernik	N	P	A	A	A	P	A	P	A	P	A	A
Graham Emmett	O	A	P	P	A	P	P	P	P	A	P	P
Catherine Fox	T	P	A	P	P	A	P	P	A	P	P	P
Julie Macdonald		A	P	A	P	A	P	P	A	A	P	A
Mick McNamee	Q	A	A	P	P	A	P	P	P	P	P	A
Tom Melville	U	P	A	A	P	A	P	A	A	P	A	A

[illegible]

Grants

COUNCILLORS	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23
Bob Cernik			P				N		A
Olwyn Dean			A				O		P
Mick McNamee			P				T		P
Janet Illidge			P						A
Amy Lockett			A				Q		P
Tom Melville			A				U		A
Sam Naylor			A				O		P
Lee Siddall			P				R		P
Jane Thomas			P				A		A
Rachel Waterman			A				T		A
							E		

Policy & Operations

COUNCILLORS					07/03/2023	30/03/2023
Graham Emmett Mayor					A	P
Jane Thomas Deputy Mayor					P	P

Andy Stott Chair Planning & Environment			P	P
Andrew Cooper V/Chair Planning & Environment			P	P
Catherine Fox Chair Finance			P	P
Kate Cernik V/Chair Finance			A	P
Bob Cernik Chair Grants			A	P
Janet Illidge V/Chair Grants			A	P
Amy Lockett Chair Amenities			A	A
Lee Siddall V/Chair Amenities			P	A

Extraordinary Meeting

COUNCILLORS	May-22	Apr-23
Samuel Bennett	P	A
Derek Bowden	A	A
Mrs Kate Cernik	A	A
Robert Cernik (Bob)	A	A
Andrew Cooper	P	P
Mrs. Olwyn Dean	P	A

Miss Gillian Edwards	P	
Graham Emmett	P	P
Miss Catherine Fox	P	P
Ms Alison Gerrard	A	A
Brian Holland	P	A
Mrs Janet Illidge	P	A
Mrs Amy Lockett	A	A
Ms Julie Macdonald	P	A
Michael McNamee	A	A
Tom Melville	A	A
Sam Naylor	P	P
Lee Siddall	P	A
Andy Stott	P	A
Ms. Jane Thomas	P	P
Ms. Rachel Waterman	A	P

Council to note meeting attendance for 2022/23

Decision of the Council is requested.

Chris Shaw

Town Clerk

Report to : AGM

Meeting Date : 15th May 2023

Agenda Item : 22

Prepared By : Chris Shaw

Subject : Northwich Skatepark Tenders



Background.

Northwich Town Council have been working hard over the last 18 months on securing funding for a new skatepark in Vickersway Park.

Following on from consultations with the community and skate groups we invited suppliers to submit designs and we allowed the community to chose which design they wished to see constructed.

Due to the elections and timescales an Extraordinary meeting was convened to resolve to award the tender but due to other commitments and holidays the meeting was not quorate. In attendance were the Town Clerk, Town Mayor, Deputy Mayor, Chair of Finance and other members and it was decided that the attending members would resolve to award the contract and ratify this at the AGM.

Three suppliers submitted quotes which are below

Wheelscape	£180,000
Canvas	£179,265.30
Clark & Kent	£175,000

Wheelscape were awarded the contract as this design carried the most votes in the public consultation.

Council to resolve to accept the quote of £180,000 and award the contract to Wheelscape.

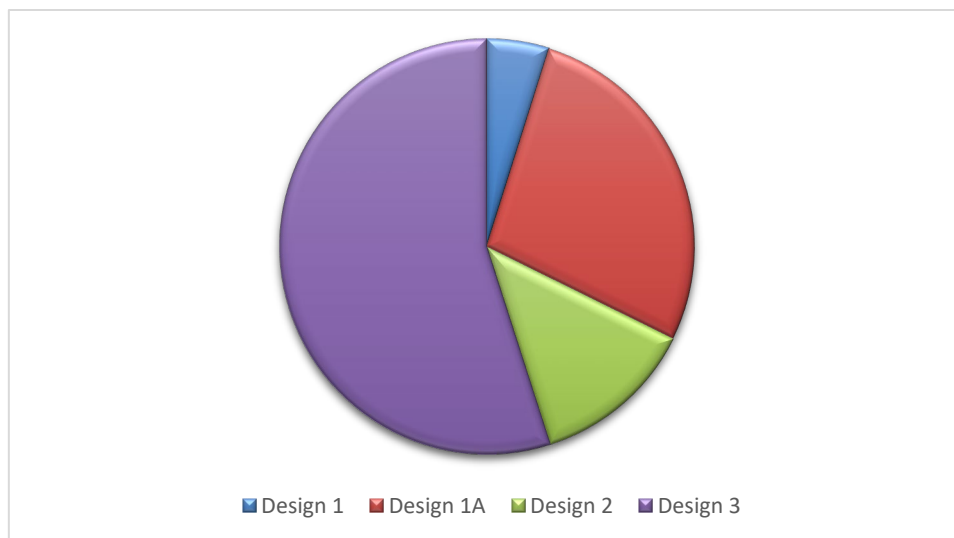
Decision of the Council is requested.

Chris Shaw

Town Clerk

Results from Survey

April 2023



Comments

Which design do you prefer?	Please add any comments below:
Design 2	<i>Selected the wrong design first I meant to pick design 2</i>
Design 1	<i>Design 1 for me is better to everyone</i>
Design 3	<i>3 teenagers very much looking forward to new park</i>
Design 2	<i>Old grind box moved to verdin?</i>
Design 3	<i>Make all the banks 5 or 6 foot high for more speed</i>
Design 2	<i>Design 2 looks varied and much more useable for users of different levels and kit</i>
Design 2	<i>Very open yet varied and allows for multiple users</i>
Design 2	<i>More seating</i>
Design 2	<i>Gives plenty of different ramps for the less experienced to have fun out the way of the older ones</i>
Design 1A	<i>My son is scooter user and has said you need a big quarter pipe and large boxes</i>
Design 1A	<i>I would like a skatepark with a large quarter pipe perfect for large air tricks on scooters and I would also like large boxes shown in 1a for big tricks</i>
Design 1A	<i>Great work</i>
Design 1A	<i>This offers something for everyone</i>

Design 1A	<i>This has been a long time coming! With some seating, this would be fab.</i>
Design 1	<i>Gives a little more or looks like it would for bmxs and scooters as well as skateboards</i>
Design 1A	<i>Make the quarter pipe bigger it will be more fun to use</i>
Design 1A	<i>I really hope this design goes ahead and our children get the skatepark... my 2 sons so scooting as a sport now, entering competitions and coming 5th in Scoot GB last year. We need more of these... we have to travel to Manchester, Blackburn, Stockport, Corby for them to enjoy themselves. Having something local would be amazing.</i>
Design 1A	<i>Love the boxes</i>
Design 1A	<i>Good layout for all riders.</i>
Design 3	<i>I love the bowl, I feel that design 3 is nice and versatile</i>
Design 3	<i>Personally 3 for me as an older skater there's more flow to this one.</i>
Design 3	<i>Design 3 will offer more options for creative use, progression, and development for future sports people.</i>
Design 1A	<i>Please build this</i>
Design 1	<i>This will be a great asset for Northwich</i>
Design 2	<i>Best use of area</i>
Design 3	<i>Will there be lighting?</i>
Design 1A	<i>How big will the quarters and the boxes be</i>
Design 3	<i>Best use of space in my opinion. Very BMX/Skateboard friendly. Plus lots of space which will limit collisions.</i>
Design 1A	<i>Because it's cool</i>
Design 3	<i>Good flow, sustainable for different skill levels</i>
Design 3	<i>Smooth transitions are definitely something that we are missing in our area.</i>
Design 2	<i>Second best is a1</i>
Design 1A	<i>very nice</i>
Design 1A	<i>Looks sick</i>
Design 1A	<i>It's amazing</i>
Design 2	<i>Looks for everyone</i>
Design 2	<i>I would like to see obstacles 8 & 9 either be different sizes in height or all on the smaller end of the scale. plan looks sick </i>
Design 3	<i>Looks accessible to all skaters</i>
Design 1A	<i>i want 1a because big box and quarter so i can bri butter lol give 1a please</i>
Design 2	<i>Design 2 but with a bowl at the end (far right of the picture)</i>
Design 1A	<i>Or design 2</i>
Design 1	<i>Brilliant idea</i>
Design 2	<i>Design 2 having more facility for player. But I am concerning about the materials of the skate park. For Example: the floor material. As I know some of the skatepark (out of UK) wasn't design by the skate park builder. They had used the normal concrete, this materials is non-Slip, it was so dangerous for the skater. Example 2 : Saxons lane Pump Park. The uneven floor materials (same as highway) was dangerous for the skater. I wish you can consider more about the contractor experience and design to pick the best solution.</i>
Design 3	<i>Best for people of all skills</i>
Design 3	<i>Can't wait, and thank you</i>
Design 1A	<i>A street section</i>
Design 1A	<i>1a looks amazing to ride</i>
Design 3	<i>Much better design for both beginners and more accomplished users</i>
Design 3	<i>3 has the most flow and has something for everyone</i>
Design 3	<i>Looks cool</i>
Design 2	<i>Looks quite welcoming for a beginner like myself who's a bit intimidated by the big ramps. 1a in a close second though</i>
Design 2	<i>Makes best of space available</i>

Design 2	<i>Looks like the most accessible design for all experience levels and could also take more users without it becoming too chaotic due to the different ways you can flow</i>
Design 3	<i>Lots of options and good for beginners like me!!</i>
Design 2	<i>Designs 1a and 1b don't look like they've accounted for the actual space they'd go into at all. Design 2 feels most appropriate with 3 being a distant 2nd place</i>
Design 3	<i>Ross here who started the initial campaign. I like 3 personally as it has the bowls. If you're moving the current park to Verdin, this would mean there would be something for everyone when taking into account Barnton, Verdin and Saxons Lane. Seems the younger people prefer the other choices. If that's the case then 1A</i>
Design 2	<i>Best for all levels of ability</i>
Design 2	<i>This looks to be the best for all round skating and bmx</i>

Report to : AGM

Meeting Date : 15th May 2023

Agenda Item : 21

Prepared By : Chris Shaw

Subject : Civility & Respect Pledge



Background

Over 1,000 local (parish and town) councils have signed up for the Civility and Respect Pledge.

SLCC and the National Association of Local Councils (NALC) are urging councils yet to sign the Pledge to do so. The sector must continue to stand up against bullying and harassment. The more councils that sign the Pledge, the more significant impact it will have in lobbying the government to re-visit its response to the Committee on Standards in Public Life report on local government ethical standards.

The Pledge allows local councils to demonstrate a commitment to stand up to poor behaviour across the sector and enforce positive changes that support civil and respectful conduct.

By signing the Pledge, local councils agree that it will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Puts in place a training programme for councillors and staff
- Signs up to the code of conduct for councillors
- Has good governance arrangements in place, including staff contracts and dignity at work policies
- Seeks professional help at the early stages should civility and respect issues arise
- Committed to calling out bullying and harassment if and when it happens
- Continue to learn from best practices in the sector and aspire to be a role model/champion council
- Supports the lobbying for change in legislation to support the Civility and Respect Pledge.

SLCC, the National Association of Local Councils (NALC), One Voice Wales (OVW) and county associations developed the Civility and Respect Pledge to address growing concerns about bullying, harassment and intimidation within the sector.

Council to resolve to sign up to the Civility & Respect Pledge.

Decision of the Council is requested.

Chris Shaw

Town Clerk