

## Congleton Town Council

### Standing Orders

1. Rules of debate at meetings .....	2
2. Disorderly conduct at meetings.....	<del>24</del>
3. Meetings generally .....	<del>24</del>
4. Committees and sub-committees .....	<del>27</del>
5. Presence of Non-members of Committees at Committee meetings. ....	<del>28</del>
6. Ordinary council meetings.....	<del>29</del>
7. Extraordinary meetings of the council, committees and working groups. ....	<del>211</del>
8. Previous resolutions .....	<del>211</del>
9. Voting on appointments.....	<del>212</del>
10. Motions for a meeting that require written notice to be given to the Chief Officer .....	<del>212</del>
11. Motions at a meeting that do not require written notice.....	<del>213</del>
12. Management of information .....	<del>214</del>
13. Draft minutes .....	<del>214</del>
14. Code of conduct and dispensations.....	<del>215</del>
15. Code of conduct complaints .....	<del>216</del>
16. Proper Officer .....	<del>217</del>
17. Responsible financial officer .....	<del>218</del>
18. Accounts and accounting statements.....	<del>219</del>
19. Financial controls and procurement.....	<del>219</del>
20. Handling staff matters .....	<del>421</del>
21. Responsibilities to provide information .....	<del>422</del>
22. Responsibilities under data protection legislation .....	<del>422</del>
23. Relations with the press/media.....	<del>423</del>
24. Execution and sealing of legal deeds.....	<del>423</del>
25. Communicating with unitary councillors.....	<del>423</del>
26. Restrictions on councillor activities .....	<del>423</del>
27. Standing orders generally .....	<del>423</del>
28. Constitution .....	<del>424</del>
29. Town Meeting.....	<del>524</del>
30. Honorary Burgess.....	<del>525</del>
31. Certificates in Recognition of Outstanding Service. ....	<del>525</del>
32. Youth Committee.....	<del>525</del>

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- 16. Proper Officer**
- 17. Responsible Financial Officer**
- 18. Accounts and accounting statements**
- 19. 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 as agreed either 3 or 4 times 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 inclusive of VAT25,000** 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 inclusive of VAT25,000 but less than the relevant thresholds in standing order 19(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders ~~can be~~ submitted in writing in a sealed marked envelope addressed to the Chief Officer; **or electronically to a specific email address (See Financial Regulations Appendix 1 and Standing Orders for Contracts). Method of tendering for each contract will be decided by the Chief Officer**
  - v. tenders shall be opened by the Chief Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
  
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
  
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £~~214,904,189,330~~ for a public service or supply contract or in excess of £~~5,372,6094,733,252~~ for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
  
- ~~g.~~ **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £~~429,809378,660~~ for a supply, services or design contract; or in excess of £~~5,372,6094,733,252~~ for a works contract; or £~~884,720663,540~~ for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

**20. Handling staff matters**

**21. Responsibilities to provide information**

**22. Responsibilities under data protection legislation**

**23. Relations with the press/media**

**24. Execution and sealing of legal deeds**

**25. Communicating with unitary councillors**

**26. Restrictions on councillor activities**

**27. Standing orders generally**

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- 29. Town Meeting**
- 30. Honorary Burgess**
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