

Rothbury Joint Burial Committee Standing Orders 2017

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 Chair 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- c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h A Joint Burial Committee member 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 Chair.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A Joint Burial Committee member may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the meeting, a Joint Burial Committee member may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another Joint Burial Committee member;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a Joint Burial Committee member may interrupt only on a point of order or a personal explanation and the Joint Burial Committee member who was interrupted shall stop speaking. A Joint Burial Committee member 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 Chair of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved understanding order 1(r) above, the contributions or speeches by a Joint Burial Committee member shall relate only to the motion under discussion and shall not exceed 10 minutes without the consent of the Chair 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 Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any Joint Burial Committee member or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- Full Joint Burial Committee meetings
- Committee meetings
- Sub-committee meetings

■	a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
■	b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
■	c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
■ ■	d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
	e Those who are eligible to stand as a Parish Councillor within Rothbury, Thropton, Whitton & Tosson, Cartington, Hesleyhurst or Hollinhill parish 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.
	f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the Chair of the meeting.
	g Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.
	h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
	i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a person to be seated when

	speaking.
	j A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
	k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
 	l Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Joint Burial Committee's prior written consent.
 	m 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.
	n Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Joint Burial Committee may in his absence be done by, to or before the Vice-Chair of the Joint Burial Committee (if any).
	o The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Joint Burial Committee member as chosen by the Joint Burial Committee members present at the meeting shall preside at the meeting.
  	p Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Joint Burial Committee members or Joint Burial Committee members with voting rights present and voting.
  	q The Chair 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. <i>See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chair of the Joint Burial Committee at the annual meeting of the Joint Burial Committee.</i>
	r Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Joint Burial Committee member, the voting on any question shall be recorded so as to show whether each Joint Burial Committee member 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.

	<p>s The minutes of a meeting shall include an accurate record of the following:</p> <ul style="list-style-type: none"> i. the time and place of the meeting; ii. the names of Joint Burial Committee members present and absent; iii. interests that have been declared by Joint Burial Committee members and non-Joint Burial Committee members with voting rights; iv. whether a Joint Burial Committee member or non-Joint Burial Committee member with voting rights left the meeting when matters that they held interests in were being considered; v. if there was a public participation session; and vi. the resolutions made.
	<p>t A Joint Burial Committee member or a non-Joint Burial Committee member with voting rights who has a disclosable pecuniary interest or another interest as set out in the respective Parish 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.</p>
	<p>u No business may be transacted at a meeting unless at least one-third of the whole number of members of the Joint Burial Committee are present and in no case shall the quorum of a meeting be less than three. <i>See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.</i></p>
	<p>v 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.</p>
	<p>w A meeting shall not normally exceed a period of 1.5 hours, unless by agreement of those members present.</p>

4. Committees and sub-committees

- a Unless the Joint Burial Committee determines otherwise, the 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-Joint Burial Committee members unless it is a committee which regulates and controls the finances of the Joint Burial Committee.
- c Unless the Joint Burial Committee determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-Joint Burial Committee members.
- d The Joint Burial Committee may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full Joint Burial Committee;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c) above, 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 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own Chair 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 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.

5. Ordinary Joint Burial Committee meetings

- a In an election year, the annual meeting of the Joint Burial Committee shall be held as soon as possible after the new Joint Burial Committee members elected take office.
- b In a year which is not an election year, the annual meeting of a Joint Burial Committee shall be held on such day as the Joint Burial Committee may direct.
- c If no other time is fixed, the annual meeting of the Joint Burial Committee shall take place at 6pm.
- d In addition to the annual meeting of the Joint Burial Committee, at least one other ordinary meeting shall be held in each year on such dates and times as the Joint Burial Committee directs.
- e The first business conducted at the annual meeting of the Joint Burial Committee shall be the election of the Chair and Vice-Chair (if any) of the Joint Burial Committee.
- f The Chair of the Joint Burial Committee, 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 Joint Burial Committee.
- g The Vice-Chair of the Joint Burial Committee, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Joint Burial Committee at the next annual meeting of the Joint Burial Committee.
- h In an election year, if the current Chair of the Joint Burial Committee has not been re-elected as a member of the Joint Burial Committee, he shall preside at the meeting until a successor Chair of the Joint Burial Committee has been elected. The current Chair of the Joint Burial Committee

shall not have an original vote in respect of the election of the new Chair of the Joint Burial Committee but must give a casting vote in the case of an equality of votes.

- i In an election year, if the current Chair of the Joint Burial Committee has been re-elected as a member of the Joint Burial Committee, he shall preside at the meeting until a new Chair of the Joint Burial Committee has been elected. He may exercise an original vote in respect of the election of the new Chair of the Joint Burial Committee and must give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Joint Burial Committee and Vice-Chair (if any) of the Joint Burial Committee at the annual meeting of the Joint Burial Committee, the business of the annual meeting shall include:
 - i. **In an election year, delivery by the Chair of the Joint Burial Committee and Joint Burial Committee members of their acceptance of office forms unless the Joint Burial Committee resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Joint Burial Committee of his acceptance of office form unless the Joint Burial Committee resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Joint Burial Committee;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4 above;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Joint Burial Committee becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - xv. Review of the Joint Burial Committee's and/or staff subscriptions to other bodies;
 - xvi. Review of the Joint Burial Committee's complaints procedure;

- xvii. Review of the Joint Burial Committee's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- xviii. Review of the Joint Burial Committee's policy for dealing with the press/media; and
- xix. Determining the time and place of ordinary meetings of the full Joint Burial Committee up to and including the next annual meeting of full Joint Burial Committee.

6. Extraordinary meetings of the Joint Burial Committee and committees and sub-committees

- a The Chair of the Joint Burial Committee may convene an extraordinary meeting of the Joint Burial Committee at any time.
- b If the Chair of the Joint Burial Committee does not or refuses to call an extraordinary meeting of the Joint Burial Committee within seven days of having been requested in writing to do so by two Joint Burial Committee members, any two Joint Burial Committee members may convene an extraordinary meeting of the Joint Burial Committee. The public notice giving the time, place and agenda for such a meeting must be signed by the two Joint Burial Committee members.
- c The Chair 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 Chair 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 members of the committee [or the sub-committee], any 2 members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 Joint Burial Committee members to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Joint Burial Committee 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 Chair of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Joint Burial Committee's statutory functions, powers and obligations or an issue which specifically affects the Joint Burial Committee'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 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 8 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 Chair of the forthcoming meeting or, as the case may be, the Joint Burial Committee members who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a Joint Burial Committee member or a member of the public;
 - xiii. to exclude a Joint Burial Committee member or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

11. Handling confidential or sensitive information

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

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on Joint Burial Committee members with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair 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 Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(t) above.

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- a All Joint Burial Committee members and non-Joint Burial Committee members with voting rights shall observe the code of conduct adopted by their respective Parish Council's.
- b Unless he has been granted a dispensation, a Joint Burial Committee member or non-Joint Burial Committee member 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 Joint Burial Committee member or non-Joint Burial Committee member 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 respective Parish 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] OR [by a meeting of the Joint Burial Committee, for which the dispensation is required] 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) above, dispensations requests 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] OR [at the beginning of the meeting of the Joint Burial Committee, for which the dispensation is required].

- h A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
 - 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 or**
 - ii. granting the dispensation is in the interests of persons living in the Joint Burial Committee's area or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a Upon notification by the County Council that it is dealing with a complaint that a Joint Burial Committee member or non-Joint Burial Committee member with voting rights has breached their respective Parish Council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Joint Burial Committee.**
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Joint Burial Committee of this fact, and the Chair 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 Joint Burial Committee has agreed what action, if any, to take in accordance with standing order 14(d) below.**
- c The Joint Burial Committee may:**
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;**
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;**
- d Upon notification by the Unitary County Council that a Joint Burial Committee member or non-Joint Burial Committee member with voting rights has breached their respective Parish Council's code of conduct, the Joint Burial Committee 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 either (i) the clerk or (ii) other staff member(s) nominated by the Joint Burial Committee 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 Joint Burial Committee, a committee and a sub-committee serve on Joint Burial Committee members, by delivery or post at their residences, a signed summons confirming the time, place and the agenda.]**
OR
[at least three clear days before a meeting of the Joint Burial Committee, serve on Joint Burial Committee members a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer].
See standing order 3(b) above for the meaning of clear days for a meeting of a full Joint Burial Committee and standing order 3 (c) above for a meeting of a committee.
 - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the Joint Burial Committee (provided that the public notice with agenda of an extraordinary meeting of the Joint Burial Committee convened by Joint Burial Committee members is signed by them);**
See standing order 3(b) above for the meaning of clear days for a meeting of a full Joint Burial Committee and standing order 3(c) above for a meeting of a committee.
 - iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a Joint Burial Committee member has given written notice at least 8 days before the meeting confirming his withdrawal of it;
 - iv. **convene a meeting of full Joint Burial Committee for the election of a new Chair of the Joint Burial Committee, occasioned by a casual vacancy in his office;**
 - v. facilitate inspection of the minute book by local government electors;
 - vi. **receive and retain copies of byelaws made by other local authorities;**
 - vii. retain acceptance of office forms from Joint Burial Committee members;
 - viii. retain a copy of every Joint Burial Committee member's register of interests;
 - ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Joint Burial Committee's policies and procedures relating to the same;
 - x. receive and send general correspondence and notices on behalf of the Joint Burial Committee except where there is a resolution to the contrary;
 - xi. manage the organisation, storage of, access to and destruction of information held by the Joint Burial Committee in paper and electronic form;
 - xii. arrange for legal deeds to be executed;
See also standing order 22 below.
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Joint Burial Committee in accordance with the

- Joint Burial Committee's financial regulations;
- xiv. manage access to information about the Joint Burial Committee via the publication scheme; and
 - xv. retain custody of the seal of the Joint Burial Committee (if any) which shall not be used without a resolution to that effect.
- See also standing order 22 below.*

16. Responsible Financial Officer

- a The Joint Burial Committee 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 Parish Council’s – a Practitioners’ Guide.
- b All payments by the Joint Burial Committee shall be authorised, approved and paid in accordance with the law, proper practices and the Joint Burial Committee’s financial regulations.
- c The Responsible Financial Officer shall supply to each Joint Burial Committee member as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Joint Burial Committee’s receipts and payments for each quarter;
 - ii. the Joint Burial Committee’s aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each Joint Burial Committee member with a statement summarising the Joint Burial Committee’s receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full Joint Burial Committee the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e **The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Joint Burial Committee (receipts and payments, or income and expenditure) for a year to 31 March. The annual return, which is included in Rothbury Parish Council’s annual return is authorised at a full meeting of Rothbury Parish Council.**

18. Financial controls and procurement

- a The Joint Burial Committee 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 Joint Burial Committee;
 - 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 Joint Burial Committee members and local electors of the Joint Burial Committee's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than [£60,000].
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of [£60,000] shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
- d Subject to additional requirements in the financial regulations of the Joint Burial Committee, 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 Joint Burial Committee's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Joint Burial Committee's written response to the tender and (iv) the prohibition on prospective contractors contacting Joint Burial Committee members 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 Joint Burial Committee member after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Joint Burial Committee or a committee or sub-committee with delegated responsibility.
- e Neither the Joint Burial Committee, 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 £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Joint Burial Committee 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 Joint Burial Committee must comply with EU procurement rules.**

19. Handling staff matters – Staffing matters are the responsibility of the employer, Rothbury Parish Council

20. Requests for information

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

21. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Joint Burial Committee, its Joint Burial Committee members or staff shall be handled in accordance with the Joint Burial Committee's policy in respect of dealing with the press and/or other media, if any.

22. Execution and sealing of legal deeds

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

- a A legal deed shall not be executed on behalf of the Joint Burial Committee unless authorised by a resolution.
- b **[Subject to standing order 22(a) above, the Joint Burial Committee'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 Joint Burial Committee members who shall sign the deed as witnesses.]**

The above is applicable to a Joint Burial Committee with a common seal.

OR

[Subject to standing order 22(a) above, any two Joint Burial Committee members may sign, on behalf of the Joint Burial Committee, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Joint Burial Committee without a common seal.

23. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Joint Burial Committee's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 2 Joint Burial Committee members to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the Joint Burial Committee's standing orders to a Joint Burial Committee member as soon as possible after he has delivered his acceptance of office form.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

APPENDIX A

Procedure for recording meetings

The Openness of Local Bodies Regulations 2014 allows any person attending a public local government meeting to report proceedings by taking photographs, filming, audio recording, or by using social media.

It is courteous to advise the Joint Burial Committee via the clerk that recording will take place. Where the Joint Burial Committee has been notified of filming in advance a notice shall be displayed " Please note that filming, recording or photography may take place at this meeting when the public and press are not lawfully excluded"

1. The Joint Burial Committee and officers shall afford reasonable facilities for the recording of the meeting.
2. Any filming, recording or photography of meetings shall only be permitted from the Public Seating Areas.
3. No additional lighting or flash photography shall be used except by agreement of the Chair.
4. Recording equipment shall not be left unattended at meetings.
5. Devices that may emit an alarm tone shall be switched to silent mode.
6. Persons recording the meeting shall not interrupt or interfere, or cause to make such noise as the Chair regards as disruptive, while a meeting is in progress. The Chair may direct recordings to stop if the interruption, interference or noise prevents the smooth running of the meeting.
7. Commentary by the recording person(s) shall not be permitted during the recording.
8. Only Joint Burial Committee members and Joint Burial Committee officers may be expressly recorded. Permission to record other persons present must be agreed with those persons. Permission to record those under 16 must be given by their parent or guardian.
9. All recording shall be visible to anyone at the meeting.
10. The Joint Burial Committee shall not be liable for any publishing actions of the person(s) making the recording. Permission to publish content identifying a member of the public is advisable.
11. Recording will be suspended if a resolution is passed by the meeting to exclude the public.
12. Recording will be suspended if the Chair suspends the meeting due to disorderly conduct.
13. Anyone reporting proceedings by making use of social media should not disturb the business of the meeting,
14. Any kind of reporting or filming of the meeting should be compliant with the Human Rights Act 1998, the Data Protection Act 1998 and the laws of libel and defamation.
15. Only the official signed minutes of the Joint Burial Committee and its Committees will be recognised as the formal, statutory and legally binding record of the meeting.

SignedChair Date approved