



STANDING ORDERS (adapted from the Model Standing Orders for England, revised 2024)

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.**

24. Communicating with district and county or 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 County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the County Council shall be sent to the ward councillor(s) 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. The role of the Chair

- a Pursuant to section 15 (2) of the Local Government Act 1972, the Council shall elect a Chair at Annual Meeting of the Council in May.
- b In accordance with standing orders the Chair is responsible for ensuring that effective and lawful decisions are taken at meetings of the Council and assisted by the Clerk, guides activities by managing the meetings of the Full Council. The council is not lawfully constituted without a Chair.
- c The Council shall not adopt the Town Mayor model, legally entitled to the Chair of a Town Council by Section 245 (6) of the Local Government Act 1972. The Council shall appoint a Civic Head and Deputy Civic Head by resolution of the Council, at the Annual Meeting in May.

27. The role of the Leader

- a The Council shall appoint a Leader and Deputy Leader by resolution of the Council, at the Annual Meeting in May.



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- b** The Council shall delegate to this role the authority to work directly with the Town Clerk, Chair of the Council and Committee Chairs to develop and propose the strategic direction and policy objectives of the Council.
- c** Whilst delegating to this role, the Council and its officers shall have due regard to the legal constraints that acknowledge that the Leader of the Council has no executive decision-making power to act on the Council's behalf, and all agreements and negotiations are subject to authorisation by the appropriate committee or Council.
- d** In the absence of the Leader, the Deputy Leader will undertake those matters delegated in accordance with this Standing Order.

28. The role of the Civic Head

- a** The Council shall appoint a Civic Head and Deputy Civic Head by resolution of the Council, at the Annual Meeting in May.
- b** The Council shall delegate to this role to attend civic and ceremonial functions that require a civic presence. This shall include events in the community, such as openings and fundraising events organised by voluntary and charitable organisations, and other events determined by the Council.
- c** Whilst delegating to this role, the Council and its officers shall have due regard that the role is not governed by the legislation and civic protocol as that of Town Mayor.
- d** In the absence of the Civic Head, the Deputy Civic Head will undertake those matters delegated in accordance with this Standing Order.

29. Political groups

- a** The legal framework of Town and Parish Councils is such that the constitution of political groups is not covered by statute (*The Local Government (Committees and Political Groups) Regulations 1990*) in the same way that County and Borough Councils
- b** The Council shall determine that if there is a political group on the Council that comprises of more than three members, the group may, upon service to the Proper Officer, a notice signed by all members of the group of their intention to do so, appoint a group leader.
- c** The Council shall determine that the role of the group leader is to act as a link between the recognised political group and the Proper Officer in discussion of business to be put forward to the agendas of Council, and its committees and to act as a spokesperson for that group in relation to political matters.
- d** The Council, its members and officers shall uphold that neither a political group nor a group leader have executive decision-making power to act on the Council's behalf, and all agreements and negotiations are subject to authorisation by the appropriate committee or Council.

30. Standing orders generally

- a** All or part of a standing order, except one that incorporates mandatory statutory or legal