



**OFFICIAL NOTICE OF A MEETING OF THE COUNCIL OF  
THE CITY OF RIPON**

**ANNUAL MEETING & MAYOR MAKING CEREMONY  
WEDNESDAY 7<sup>TH</sup> MAY 2025 at 6:00PM**

**HELD IN THE COUNCIL CHAMBER, THE TOWN HALL,  
RIPON, HG4 1DD**

To Members of the Council.

You are summoned to attend a meeting of Ripon City Council for the purposes of determining the agenda items listed below.

P M Benson  
Chief Officer  
29<sup>th</sup> April 2025

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**Prior to the commencement of the formal meeting prayers will be said  
by the Mayor's Chaplain**

- |              |  |
|--------------|--|
| <b>56/25</b> | The Council to elect The Right Worshipful The Mayor of Ripon.  |
| <b>57/25</b> | The Proposer and Seconder to make the Customary Search for the Mayor Elect, who is then conducted to the Council Chamber.  |
| <b>58/25</b> | The Mayor to make the Declaration of Acceptance of Office as required by Local Elections (Declaration of Acceptance of Office) Order 2012 (SI 2012 No 1465), take the Oath of Allegiance; take the Ancient Oath of the Mayor of Ripon; signing accordingly in each case and then to sign the Ancient Roll. |
| <b>59/25</b> | The Right Worshipful The Mayor to take the Chair.  |
| <b>60/25</b> | The Right Worshipful The Mayor to return thanks for her election and to give thanks to Cllr Hawke for his service as Mayor.  |
| <b>61/25</b> | The Council to elect the Deputy Mayor.   |
| <b>62/25</b> | The Deputy Mayor to Make the Declaration of Acceptance of Office.  |
| <b>63/25</b> | The Mayor to notify the Appointment of her Chaplain.   |
| <b>64/25</b> | To request any disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise) & to consider any written requests for dispensation.   |
| <b>65/25</b> | To receive apologies for absence.  |
| <b>66/25</b> | To consider and approve the Minutes of the Meeting held on 7th April 2025.   |

- 67/25** To agree the dates of future Meetings of Full Council up to the date of the next Annual Meeting of the Council.
- 68/25** 2<sup>nd</sup> June, 7<sup>th</sup> July, 8<sup>th</sup> September, 6<sup>th</sup> October, 10<sup>th</sup> November, 8<sup>th</sup> December, 19<sup>th</sup> January, 9<sup>th</sup> February, 9<sup>th</sup> March, 13<sup>th</sup> April.
- 69/25** To receive and approve the Standing Orders and Committee Terms of Reference detailed below in 71/25.
- 70/25** To note that all other matters identified in Standing Order 5j which are not the subject of this agenda shall be returned to the meeting of Full Council on 2<sup>nd</sup> June 2025 for consideration.
- 71/25** To appoint Committees of the Council, nominate members to those committees and delegate powers and duties to such committees for the ensuing year in accordance with the Terms of Reference as agreed by Council.
- i. Hugh Ripley Hall Committee;
  - ii. Events Committee;
  - iii. Alderman T F Spence Committee.

Ripon City Council  
Clerk's Office  
Town Hall  
Ripon  
North Yorkshire  
HG4 1DD  
01765 604097



## **History of the Mayor**

The post of Mayor is relatively young as it only dates back to the 1604 Charter of King James I which created the role from that of the Wakeman.

The Wakeman was the oldest post stretching back to the early Middle Ages, and is not to be confused with the Hornblower which was always a separate function and person, always a male.

The rules for the Wakeman were fortunately written down in the 'Ripon Towne Book' of 1598 and it is quite clear that "The Wakeman is to arrange for the horn blowing in the market place and for setting the watch until 3 or 4am during which time he is responsible for guarding premises from burglary and shall pay compensation to those who suffer loss".

Failure to do any of the tasks set out in the Towne Book resulted in a large fine, and this is alluded to in today's Mayor making ceremony each year when the Mayor elect is 'dragged' into the Council Chamber to be made the Mayor.

The fines were specific: - £20 for not providing a supper for fellow Aldermen and their wives between 10th June and 31st August; 20/- for using the common seal of Ripon without the consent of 4 Aldermen; £4 for failing to serve as Wakeman and another expensive fine of £20 was "The Wakeman is not to leave the town in his year of office except because of plague". The plague referred to is bubonic plague and was prevalent in the Middle Ages after 1347 and into the 17th century as the King's Court left London when there was an attack of the plague. Clearly a Wakeman must have left the town at some stage prior to 1598 for this rule to have been written down.



## MINUTES OF A MEETING OF THE COUNCIL OF THE CITY OF RIPON

**Date:** 7<sup>th</sup> April 2025

**Time:** 6:00pm

**Location:** The Council Chamber, the Town Hall, Ripon, HG4 1DD.

**Present:**

Cllr S Hawke  
Cllr C Hardisty  
Cllr P McHardy  
Cllr P Horton  
Cllr J Martin-Long  
Cllr T Duncan  
Cllr S Flatley  
Cllr A Williams

The Right Worshipful the Mayor

**In Attendance**

Deputy Clerk  
Administrator  
Seven members of the public  
One press representatives

**Prior to the start of the meeting Dean John Dobson said prayers.**

<b>43/25</b>	<b>To receive apologies and approve reasons for absence.</b>  Apologies were received from Cllrs Bate, Camplejohn and Crozier. Apologies were not received from Cllr Brodigan, who was absent.  Reasons for absence were not approved.
<b>44/25</b>	<b>To request any disclosure of an interest in relation to any matter under consideration at this meeting (financial or otherwise) and to consider any written requests for dispensation.</b>  Cllr Williams declared an interest in anything that may come before him as a member of NYC's area planning committee and NYC generally, declaring a prejudicial interest as an elected member who will vote on the Area Planning Committee in respect of planning matters

45/25	<p><b>Members of the public are invited to question, seek clarification or make representation to members of the Council on any Agenda item as listed below.</b></p> <p>A member of the public spoke about the deteriorated state of several properties in and around the city, particularly on Skellgate, also referring to the rubbish bags which are often littered on High Skellgate and North Street and the decayed state of two properties on North Street.</p>
46/25	<p><b>To consider and approve the Minutes of the Meeting held on the 4<sup>th</sup> March 2025.</b></p> <p>That these be approved as a true and accurate record of proceedings held.</p> <p><b>RESOLVED.</b></p>
47/25	<p><b>Finance, Policies and Governance Matters</b></p> <ol style="list-style-type: none"> <li>1. <b>To receive the Income and Expenditure report for the period 1<sup>st</sup> April 2024 to 28<sup>th</sup> February 2025.</b></li> <li>2. <b>To receive the list of payments for the period 1<sup>st</sup> February 2025 – 28<sup>th</sup> February 2025.</b></li> <li>3. <b>To note that the bank reconciliations for the period ending 28<sup>th</sup> February 2025 have been signed in accordance with the requirements of Financial Regulations.</b> That items 1,2 and 3 be taken en-bloc with items 1 and 2 being received and item 3 being noted. <b>RESOLVED</b></li> <li>4. <b>To receive the Second Interim Audit Report dated 27<sup>th</sup> February 2025.</b> That this be received. <b>RESOLVED</b></li> <li>5. <b>To note the position in relation to the advice sought in respect of the Alderman T F Spence Charity.</b> That this be noted. <b>RESOLVED</b></li> <li>6. <b>To receive and approve the asset register following receipt of the professional valuation of assets and to note the insurance renewal premium based on the revised asset register.</b> That this be received and approved. Reference was made to the removal of playground equipment from the asset register. <b>RESOLVED.</b></li> <li>7. <b>To receive and approve the following invoices:</b> <ol style="list-style-type: none"> <li>i. <b>Lawyers in Local Government – P Benson Full Member – Annual Subscription - £150.00</b></li> <li>ii. <b>Yorkshire Local Councils Associations – Membership – Annual Subscription - £1978.00.</b></li> </ol> <p>That the invoices detailed in items i. and ii. above be approved.</p> <p><b>RESOLVED.</b></p> </li> </ol>

48/25	<p><b>Double Devolution</b>  <b>To receive the short form submissions returned to North Yorkshire Council in respect of the following, for information and to note that a response is outstanding.</b></p> <ol style="list-style-type: none"> <li><b>1. Ripon Town Hall.</b></li> <li><b>2. Wakeman's House.</b></li> </ol> <p>That items 1. and 2. be received and noted.  <b>RESOLVED.</b></p>
49/25	<p><b>Events</b>  <b>To receive the following resolutions from the Events Committee meeting held on 31<sup>st</sup> March 2025 and agree appropriate action.</b></p> <ol style="list-style-type: none"> <li><b>1. Resolution 17/25 5 which constitutes to a change in the events schedule agreed for 2025.</b></li> <li><b>2. Resolution 16/25 in relation to the movement of surplus in the events budget for the period 1<sup>st</sup> April 2024-31<sup>st</sup> March 2025 into an ear marked reserve.</b></li> </ol> <p>That items 1. and 2. be received and approved and that an event is held on the evening of 15<sup>th</sup> August to mark the 80<sup>th</sup> anniversary of VJ Day. That the event scheduled for August Bank Holiday Saturday does not take place and that the budget set for that event is utilised to provide the VJ Day event, with fairground rides provided on the market square which are free at the point of use on 16<sup>th</sup> and 23<sup>rd</sup> August.</p> <p>That the underspend from the 2024-25 events budget is moved into the Events Earmarked reserve.  <b>RESOLVED.</b></p>
50/25	<p><b>To receive correspondence and agree appropriate action:</b></p> <ol style="list-style-type: none"> <li><b>1. Letter dated 21<sup>st</sup> March 2025, York &amp; North Yorkshire Office for Policing, Fire, Crime and Commissioning;</b>  That this be received and that a reply is sent to the effect that the Council is grateful for the investment in the new Police and Fire Station in Ripon, but that it is disappointed that the decision to vacate the leased space within the Town Hall has been taken without consultation with RCC. That the reasoning behind the previously agreed drop-in provision in the Town Hall was that the Police come to the community and not the other way round. Reference to the Town Hall provision being a discreet and accessible local service for residents, with ample parking close by was made, with concerns raised about the accessibility of the location of the new Police and Fire station for those who might be elderly or less-able bodied, together with the lack of parking on the site.  <b>RESOLVED.</b></li> <li><b>2. Email dated 25<sup>th</sup> March 2025, poor condition of identified properties in Ripon;</b>  It was noted that RCC had recently resolved to request that NYC commence the process of compulsory purchase orders in respect of the properties referred to on Skellgate.  Reference to the littering on North Street was made and the lack of wheelie bins at many of the properties on North Street was noted. Cllr Williams advised that he has been liaising with NYC street cleansing about the removal of rubbish around the city. Reference was made to the recent successful planning application to redevelop the fire damaged laundrette site was noted.</li> </ol>

	<p><b>3. Email dated 25<sup>th</sup> March 2025, Bus Service from Ripon to Harrogate (Full Council Resolution 21/25 refers).</b></p> <p>That this be received and noted.</p> <p><b>RESOLVED.</b></p>
<b>51/25</b>	<p><b>To receive the Electoral Review of North Yorkshire Council: Draft Recommendations from The Local Government Boundary Commission for England dated 1<sup>st</sup> April 2025 and agree to formulate a response.</b></p> <p>That this be received and that the matter is deferred to the next meeting of Full Council, with the date of the June meeting of Full Council moved forward to 2<sup>nd</sup> June 2025 to allow a response to be returned before the end of the consultation period.</p> <p><b>RESOLVED</b></p>
<b>52/25</b>	<p><b>To receive the updated information on Commuted Sums from North Yorkshire Council.</b></p> <p>That this be received and noted and that Cllr Horton calls another meeting of the working group.</p> <p><b>RESOLVED.</b></p>
<b>53/25</b>	<p><b>To receive the minutes from the following committees for information:</b></p> <ol style="list-style-type: none"> <li>1. Hugh Ripley Hall Committee – minutes dated 16<sup>th</sup> December 2024. That these be received. <b>RESOLVED</b></li> <li>2. Events Committee – minutes dated 13<sup>th</sup> January 2025. That these be received. <b>RESOLVED</b></li> </ol>
<b>54/25</b>	<p><b>Planning matters:</b></p> <ol style="list-style-type: none"> <li>1. To consider planning matters as detailed overleaf; Refer to individual resolutions.</li> <li>2. To receive the planning appendix. That this be received. <b>RESOLVED</b></li> </ol>

55/25	<p><b>To receive the following verbal reports:</b></p> <ol style="list-style-type: none"> <li>1. Reports from North Yorkshire County Councillors if appropriate – for information only; Cllr Williams referred to the following NYC matters: Change of refuse collection day, advising that NYC had written to all local residents in the last week. NYC have agreed in principle to offer a storage facility for market stalls only, free of charge to the market traders subject to certain provisions to be agreed in due course.</li> <li>2. Reports from members and/or the Chief Officer on external organisations; Cllr McHardy updated members about her recent attendance the Cathedral Rural Forum where senior representatives from North Yorkshire Police spoke about reduced rural crime rates, referring to NYP's collaborative operations with forces across county borders to target organised rural crime.</li> <li>3. Report from Ripon Together; Cllr Williams advised that he had recently attended a meeting of the pilot Lower Uredale Partnership project is proving to be very successful.</li> <li>4. Report from Ripon Bid; Cllr Williams reported that the Ferris Wheel was proving to be very successful and that Ripon Bid's collaboration with North Yorkshire Council was to be celebrated.</li> <li>5. Mayoral Announcements. None.</li> </ol>
	<p>With business concluded the chairman closed the meeting at 6:57pm.</p> <p>Signed Dated</p>



54/25	<p><b>Planning matters:</b>  <b>Planning applications as listed below to be considered and responses agreed to the consultations being carried out by the Planning Authority.</b></p> <p><i>Details of all planning applications listed below can be viewed online prior to the meeting at:</i>  <a href="https://www.northyorks.gov.uk/planning-and-conservation/view-and-comment-planning-applications/view-and-comment-planning-applications-your-area">https://www.northyorks.gov.uk/planning-and-conservation/view-and-comment-planning-applications/view-and-comment-planning-applications-your-area</a></p>
ZC24/04302/LB	<p>Listed Building Consent for the proposed conversion of the upper floors of the existing bank (Use Class E(c)(i)) and erection of single storey rear extension to provide 6no. residential units (Use Class C3). Internal alterations include creation of new openings, blocking up of existing openings, removal of stud walls, installation of stud walls and removal of 2no. staircase at ground floor level. External alterations to include reinstating the original dual pitch profile, creating a flat GRP roof element between ridge lines to maximise the volume and meet national housing standard areas, installation of 2no. dormers to new pitched roof, proposed new opening to south elevation, new timber sash windows and 2no. conservation roof lights to west elevation. (amended description)  HALIFAX 37 Market Place Ripon North Yorkshire HG4 1DG  <a href="#">ZC24/04302/LB   Listed Building Consent for the proposed conversion of the upper floors of the existing bank (Use Class E(c)(i)) and erection of single storey rear extension to provide 6no. residential units (Use Class C3). Internal alterations include creation of new openings, blocking up of existing openings, removal of stud walls, installation of stud walls and removal of 2no. staircase at ground floor level. External alterations to include reinstating the original dual pitch profile, creating a flat GRP roof element between ridge lines to maximise the volume and meet national housing standard areas, installation of 2no. dormers to new pitched roof, proposed new opening to south elevation, new timber sash windows and 2no. conservation roof lights to west elevation. (amended description)   HALIFAX 37 Market Place Ripon North Yorkshire HG4 1DG</a>  That the council does not object to this application.  <b>RESOLVED</b></p>
ZC24/04301/FUL	<p>Conversion of the upper floors of the existing bank (Use Class E(c)(i)) and erection of single storey rear extension to provide 6no. residential units (Use Class C3). Internal alterations include creation of new openings, blocking up of existing openings, removal of stud walls, installation of stud walls and removal of 2no. staircase at ground floor level. External alterations to include reinstating the original dual pitch profile, creating a flat GRP roof element between ridge lines to maximise the volume and meet national housing standard areas, installation of 2no. dormers to new pitched roof, proposed new opening to south elevation, new timber sash windows and 2no. conservation roof lights to west elevation. (amended description)  HALIFAX 37 Market Place Ripon North Yorkshire HG4 1DG  <a href="#">ZC24/04301/FUL   Conversion of the upper floors of the existing bank (Use Class E(c)(i)) and erection of single storey rear extension to provide 6no. residential units (Use Class C3). Internal alterations include creation of new openings, blocking up of existing openings, removal of stud walls, installation of stud walls and removal of 2no. staircase at ground floor level. External alterations to include reinstating the original dual pitch profile, creating a flat GRP roof element between ridge lines to maximise the volume and meet national housing standard areas, installation of 2no. dormers to new pitched roof, proposed new opening to south elevation, new timber sash windows and 2no. conservation roof lights to west elevation. (amended description)   HALIFAX 37 Market Place Ripon North Yorkshire HG4 1DG</a>  That the council does not object to this application.  <b>RESOLVED</b></p>

ZC25/00658/FUL	<p>Erection of stand alone wishing well structure for charity donations. Ripon Spa Gardens Park Street Ripon North Yorkshire <a href="#">ZC25/00658/FUL   Erection of stand alone wishing well structure for charity donations.   Ripon Spa Gardens Park Street Ripon North Yorkshire</a> That the council supports this application. <b>RESOLVED.</b></p>
ZC25/00908/ADV	<p>Erection of illuminated and non-illuminated signs to the exterior of the building South Lodge Hotel 61 Harrogate Road Ripon North Yorkshire HG4 1ST <a href="#">ZC25/00908/ADV   Erection of illuminated and non-illuminated signs to the exterior of the building   South Lodge Hotel 61 Harrogate Road Ripon North Yorkshire HG4 1ST</a> That the council does not object to this application. <b>RESOLVED</b></p>
ZC25/00921/FUL	<p>Proposed front porch extension. 97 Kirkby Road Ripon North Yorkshire HG4 2HH <a href="#">ZC25/00921/FUL   Proposed front porch extension.   97 Kirkby Road Ripon North Yorkshire HG4 2HH</a> That the council does not object to this application. <b>RESOLVED</b></p>

# Ripon City Council

## Schedule of Meetings – 2025/26



Meeting of	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Full Council	7 (AM)	2	7		8	6	10	8	19	9	9	13
Hugh Ripley Hall Committee		16			15			15			16	
Alderman TF Spence Charity Trustees Meeting										9		
Quarry Moor Committee	19				22			1			23	
Staffing – 2pm		23				13			26			20
Events Committee			14		29				12			27

The Mayoral Installation will take place on 11<sup>th</sup> May 2025 at 10:30am at Ripon Cathedral.

The Annual Parish Meeting will take place on 20<sup>th</sup> May 2025 at 6:30pm at Ripon Town Hall.

The first meeting of the evening will usually start at 6pm unless otherwise stated on the agenda. Agendas are issued three clear working days (including Saturday) before the meeting excluding the actual day of the meeting.

Meetings are usually held in the Council Chamber, Ripon Town Hall.

PROCEEDED

CANCELLED



# RIPON CITY COUNCIL

## Standing Orders

Adopted by Full Council 3 <sup>rd</sup> September 2018	
<b>Last updated</b>	Reviewed by Full Council 8 <sup>th</sup> February 2021 Reviewed by Full Council 7 <sup>th</sup> May 2022 Reviewed by Full Council 10 <sup>th</sup> May 2023 Reviewed by Full Council 15 <sup>th</sup> May 2024
<b>Date of Review</b>	May 2025



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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 to a motion, has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall 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 on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.



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

## **2. DISORDERLY CONDUCT AT MEETINGS**

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

## **3. MEETINGS GENERALLY**

- 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 three clear days notice of a meeting to councillors and the public the minimum required 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 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 Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- e Members of the public may request that an item is placed on an agenda for discussion in writing to the Chief Officer. Correspondence must be received 7 clear working days prior to the date on which the agenda for the meeting is issued.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
- h In accordance with standing order 3(e), a question shall not require a response





at the meeting nor start a debate on the question. The Chairman 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 the Chief Officer for a written or oral response within a reasonable timeframe.

- 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 Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- k A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- l 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.
- m 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.
- n The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council 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.
- o Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- p 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 also standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*

- q 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.



- r The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- s 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.
- t No business may be transacted at a meeting of Full Council 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 also standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*
- u 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.

- v A meeting shall not exceed a period of two 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 the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer seven days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. 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;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee or a sub-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 councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 11am.



- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) 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, if there is one, 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 annual 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 shall 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 annual 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 shall 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 (if there is one) of the Council at the annual meeting, the business shall include:
  - 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. In an election year, re-confirm the Council's eligibility to adopt the General Power of Competence.
  - iii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iv. Receipt of the minutes of the last meeting of a committee;
  - v. Consideration of the recommendations made by a committee;
  - vi. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

- vii. Review of the terms of reference for committees;
- viii. Appointment of members to existing committees;
- ix. Appointment of any new committees in accordance with standing order 4;
- x. Review and adoption of appropriate standing orders and financial regulations;
- xi. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xii. Review of representation on or work with external bodies and arrangements for reporting back;
- xiii. 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;
- xiv. Review of inventory of land and other assets including buildings and office equipment;
- xv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xvi. Review of the Council's and/or staff subscriptions to other bodies;
- xvii. Review of the Council's complaints procedure;
- xviii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xix. Review of the Council's policy for dealing with the press/media;
- xx. Review of the Council's employment policies and procedures;
- xxi. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- xxiii. Review that the Council meet the criteria for eligibility to adopt the General Power of Competence (Prescribed Conditions) Order 2012 and consider to adopt said power.

**6. EXTRAORDINARY MEETINGS OF THE COUNCIL, 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 call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

## **7. PREVIOUS RESOLUTIONS**

A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- a When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for 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 for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven 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), 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) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least four 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 The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for 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 other 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 or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## 11. **MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

## 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).
- 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 If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. **CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.



- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:
  - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
  - ii. granting the dispensation is in the interests of persons living in the Council's area; or
  - iii. it is otherwise appropriate to grant a dispensation.

#### **14. CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

#### **15. PROPER OFFICER**

- a The Proper Officer shall be the Chief Officer or another staff member nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:

- i. at least three clear days before a meeting of the council, a committee or a sub-committee,
  - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and
  - Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ( ) days before the meeting confirming his withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;
- iv. facilitate inspection of the minute book by local government electors;
- v. receive and retain copies of byelaws made by other local authorities;
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;



- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. respond on every planning application that falls within the definition agreed by council within the timeframe required by the Unitary Council and refer any application which requires an urgent response to the Leader of the Council within two working days of receipt to allow facilitation of an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

**16. RESPONSIBLE FINANCIAL OFFICER**

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

**17. 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:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to



date for information; and

- ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 18. **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. whether contracts with an estimated value below £30,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works

shall be drawn up;

- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details (LTN87).

## 19. **HANDLING STAFF MATTERS**

Subject otherwise to Staffing Committee Terms of Reference.

- 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.
- b Subject to the Council's policy regarding absences from work, the Chief Officer shall notify the Leader of the Council and the Chairman of the Staffing Committee of absence occasioned by illness or other reason.
- c The Leader of the Council, together with the Chairman of the Staffing Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of Chief Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Staffing Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Chief Officer shall contact the Leader of the Council or the 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 Staffing Committee.

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Chief Officer relates to the Leader of the Council or the Chairman of the Staffing Committee this shall be communicated to the Deputy Leader of the Council or another member of the Staffing Committee which shall be reported back and progressed by resolution of the Staffing Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## 20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

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

## 21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*See also standing order 11.*

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



**22. 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.

**23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

*The above is applicable to a Council with a common seal.*

**24. COMMUNICATING WITH UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillors representing the area of the Council.

**25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised 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.

**26. STANDING ORDERS GENERALLY**

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





at the meeting shall be final.

**27. DEMOCRATIC ARRANGEMENTS**

- a. The Council shall elect a Leader of the Council and a Deputy Leader of the Council. The Leader and Deputy Leader shall ordinarily be elected for their term of office as a Councillor, but election to this position may be reviewed at each annual meeting of the Council.
- b. The Leader and Deputy Leader's role carries no executive powers.
- c. In the absence of the Leader, the Deputy Leader shall fulfil the functions of the Leader.
- d. The Leader cannot exercise individual decision making powers and cannot bind the Council outside the statutory delegation arrangements.
- e. The Leader cannot usurp the statutory powers and duties of the Chairman of the Council.
- f. The Leader cannot act as Chairman or Vice Chairman of the Council.
- g. The Leader cannot combine the roles of Member and Chief Officer.
- h. The Leader of the Council is not eligible for an allowance.
- i. The Leader cannot act outside the Council's approved procedures for dealing with the Press and Public.

**End of standing orders**



## **RIPON CITY COUNCIL**

### **Hugh Ripley Hall Committee Terms of Reference**

Adopted by Full Council 17 <sup>th</sup> December 2012	
<b>Last updated</b>	Committee 20 <sup>th</sup> January 2014 Full Council 10 <sup>th</sup> February 2014 Full Council 19 <sup>th</sup> May 2014 Full Council 10 <sup>th</sup> May 2023
<b>Date of Review</b>	15 <sup>th</sup> May 2024

## HUGH RIPLEY HALL COMMITTEE

Membership	
Cllr Crozier	
Cllr Duncan	
Cllr Horton	
Cllr Hardisty	
Cllr Brodigan	
Cllr Flatley	

*These rules are supplemental to, and do not in any way override, the Council's standing orders &/or financial regulations.*

Unless otherwise stated, any reference in this document to 'the facility' will be in respect of Hugh Ripley Hall, and the Hugh Ripley Hall Committee will hereinafter be referred to in this document as 'the Committee'.

1. Membership of the Committee will comprise six Council members confirmed at the first meeting of the Council following the Annual General Meeting, and other invited non-voting, non-councillors as required to ensure adequate community representation to a maximum of 12.
2. The Committee will have a quorum of four of its members.
3. The Committee will elect a Chairman and Vice Chairman annually at the first meeting following the Annual Council Meeting.
4. All meetings of the Committee will be public meetings, convened in accordance with the City Council's standing orders, and be minuted by the Chief Officer, another member of staff or a member of the Committee.
5. The Committee will have delegated powers to approve expenditure in respect of the maintenance, enhancement, management and regulation of the facilities, subject always to the following provisos:
  - a. Approval of expenditure will be subject to an overall budget limit approved by Full Council.
  - b. Irrespective of 5a above, any single item of expenditure (including aggregated stage payments) in excess of £7,500, any project budget in excess of £7,500, or any contract, order or agreement leading to such expenditure, will be subject to approval by Full Council unless it has already been provided for in project-specific budget or earmarked reserve approved by Full Council.
  - c. The Chief Officer is able to exercise delegation in accordance with clause 3d of the Ripon City Council financial regulations & may incur expenditure on behalf of the Council for Hugh Ripley Hall where it is necessary to carry out any repair, replacement or other work of such urgency that it must be done at once, whether or not there is any budgetary provision, subject to a limit of £500. The Chief Officer shall report such action to the Committee as soon as practical thereafter.
6. The Committee will have delegated powers in respect of tenders, quotations, contracts (excluding contracts of employment) and appointment of contractors relating to the maintenance, enhancement, management and regulation of the facility, subject always to the expenditure restrictions outlined in 5a above, and in compliance with relevant Standing Orders and Financial Regulations.
7. The Committee will recommend fees to be charged by the Council in respect of Hugh Ripley Hall, and by 30th September each year, review scales of fees for the hire of the facility.
8. The Committee will have delegated powers to approve risk assessments, and safety inspection records relating to the facility carried out by the Health and Safety Councillor

or outside professionals, referring any problems which it is unable to resolve to Full Council via the Chief Officer.

9. The committee will have delegated powers for overseeing maintenance, management, regulation, security and development of the facility, and ensuring they are fit for purpose, and maintained in such condition as to be safe and welcoming.
10. The Committee will be responsible for monitoring work carried out by the Caretaker, cleaners and contractors on or at the facility, with a view to ensuring that standards are being maintained.
11. The Committee will be responsible for ensuring that the condition survey in respect of the facility is reviewed at least annually, and that there are no outstanding items, and will carry out annual reviews of the a) Conditions of hire of Council premises b) keyholding procedures and security of Council premises, c) food safety policy relating to food served on Council premises.
12. The Committee will by 30th October each year prepare a budget in respect of any anticipated expenditure relating to the facilities over and above routine maintenance, repairs and administrative costs; the budget shall be submitted to the Chief Officer for referral in the first instance to Full Council.
13. The Committee will consider the long-term development of the facility and recommend such changes to the Full Council having explored outside funding opportunities.
14. The Committee will accept & ratify its own minutes with the minutes of each meeting being forwarded to Full Council for information only.
15. The Committee give delegated authority to the council staff to accept bookings for the hall without prior referral to the Committee providing that the booking time is available and the cost of the hire of the facility requested fits into the approved pricing structure. The Council staff will have the discretion on hire prices only through consultation with the Chairman.



# **RIPON CITY COUNCIL**

## **Events Committee Terms of Reference**

Adopted by Full Council 19 <sup>th</sup> October 2019	
<b>Last updated</b>	Full Council 8 <sup>th</sup> March 2021 Events Committee 24 <sup>th</sup> January 2021 Full Council 13 <sup>th</sup> June 2022 Full Council 10 <sup>th</sup> May 2023 Full Council 15 <sup>th</sup> May 2024 Full Council 11 <sup>th</sup> November 2024
<b>Date of Review</b>	

**Membership**

Cllr Williams	
Cllr Bate	
Cllr Duncan	
Cllr Hardisty	
Cllr Horton	
Cllr Flatley	

These rules are supplemental to, and do not in any way override, the Council's standing orders &/or financial regulations.

1. Membership of the Committee will comprise six Council members confirmed at the first meeting of the Council following the Annual General Meeting, and other invited non-voting, non-council members as required to ensure adequate community representation to a maximum of 14.
2. The committee will have a quorum of four of its council members.
3. The committee will elect a chairman and vice chairman annually at the first meeting following the Annual Council Meeting.
4. All meetings of the committee will be public meetings, convened in accordance with the Council's standing orders, and be minuted by the Chief Officer, another member of staff or a member of the committee.
5. The committee will have delegated powers to approve expenditure in respect of civic events and community events, subject always to the following provisos:
  - i. Approval of expenditure will be subject to an overall budget limit approved by Full Council.
  - ii. Appointment of road traffic management and/or an event management provider, where appropriate, will be approved first by the Events Committee and, if their appointment is for in excess of two events at the outset, sanctioned by Full Council.
  - iii. The schedule of civic events and community events will be approved by Full Council.
  - iv. Irrespective of 5i above, any single Ripon City Council event shall be subject to an overall budgetary limit of £20,000.
  - v. Any event budget in excess of £20,000 or any contract, order or agreement leading to such expenditure, will be subject to approval by Full Council.
  - vi. The committee's actions shall be limited to those civic events and community events falling within the financial year where an events budget has been approved by Full Council.
6. The committee will have delegated powers in respect of tenders, quotations, contracts (excluding contracts of employment), subject always to the expenditure restrictions outlined in 5i above, and in compliance with relevant standing orders and financial regulations.



7. The committee will accept & ratify its own minutes with the minutes of each meeting, them being forwarded to full council for information only.

**Schedule of 2025 events agreed by Events Committee on 21<sup>st</sup> October 2024 (minute reference 9-24) and approved by Full Council on 11<sup>th</sup> November 2024 (minute reference 100-24 4) including amendments made by Events Committee on 31<sup>st</sup> March 2025 (minute reference 17-25 5) that were approved by Full Council on 7<sup>th</sup> April 2025 (minute reference 49-25):**

Civic Events:

Wednesday, 7 <sup>th</sup> May 2025	Annual Meeting of Council
Saturday, 10 <sup>th</sup> May 2025	Engineers Freedom Event
Sunday, 11 <sup>th</sup> May 2025	Mayor's Installation
Sunday 14 <sup>th</sup> September 2025	Battle of Britain
Sunday 9 <sup>th</sup> November 2025	Remembrance Sunday

Community Events:

Thursday, 8 <sup>th</sup> May 2025	VE Day
Friday 15 <sup>th</sup> August 2025	VJ Event
Saturday, 16 <sup>th</sup> August 2025	August events
Saturday, 23 <sup>rd</sup> August 2025	
Saturday 15 <sup>th</sup> November 2025	Christmas Lights Switch-On
Wednesday, 31 <sup>st</sup> December 2025	New Years Eve



## **RIPON CITY COUNCIL**

### **Alderman Spence Committee Terms of Reference**

Adopted by Full Council 20 <sup>th</sup> September 2017	
<b>Last updated</b>	Full Council 10 <sup>th</sup> May 2023 Full Council 15 <sup>th</sup> May 2024 Reviewed by Committee on 17 <sup>th</sup> February 2025
<b>Date of Review</b>	

## ALDERMAN SPENCE COMMITTEE

Membership	
Cllr Martin-Long	
Cllr Duncan	
Cllr Flatley	
Cllr Horton	
Cllr Hardisty	
Cllr McHardy	

The Alderman T F Spence Committee is a standing committee of Ripon City Council and is appointed for the purpose of excising the duties and powers of Ripon City Council as the sole corporate trustee of The Alderman TF Spence Charitable Trust. The Committee will always work within the boundaries of the Governing instrument of the Charity.

*These rules are supplemental to, and do not in any way override, Ripon City Council's standing orders or financial regulations.*

1. Membership of the Committee will comprise six Council members confirmed at the first meeting following the Annual Meeting of the Council, and other invited non-voting members of the public, as required, to ensure adequate community representation to a maximum of 12.
2. The committee will have a quorum of four of its voting members.
3. The committee will elect a chairman and vice chairman annually at the first meeting flowing the Annual Meeting of the Council
4. All meetings of the committee will be public meetings, convened in accordance with the City Council's standing orders, and be minuted by the Chief Officer, another member of staff or a member of the committee.
5. The committee will have delegated powers to authorise the expenditure of any work on Quarry Moor to ensure compliance with health, safety and welfare laws and regulations, and the Wildlife and Countryside Act 2000, and allocate and spend the funds given to The Alderman TF Spence Charitable Trust by Natural England under the HLS scheme and other payments to maintain the SSSIs in favourable condition as required by the management agreement with Natural England.
6. Approval of expenditure will be subject to an overall limit approved by Full Council.
7. Irrespective of 6 above, any single item of expenditure (including aggregated stage payments) in excess of £7,500, any project budget in excess of £7,500, or any contract, order or agreement leading to such expenditure, will be subject to approval by Full Council unless it has already been provided for in project-specific budget or earmarked reserve approved by Full Council.
8. The committee will have delegated powers in respect of tenders, quotations, contracts (excluding contracts of employment) and appointment of contractors relating to the maintenance, enhancement, management and regulation of the site, subject always to the expenditure restrictions outlined in 6 and 7 above, and in compliance with relevant standing orders and financial regulations.
9. The committee will have delegated powers to approve risk assessments, and safety inspection records relating to the facility carried out by the Health and Safety Officer or outside professionals, referring any problems which it is unable to resolve to the Council.

10. The committee will be responsible for monitoring work carried out by the Site Warden, with a view to ensuring that standards are being maintained and ensure that all installed elements on the site are safe and fit for purpose through periodic inspections.

Supervise any volunteer groups undertaking work on Quarry Moor that do not fall under the supervision of others.

Seek funding for Quarry Moor to ensure an annual maintenance programme, future works and promotional activity and development of an educational programme.

11. The committee will, by 1st March each year, prepare a budget in respect of any anticipated expenditure relating to the site over and above routine maintenance, repairs and administrative costs; the budget shall be submitted to the Chief Officer for referral in the first instance to the Full Council.

12. The committee is authorised to explore partnering with external organisations with a view to involving third party organisations in the management, for the site to enable costs to be mitigated and/or liabilities financial or otherwise, to be transferred/reduced. That the findings of the exploratory investigations be returned to a meeting of the Alderman T F Spence Charity, which shall be arranged specifically for the purpose.