

**Fradley and Streethay Parish Council**

**Appendix - Amendment to the Standing Orders and Financial Regulation  
During the COVID-19 Lockdown as per**

**THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS  
(CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND  
CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020**

**STANDING ORDERS - REVISED**

**ITEM 3 - MEETINGS GENERALLY**

**NEW STANDING ORDER** - Meetings shall take place at a time and date as the Council shall determine. LAPCP Regulations 2020 Part 2 Reg 4(a)

**NEW STANDING ORDER** – The Council may alter the frequency, move or cancel such meetings. LAPCP Regulations 2020 Part 2 Reg 4(a)

**NEW STANDING ORDER** - A meeting of a local authority is not limited to a meeting of persons all of whom, or any of whom, are present in the same place and any reference to a “place” where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.

LAPCP Regulations 2020 Part 2 Reg 5 (1)

**NEW STANDING ORDER** - Members(including members of the public) in remote attendance attends the meeting at any time if all of the conditions in subsection are satisfied:

- (a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
- (b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
- (c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

LAPCP Regulations 2020 Part 2 Reg 5 (2) (3) & (4)

**REVISED STANDING ORDER ITEM 3 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.

**Member and public access to documents and remote access of public and**

press to a local authority meeting to enable them to attend or participate in that meeting by electronic means, including by telephone conference, video conference, live webcasts, and live interactive streaming.

LAPCP Regulations 2020 Part 2 Reg 6(b) (c)

**NEW STANDING ORDER** - A meeting being “open to the public” include access to the meeting through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person;

LAPCP Regulations 2020 Part 2 Reg 13(a)

**NEW STANDING ORDER** - Being “present” at a meeting include access through remote means mentioned in paragraph (a) above.”

LAPCP Regulations 2020 Part 2 Reg 13(b)

**REVISED STANDING ORDER ITEM 3 I** – A person shall notify the meeting when requesting to speak by means of .... (e.g. electronically raising a hand).

**REVISED STANDING ORDER ITEM 3 S** - Unless standing orders provide otherwise, voting on a question shall be by a show of hands.

or,

Members to verbally announce their vote each in turn,

or,

By a show of hand on the screen

LAPCP Regulations 2020 Part 2 Reg 6(a)

**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 their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

## **ITEM 5 - ORDINARY COUNCIL MEETINGS**

**REVISED STANDING ORDER ITEM 5 B** - In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.

**This no longer applies until May 2021**

LAPCP Regulations 2020 Part 6 (c)

**REVISED STANDING ORDER ITEM 5 C** - If no other time is fixed, the annual meeting of the Council shall take place at 6pm.

**This no longer applies until May 2021**

LAPCP Regulations 2020 Part 6 (c)

**REVISED STANDING ORDER ITEM 5 E** - The first business conducted at the

**annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**

**This no longer applies until May 2021**

LAPCP Regulations 2020 Part 6 (c)

**REVISED STANDING ORDER ITEM 5 F - The Chairman of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside until their successor is elected at the next annual meeting of the Council (May 2021).**

**REVISED STANDING ORDER ITEM 5 G - The Vice-Chairman of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until the next annual meeting of the Council (May 2021).**

### **ITEM 12 – DRAFT MINUTES**

**REVISED STANDING ORDER ITEM 12 C -** 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 Council at the next available meeting of the Council in person and stand as an accurate record of the meeting to which the minutes relate.

**REVISED STANDING ORDER ITEM 12 D -** 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, at the next available meeting of the Council in person

“The chairman 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.”

### **ITEM 15 – PROPER OFFICER**

**REVISED STANDING ORDER ITEM 15 I, BULLET POINT 2 - Publish on the website of the body and/or on the website of the principal council, the public notice of the time, place and agenda.**

LAPCP Regulations 2020 Part 1 Reg 13 (a)

## **ITEM 17 - ACCOUNTS AND ACCOUNTING STATEMENTS**

**REVISED STANDING ORDER ITEM 17 E** - The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 31 August.

## **FINANCIAL REGULATIONS - REVISED**

### **ITEM 6 – INSTRUCTION FOR MAKING OF PAYMENTS**

**REVISED FINANCIAL REGULATION ITEM 6.4** - Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council via a zoom meeting (Clerk to provide a copy of all invoices to be paid via email to Councillors in advance of the meeting), shall be signed by one members of council and countersigned by the Clerk/RFO, in accordance with a resolution instructing that payment. Using emergency measures and Clerk Delegation of Authority until such a time that sanctions on meeting face to face are lifted

Reviewed: 21.04.2020

Next Review: As soon as the legislation changes