

# Flitton and Greenfield Parish Council

## Standing Orders

The Council's Standing Orders are based on a NALC Model version

### Meetings

#### General

1. Meetings of the Council shall be held at 19:30h on the third Wednesday of every other month, unless the Council decides otherwise when the schedule of dates is being agreed.
2. The Meetings shall take place in the Church Hall, Flitton
3. The statutory Annual Meeting of the Parish Council shall be held in May. In an election year, the meeting must be held on or within 14 days following the day on which the councillors elected take office.
4. The Annual Parish Meeting shall be held in May in all years.
5. 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 directs.
6. 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
7. An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor of the Unitary Council representing the area of the council.

#### Council meetings

8. The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman of the Council and to receive the Chairman's declaration of acceptance of office.
9. In the ordinary year of election of the Council, the next business should be to resolve to fill any vacancies left unfilled at the election by reason of insufficient nominations and to decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
10. 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.
11. The Vice-Chairman of the Council, if any, 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.
12. 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 meeting until a successor Chairman of the Council has been elected.

13. 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.
14. No business may be transacted at a meeting 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
15. If a meeting is or becomes inquorate no business shall be transacted

#### Operation of business

16. The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, 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.
17. Under the Council's code of conduct, all declarations of interest (Pecuniary or disclosable) should at least be made at the start of the meeting and that Councillor is subject to the limitations or restrictions under the code on a right to participate and vote on that matter
18. Order of the meeting
  - Apologies should be delivered at the start of the meeting
  - Confirmation of the accuracy of the minutes of the last meeting of the council;
  - Receipt of the minutes of the last meetings of a Committee;
  - Consideration of the recommendations made by a Committee;
  - Appointment of any new Committees;
  - 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;
  - Consider any applications for funding and award grants ;
  - Accept the latest financial position and approve payments
  - Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council
19. A person who speaks at a meeting shall direct comments to the chairman of the meeting and 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.
20. No resolution may be moved unless the business which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk before the agenda is despatched for the next meeting of the Council.
21. Any other business on the agenda shall be for information items so no decisions can be made and allowed only at the Chairman's discretion
22. The minutes of a meeting shall include an accurate record of the following:

- The time and place of the meeting;
- The names of councillors present and absent;
- Interests that have been declared by councillors and non-councillors with voting rights;
- Whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- If there was a public participation session; and the resolutions made.

### Voting

23. 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
24. 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. Such a request must be made before moving on to the next business.
25. 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.

### Conduct

26. All members must observe the Code of Conduct which was adopted by the Council in March 2014, a copy of which is annexed to these Standing Orders
27. 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.
28. 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 excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
29. If a resolution made under standing order 19 above 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.
30. On 6 August 2014, the Openness of Local Government Bodies Regulations 2014 ("the 2014 Regulations provided that a person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may: a) film, photograph or make an audio recording of a meeting; b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

### **Committees and Sub Committees**

30. The Council may establish Committees to handle day to day or specific responsibilities so long as this falls within Financial Regulations

31. The members of a Committee may include non-councillors unless it is the Finance Committee which regulates and controls the finances of the council
32. Unless the council determines otherwise, all members of a Sub-Committee may be non-councillors.
33. The council will appoint a Finance Committee and Sub Committees as may be appropriate at the Annual Meeting, and shall:
  - determine their terms of reference;
  - permit each Sub Committee to determine the number and time of its meetings;
  - appoint members of the council to each Committee and Sub Committee;
  - permit a Committee and Sub Committee to appoint its own chairman at the first meeting;
  - determine the quorum for a meeting of a Committee and Sub Committee which shall be no less than two;
  - determine if the public and press are permitted to attend the meetings of a Committee and also the advance public notice requirements, if any, required for the meetings of a Committee;
  - Dissolve any Sub Committee.

### **Extraordinary meetings of the council and sub-Committees**

34. The Chairman of the Council may convene an extraordinary meeting of the council at any time.
35. If the Chairman of the Council does not or refuses to 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 must be signed by the two councillors.
36. The chairman of a Committee [or a sub-Committee] may convene an extraordinary meeting of the Committee [or the sub-Committee] at any time.
37. If the chairman 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].

### **Previous resolutions**

38. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 2 councillors to be given to the Proper Officer in accordance with Standing Orders below, or by a motion moved in pursuance of the recommendation of a Committee or a sub-Committee.
39. When a motion moved pursuant to the standing order above has been disposed of, no similar motion may be moved within a further six months.

## **Handling confidential or sensitive information**

40. 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.
41. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

## **Draft minutes**

40. 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.
41. 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
42. 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.
43. 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
44. Upon a resolution which confirms the accuracy of the minutes of a meeting, the Chairman of the Council shall sign and initial each page of the minute record.

## **Code of conduct and dispensations**

45. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
46. Unless granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which there has been a disclosable pecuniary interest and return to the meeting after it has considered the matter in which the interest was declared.
47. Any 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.
48. A decision as to whether to grant a dispensation shall be made by a meeting of the council, or Committee or sub-Committee for which the dispensation is required and that decision is final.
49. A dispensation request shall confirm:
  - the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - whether the dispensation is required to participate at a meeting in a discussion only or a

- discussion and a vote;
- the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- an explanation as to why the dispensation is sought.
- granting the dispensation is in the interests of persons living in the council's area or
- it is otherwise appropriate to grant a dispensation.

## **Code of conduct complaints**

50. The Council's complaints procedure (approved in November 2016) should be made available by the Clerk on request and displayed on the Parish website at all times.
51. 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 report this to the council.
52. 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.
53. Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and step aside from the investigation, the Chairman shall seek to determine the complaint as quickly as possible and if necessary seek the council's decision on any action.

## **Proper Officer**

54. The Proper Officer shall be the clerk to the Council and shall:
  - Give at least three clear days before a meeting of the council, a Committee and a sub-Committee and serve on councillors a summons, by email, confirming the time, place and the agenda
  - give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a Committee or a sub-Committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);
  - convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;
  - facilitate inspection of the minute book by local government electors;
  - receive and retain copies of byelaws made by other local authorities;
  - retain acceptance of office forms from councillors;
  - retain a copy of every councillor's register of interests;
  - 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 council's policies and procedures relating to the same;
  - receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
  - manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
  - arrange for legal deeds to be executed;
  - arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;

- record every planning application notified to the council and the council's response to the local planning authority;
- refer a planning application received by the council to the Planning Sub Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council;
- manage access to information about the council via the publication scheme;

## **Responsible Financial Officer**

55. The council shall appoint the Clerk as the Responsible Financial Officer

## **Accounts and accounting statements – see Financial Regulations**

56. "Proper practices" in standing orders refer to the most recent version of [Governance and Accountability for Local Councils – a Practitioners' Guide (England)]
57. All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
58. The Responsible Financial Officer shall supply to each councillor at each meeting a statement to summarise:
- the council's receipts and payments;
  - the balances held at the end of the quarter being reported
  - any actual or potential overspends.
59. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- to the full council 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
  - The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

## **Financial controls and procurement**

60. 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:
- the keeping of accounting records and systems of internal controls;
  - the assessment and management of financial risks faced by the council;
  - the work of the independent internal auditor in accordance with proper practices and the receipt of an annual report from the internal auditor,
  - the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
  - procurement policies including the setting of values for different procedures for a contract or one off expenditure
61. Financial regulations shall be reviewed regularly and at least annually for fitness of

purpose.

62. 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 £10,000 shall be procured on the basis of a formal tender as summarised in standing orders below.
63. 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:
  - a specification for the goods, materials, services or the execution of works shall be drawn up;
  - 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;
  - the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate including the Parish website;
  - tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - 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;
  - tenders are to be reported to and considered by the appropriate meeting of the council or a Committee or sub-Committee with delegated responsibility.
64. Neither the council, nor a Committee or a sub-Committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender, although there should be an explanation for this

### **Handling staff matters**

65. A matter personal to a member of staff that is being considered by a meeting of council is considered to be confidential by all concerned.
66. The Clerk shall notify the chairman of the Council of absence occasioned by illness or other reason and it shall be reported to the Council at its next meeting.
67. The chairman of the council or in his absence, the vice-chairman shall conduct a review of the performance and annual appraisal of the work of the Clerk. The review and appraisal shall be reported in writing.
68. In the instance of any grievance the Clerk shall contact the chairman of the council and this matter shall be reported back and progressed by resolution of Council.
69. The council shall keep all written records relating to employees secure

### **Requests for information**

70. Requests for information held by the council shall be handled in accordance with the Freedom of Information Act 2000 and the Data Protection Act 1998.
71. Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Council which shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

## **Relations with the press/media**

72. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or the Clerk shall be referred to the Chairman or Clerk in the first instance.

## **Delegation to Finance Committee and Sub Committees**

73. **Finance Committee** is constituted as a Standing Committee of Flitton and Greenfield Parish Council with Terms of Reference as below and should:

- comprise of five Councillors elected at the AGM as voting members including the Chairman and Vice Chairman of the Council as an ex-officio members, with three Members of the Committee constituting a quorum
- annually elect a Chairman of the Committee at the first Meeting of the year
- review the Terms of Reference at the first meeting after the AGM of Council or when necessary and make appropriate recommendations to the Council
- review annually and update the Financial Regulations, ensuring they are observed and make appropriate recommendations to the Council
- prepare and submit the annual budget for approval to the January Council Meeting
- ensure that all reserves are managed in line with the Council's Financial Regulations
- receive and review both Internal and External Audit Reports and arrange for implementation of any recommendations. The Internal Auditor carries out annual Audits and is appointed by the Council. The External Auditor carries out an annual Audit of the Annual Return and is appointed by the Audit Commission
- consider the administration of the Council's bank accounts and other financial dealings and make recommendations to Full Council
- oversee all legal matters pertaining to leases, mortgage, insurance claims, contracts, loans, insurance cover, damage to property, vehicle insurance, debt recovery and communications and make recommendations to the Council
- meet quarterly with a minimum of 5 working days notice given and any unfinished business being taken at the beginning of the next Finance Committee or Council Meeting as appropriate.

74. The Sub Committees of Flitton and Greenfield Parish Council are as follows

- Highways, Footpaths, Cycle ways and Grass Cutting
- Cemetery
- Playing Field
- Allotments
- Planning
- MUGA

75. The Sub Committees generic Terms of Reference are as below and all should:

- comprise Councillors and co-opted Members of the public with quoracy arrangements in each Sub Committee
- appoint a Chairman at the first meeting
- undertake the delegated roles and functions as agreed by the Council:
- incur and authorise expenditure as delegated by the Council
- recommend to the Finance Committee an annual spending budget;

- regularly monitor income and expenditure and make any recommendations to the council.

#### **76. Highways, Footpaths, Cycle-ways and Grass cutting Sub Committee**

- The Sub Committee will comprise 4 Members and co-opted members of the public and the quorum of the Sub Committee shall be 3 Members
- The Sub Committee shall make recommendations to the council on the formulation of any policy or strategy in relation to the discharge of Highways, Footpaths, Cycle ways and grass cutting function and recommendations annually to the Finance Committee on the resources necessary to discharge its function;
- To discharge all other aspects of the Highways, Footpaths, Cycle ways and grass cutting function in accordance with relevant legislation, any policy or strategy relating to the function approved by the council, and within the budget provision made by the council.
- In conjunction with the RFO. the Sub Committee shall be authorised to agree expenditure relating to the discharge of its functions up to a limit of £500 ensuring that all Financial Regulations are met and prior approval has been made by the Council
- In conjunction with the RFO. the Sub Committee shall be authorised to agree expenditure relating to the discharge of its functions up to a limit of £250 ensuring that all Financial Regulations are met and this is reported to the next meeting of the Council
- To manage any capital Highways, Footpaths, Cycle ways and grass cutting projects which are undertaken in conjunction with the Unitary Council and ensure that the Parish Council's legal and financial interests are protected

#### **77. Allotments Sub Committee**

- The Sub Committee will comprise 2 Members and representatives of the allotments holders and the quorum of the Sub Committee shall be 2 Members.
- The Sub Committee shall make recommendations to the council on the formulation of any policy or strategy in relation to the discharge of the allotments function and recommendations annually to the Finance Committee on the resources necessary to discharge the allotments function;
- To discharge all other aspects of the allotments function in accordance with relevant legislation, any policy or strategy relating to the function approved by the council, and within the budget provision made by the council.
- In conjunction with the RFO. the Sub Committee shall be authorised to agree expenditure relating to the discharge of its functions up to a limit of £500 ensuring that all Financial Regulations are met and prior approval has been made by the Council
- In conjunction with the RFO. the Sub Committee shall be authorised to agree expenditure relating to the discharge of its functions up to a limit of £250 ensuring that all Financial Regulations are met and this is reported to the next meeting of the Council
- To review fees and charges and make recommendations to vary these as appropriate
- To ensure that proper records of allotment holders are kept by the Clerk

#### **78. Cemetery Sub Committee**

- The Sub Committee will comprise 3 Members and co-opted members of the public and the quorum of the Sub Committee shall be 2 Members.
- The Sub Committee shall make recommendations to the council on the formulation of any policy or strategy in relation to the discharge of the Cemetery function and

recommendations annually to the Finance Committee on the resources necessary to discharge the Cemetery function;

- To discharge all other aspects of the Cemetery function in accordance with relevant legislation, any policy or strategy relating to the function approved by the council, and within the budget provision made by the council.
- In conjunction with the RFO. the Sub Committee shall be authorised to agree expenditure relating to the discharge of its functions up to a limit of £500 ensuring that all Financial Regulations are met and prior approval has been made by the Council
- In conjunction with the RFO. the Sub Committee shall be authorised to agree expenditure relating to the discharge of its functions up to a limit of £250 ensuring that all Financial Regulations are met and this is reported to the next meeting of the Council
- To review fees and charges and make recommendations to vary these as appropriate
- To ensure that proper records of all interments are kept by the Clerk

#### **79. Playing Field Sub Committee**

- The Sub Committee will comprise 4 Members and co-opted members of the public and the quorum of the Sub Committee shall be 3 Members
- The Sub Committee shall make recommendations to the council on the formulation of any policy or strategy in relation to the discharge of the Playing Field function and recommendations annually to the Finance Committee on the resources necessary to discharge the Playing Field function;
- To discharge all other aspects of the Playing Field function in accordance with relevant legislation, any policy or strategy relating to the function approved by the council, and within the budget provision made by the council.
- In conjunction with the RFO. the Sub Committee shall be authorised to agree expenditure relating to the discharge of its functions up to a limit of £500 ensuring that all Financial Regulations are met and prior approval has been made by the Council
- In conjunction with the RFO. the Sub Committee shall be authorised to agree expenditure relating to the discharge of its functions up to a limit of £250 ensuring that all Financial Regulations are met and this is reported to the next meeting of the Council
- To review fees and charges and make recommendations to vary these as appropriate

#### **80. Planning Sub Committee**

- The Sub Committee will comprise all members of the Council and at any meeting the quorum should be 3 Members.
- The Sub Committee shall consider planning applications made within or beyond the Parish boundary and if in agreement, should instruct the Clerk to respond to the Unitary Authority with the Councils comments:
- Where the Sub Committee has considered a planning application in which there is NOT agreement about the response to be made to the Unitary authority, the Chairman shall have the casting vote
- To consider, approve or otherwise of any development plan or strategy proposals under planning legislation affecting the parish;
- To be responsible for the Neighbourhood Planning process
- In conjunction with the RFO. the Sub Committee shall be authorised to agree expenditure relating to the discharge of its functions up to a limit of £500 ensuring that all Financial Regulations are met and prior approval has been made by the Council

- In conjunction with the RFO. the Sub Committee shall be authorised to agree expenditure relating to the discharge of its functions up to a limit of £250 ensuring that all Financial Regulations are met and this is reported to the next meeting of the Council

#### **81. MUGA**

- The Sub Committee will comprise 2 Members and co-opted members of the public and the quorum of the Sub Committee shall be 3 Members
- The Sub Committee shall consider all matters relating to the MUGA and make recommendations to the council on the formulation of any policy or strategy in relation to its use, maintenance and membership and make recommendations annually to the Finance Committee on the resources necessary to discharge its function;
- In conjunction with the RFO. the Sub Committee shall be authorised to agree expenditure relating to the discharge of its functions up to a limit of £500 ensuring that all Financial Regulations are met and prior approval has been made by the Council
- In conjunction with the RFO. the Sub Committee shall be authorised to agree expenditure relating to the discharge of its functions up to a limit of £250 ensuring that all Financial Regulations are met and this is reported to the next meeting of the Council

#### **82. Delegation to the Parish Clerk**

- The Clerk shall be the proper officer and carry out the functions of the Proper Officer as provided by the Local Government Act 1972;
- The Clerk should monitor and be responsible for all incoming and outgoing council correspondence;
- The Clerk shall manage any employees
- The Clerk shall make arrangements to pay salaries and wages to all employees of the council (subject to the council's financial regulations);
- The Clerk shall, in the first instance, handle and acknowledge all complaints regarding the council (except where the complaint relates to the clerk);
- The Clerk shall arrange and call meetings of the council, its committees and sub-committees in consultation with the relevant Chair;
- The Clerk shall carry out and implement any council, committee or sub-committee decision;
- The Clerk shall, in the first instance, handle all requests for information under Freedom of Information Act 2000.

**Reviewed November 2016**