

MEETINGS OF THE COUNCIL

1. Meetings of the Council shall be held in each year on such dates and in such place as the Council may direct. Council Meetings shall usually be summoned by the Town Clerk (see Standing Order 5 and 6) and shall finish no later than 10.00pm.
2. **In an election year the Annual Town Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office.**
3. **In a year which is not an election year the Annual Town Council Meeting shall be held on such day in May as the Council may direct.**
4. **In addition to the Annual Town Council Meeting at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.**
5. **The Chairman may call an extraordinary meeting of the Council at any time**
6. **Any two members may submit a written request signed by them to the Chairman to call an extraordinary meeting. In the event of the Chairman not calling a meeting within 7 days of receiving the request, or refusing to call an extraordinary meeting, the two members may call an extraordinary meeting. The public notice of any meeting called by the members shall, in addition to stating the time and place of the meeting, be signed by those members and specify the business to be transacted.**
7. Notice of the time and place of meetings shall be displayed in a conspicuous place in the town at least three clear days before the meeting.
8. All members of the Council shall be given at least three clear days written notice of all meetings of the Council specifying the business proposed to be transacted (the agenda).
9. If any meeting is adjourned to a specified date, the adjourned meeting shall be deemed a continuation of the original meeting.

CHAIRMAN OF THE MEETING

10. **The Chairman, if present, shall preside at the meetings of the Council.**
11. **If the Chairman is absent, the Vice-chairman, if present, shall preside at a meeting of the Council.**
12. **If both the Chairman and Vice-chairman are absent from a meeting of the Council, the members shall appoint a councillor to preside.**
13. **The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.**

PROPER OFFICER

14. Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he/she shall be the Town Clerk: -

To receive declarations of acceptance of office.

To receive and record notices disclosing interests at meetings.

To receive and retain plans and documents.

To sign notices or other documents on behalf of the Council.

To receive copies of bylaws made by another local authority.

To certify copies of bylaws made by the Council.

To sign and issue the summons to attend meetings of the Council.

To keep proper records for all Council meetings.

QUORUM

15. Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council. Where more than one-third of the members are disqualified or where vacancies may exist on the Council, the quorum is either three or one-third of the qualified members, which ever is the greater.

16. If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

17. For a quorum relating to a committee, please refer to Standing Order 82.

ORDER OF BUSINESS

18. At each Annual Town Council Meeting the first business shall be:-

- a) **To elect a Chairman of the Council**
- b) **To receive the Chairman's Declaration of Acceptance of Office or, if not then received, to decide when it shall be received.**
- c) **To fill any vacancies left unfilled at the election by reason of insufficient nominations.**
- d) **In the ordinary year of election to the Council, to decide when any Declarations of Acceptance of Office and undertaking to observe the Council's Code of Conduct, which have not been received as provided by law, shall be received.**
- e) To elect a Vice-Chairman of the Council.
- f) To appoint representatives to outside bodies.

- g) To appoint members to standing committees and to elect chairmen to the committees.
- h) To appoint members to working parties that report to the Council
- i) Declarations of personal and prejudicial interests in any item on the agenda.
- j) To consider, amend if necessary, and sign as a correct record the minutes of the last meeting of the Council.**
- k) To agree a schedule of meetings for the Council year.
- l) To deal with business expressly required by statute to be done.**
- m) To deal with other business, if any, notified in the summons.

19. The order of business at every meeting other than the Annual Meeting of the Council shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent and to receive declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.

After the first business has been completed, the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:

- a) To receive apologies for absence.
- b) To receive declarations of personal and prejudicial interests in any item on the agenda.
- c) To receive contributions for 10 minutes from residents of Canvey Island. Any matters raised shall, without any discussion, be considered at the appropriate place on the agenda or referred to the relevant committee. Any exceptions will be at the discretion of the Chairman.
- d) To consider, amend if necessary, and sign as a correct record the minutes of the last Council meeting.**
- e) Matters arising from the minutes of the previous meeting.
- f) To deal with business expressly required by statute to be done.**
- g) The Clerk's report.
- h) To receive, consider and approve the reports of committee meetings.
- i) To receive reports, if any, from Borough and County Councillors on matters relating to Canvey Island.
- j) To receive the schedule of cheques signed by the two authorized signatories since the previous meeting.
- k) Any other business specified in the summons.

20. A motion to vary the order of business on the grounds of urgency may be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and shall be put to the vote without discussion.

RESOLUTIONS MOVED

21. Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the agenda by the Town Clerk. The Clerk must be given in writing notice of the terms of any motion to be put to the meeting at least seven clear days before the next meeting of the Council.

22. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to

such other committee as the Council may determine for report; provided that the Chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

23. Every resolution shall be relevant to some subject over which the Council has power or duties.

RESOLUTIONS MOVED WITHOUT NOTICE

24. Resolutions dealing with the following matters may be moved without notice:-

- a) To appoint a Chairman of the meeting.
- b) To correct the Minutes.
- c) To approve the Minutes.
- d) To alter the order of business.
- e) To proceed to the next business.
- f) To close or adjourn the debate.
- g) To refer a matter to a committee.
- h) To appoint a committee or any members thereof.
- i) To adopt a report.
- j) To authorise the sealing of documents.
- k) To amend a motion.
- l) To give leave to withdraw a resolution or amendment.
- m) To extend the time limit for speeches.
- n) To exclude the press and public.
- o) To silence or eject from the meeting a member named for misconduct.
- p) To give the consent of the Council where such consent is required by these Standing Orders.
- q) To suspend any Standing Order.
- r) To adjourn the meeting.

QUESTIONS

25. A member may ask the Chairman of the Council or the Clerk any question concerning the business of the Council, provided five clear days notice of the question has been given to the person to whom it is addressed before the meeting.
26. No questions unconnected with business under discussion shall be asked except during the part of the meeting set aside for questions.
27. Every question shall be put and answered without discussion, but the person to whom the question has been put may decline to answer in public.
28. An answer may take the form of:-
- a) a direct oral answer;
 - b) where the desired information is contained in a publication of the Council, a reference to that publication; or
 - c) where the reply to the question cannot conveniently be given orally, a written answer circulated to members of the Council.

MINUTES

29. No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.

RULES OF DEBATE

30. A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given in accordance with standing order 21, it shall, if required by the Chairman, be put in writing and handed to him before it is further discussed or put to the meeting.
31. A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
32. Only one member shall speak at any one time. If two or more members shall attempt to speak at once the Chairman shall call upon one to speak. Whilst a member is speaking the other members shall remain silent, unless raising a point of order or in personal explanation.
33. A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
34. No speech by a mover of a resolution shall exceed three minutes and no other speech shall exceed two minutes except by consent of the Council.
35. An amendment shall be relevant to the motion and shall be either:-
- i) To refer a subject of debate to a committee for consideration or reconsideration
 - ii) To leave out words and/or figures
 - iii) To leave out words and/or figures and insert others

iv) To insert or add words and/or figures.

36. An amendment shall not have the effect of negating the resolution before the Council.

37. If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.

38. A further amendment shall not be moved until the Council has disposed of every amendment previously moved.

39. The mover of a resolution or of an amendment shall have a right of reply, not exceeding two minutes.

40. A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.

41. A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him, which may have been misunderstood.

42. A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion. No member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

43. When a resolution is under debate no other resolution shall be moved except the following:-

- i. To amend the resolution.
- ii. To proceed to the next business.
- iii. To adjourn the debate.
- iv. That the question be now put.
- v. That a member named be not further heard.
- vi. That a named member leave the meeting.
- vii. That the resolution be referred to a committee.
- viii. To exclude the public and press.
- ix. To adjourn the meeting.

44. The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.

45. Members shall address the Chairman. If two or more members wish to speak the Chairman shall decide who to call upon.

46. Whenever the Chairman speaks during a debate all other members shall be silent.

CLOSURE

47. At the end of any speech a member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council do now adjourn”. If such motion is seconded, the Chairman shall put the motion but, in the case of a motion “that the question be now put”, only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion “that the question be now put” is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

VOTING

48. Members shall vote by show of hands or, if at least two members so request, by signed ballot.

49. If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it or abstained from voting. Such a request must be made before moving onto the next business. Any individual member may have his dissent recorded.

50. Subject to (a) and (b) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.

(a) If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office he may not give an original vote in an election for Chairman.

(b) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

VOTING ON APPOINTMENTS

51. Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

RIGHT OF REPLY

52. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF RESOLUTION

53. A member may, with the consent of his seconder, move amendments to his own resolution.

RESCISSION OF PREVIOUS RESOLUTION

54. A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least two-thirds of the members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.

55. When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

56. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded.

RESOLUTIONS ON EXPENDITURE

57. Any resolution (which is moved otherwise than in pursuance of a recommendation of the Policy and Finance Committee) and which, if carried, would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon (and the Policy and Finance Committee shall report on the financial aspect of the matters).

DISORDERLY CONDUCT

58. All members must observe the Code of Conduct which was adopted by the Council on 16th May 2007, a copy of which is annexed to these Standing Orders.

59. No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute.**

60. If, in the opinion of the Chairman, a member has broken the provisions of Standing Order 59, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. **If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Standards Board (England).**

61. If either of the motions mentioned in paragraph 60 is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

DISTURBANCE BY MEMBERS OF THE PUBLIC

62. If a member of the public interrupts the proceedings of any meeting, the Chairman shall warn him. If he continues the interruption, the Chairman shall order his removal from the Council Chamber. In case of general disturbance in any part of the Chamber open to the public, the Chairman shall order that part to be cleared and may adjourn the meeting of the Council as he in his discretion shall consider expedient.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

63. The public and press shall be admitted to all meetings of the Council and its committees which may, however, temporarily exclude the public by means of the following resolutions: -

- that in accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded
- a) from this meeting;
 - b) from the remainder of this meeting; or
 - c) during the discussion on the following item

because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. The Council shall state the special reason for the exclusion.

64. At all meetings of the Council the Chairman may at his discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.

65. The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.

66. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

CONFIDENTIAL BUSINESS

67. No member of the Council or of any committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council or the committee as the case may be.

68. Any member in breach of the provisions of paragraph 67 of this Standing Order shall be removed from any committee of the Council by the Council.

LIAISON WITH COUNTY AND BOROUGH COUNCILLORS

69. A summons and agenda for each meeting shall be sent, together with an invitation to attend, to the County and Borough Councils, together with the Borough Councillors for the parish.

70. Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County or Borough Council shall be transmitted to the County Councillor for the division or to the Borough Councillor for the ward as the case may require.

SUSPENSION OF STANDING ORDERS

71. Subject to paragraph 72. of these standing orders, any of the standing orders except those printed in **bold type** may be suspended so far as regards any business at the meeting where its suspension is moved.

72. A motion to suspend standing orders shall not be moved without notice unless there shall be present at least one half of the whole number of members of the Council.

EXPENDITURE

73. Orders for the payment of money shall be authorised by resolution of the Council and signed by two authorised signatories. The Responsible Financial Officer shall prepare a monthly list of invoices and cheques and where appropriate identify the Minute number of approval for the account. The responsibility for the checking of invoices against cheques and the monthly signing of cheques is delegated to the Chairman and Vice-Chairman of the Council or, in their absence, any other two members of the Policy Overview and Finance Committee.

74. The Clerk shall make a financial report at quarterly intervals to the Policy and Finance Committee with a statement of income and expenditure to date under each heading of the approved annual revenue and capital budgets.

SIGNING OF DOCUMENTS

75. A document shall not be signed on behalf of the Council unless its signing has been authorised by a resolution.

76. Any two members of the Council named in a resolution moved under the provisions of paragraph 75 of this Order may sign, on behalf of the Council, any document required by law to be issued.

COMMITTEES

77. The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-

- a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- b) May appoint persons other than members of the Council to any Committee; and
- c) may subject to the provisions of Standing Order 54 above at any time dissolve or alter the membership of a committee.

78. The Chairman and Vice-Chairman, ex-officio, shall be voting members of every committee.

79. The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

80. Every committee may appoint working parties for purposes to be specified by the committee.

81. The Chairman of the committee shall be a member of every working party appointed by it unless he signifies that he does not wish to serve.

82. Except where ordered by the Council the quorum of a committee or working party shall be three or one-third of its members whichever is the greatest.

83. The Standing Orders on rules of debate except those parts relating to speaking more than once and the Standing Order on interests of members in contracts and other matters shall apply to committee meetings.

ADVISORY COMMITTEES

84. The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.

85. The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.

86. An advisory committee may make recommendations and give notice thereof to the Council

87. An advisory committee may consist wholly of persons who are not members of the Council.

VOTING IN COMMITTEES

88. Members of committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by named vote.

89. Chairmen of committees shall in the case of an equality of votes have a second or casting vote.

90. A member who has proposed a resolution, which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

ACCOUNTS AND FINANCIAL STATEMENT

91. The Responsible Financial Officer shall supply to each member as soon as practicable after 31st March in each year a statement of the accounts of the Council for the completed financial year.

92. In every year, not later than the Policy and Finance committee's meeting preceding the meeting at which the budget for the next year is settled, the Council shall review the pay and conditions of service of its employees.

93. Any committee desiring to incur expenditure in the next financial year shall report to the Policy and Finance Committee by its December meeting.

94. The Council shall approve written estimates for the coming financial year at a meeting in the month of January.

INTERESTS

95. If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 16th May 2007 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

96. If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates.

97. The Clerk may be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer at Castle Point Borough Council and as required by statute.

98. If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice.

The Clerk shall report to the Council or to the appropriate committee any such disclosure.

CANVASSING OF AND RECOMMENDATIONS OF MEMBERS

99. Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.

100. A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

101. Standing Order Nos. 98 – 100 shall apply to tenders as if the person making the tender were a candidate for an appointment.

INSPECTION OF DOCUMENTS

102. A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

103. All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

UNAUTHORISED ACTIVITIES

104. No member of the Council or of any committee shall in the name of or on behalf of the Council:-

- a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- b) Issue orders, instructions or directions unless authorised to do so by the Council or the relevant committee.

PLANNING APPLICATIONS

105. The Clerk shall, as soon as it is received, review the application against the Council's policy for consideration of applications pertinent to Canvey Island as follows:

The Council's Planning Committee does not consider applications for planning consent which involve:

- i) alterations to or extensions of any existing residential dwelling;
- ii) advertising/signage.

The Chairman of the Planning Committee, in discussion with the Vice-Chairman and Town Clerk, may however, request that any application relevant to Canvey Island is considered by the Committee if it is considered to be of significant local interest.

106. The authority to respond to planning proposals will be delegated to the Planning committee, or if more practical, to the next meeting of the Council.

FINANCIAL REGULATIONS AND CONTRACTS

107. The Council shall make regulations for the conduct of its financial affairs and for the letting of contracts, and such Regulations shall form part of these standing orders. The Financial Regulations of the Council shall be subject to regular review, at least once every four years.

STANDING ORDERS ON CONTRACTS

108. A budget agreed by the Council resulting from a project bid by a Committee shall be wholly delegated to that Committee.

109. Every contract, whether made by the Council or its Committees shall comply with these standing orders and no exceptions shall be made otherwise than in an emergency provided that these standing orders shall not apply to contracts which relate to items (i) to (vi) below:

- i) for the supply of gas, electricity, water, sewerage and telephone services

- ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants
- iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant
- iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
- v) for additional audit work of the external auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice-Chairman of the Council).
- vi) for goods or materials proposed to be purchased which are proprietary articles and/or which are sold only at a fixed price

110. Where it is intended to enter into a contract with an estimated value of:

- i) £2,500 or less in value the appropriate committee shall consider the quotations received and make recommendations to the Council.
- ii) More than £2,500 but less than £100,000 in value the clerk shall invite tenders from at least three firms.
- iii) More than £100,000 a public notice of intention to place a contract will be placed in a local newspaper

111. When applications are made to waive standing orders relating to contracts to enable a tender to be negotiated without competition, the reason shall be embodied in a committee's recommendation to the Council.

112. An invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk and the last date by which such tenders should reach the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specially marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

113. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk or the properly authorised deputy in the presence of at least one member of the Council.

114. If less than three tenders are received for contracts or if all the tenders are identical the Council or Committee to which a budget has been delegated, may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

115. Any invitation to tender issued under this standing order shall contain a statement of the effect of standing order Nos 99 – 101.

CODE OF CONDUCT ON COMPLAINTS

116. The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in such manner as adopted by the Council except for those complaints which should be properly directed to the Standards Board (England).

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

117. Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.

118. A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

119. **Standing Orders to be Given to Members**

A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council

Adopted by Canvey Island Town Council by resolution on 1st September 2008