

May 2015

South Hill Parish Council

Standing Orders

May 2015

Standing Orders – May 2015

Meetings:

1. Meeting of the Council shall be held at The Parish Hall, Golberdon in the Parish of South Hill, commencing at 7:30 pm on the third Tuesday of each month, unless the Council otherwise decides at a previous Meeting.
2. The Statutory Annual Meeting:
 - (a) In an Election Year shall be held on the third Tuesday in the month following the elections to the Council; and
 - (b) In a year that is not an Election Year shall be on the third Tuesday in May.
3. The three other statutory Meetings shall be held on the third Tuesday in the months March, April and September.
4. Additional Meetings shall be held on the third Tuesday in the months of January, February, May, June, July, October, November and December.

Chairman of Meeting:

5. The person presiding at a Meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the Meeting.
6. Experience suggests that a Meeting should never be allowed to continue for more than two and a half hours.

Proper Officer:

7. Where a statute, regulation or order confers functions or duties on the Proper Officer of the Council in the following cases, he or she shall be the Clerk:
 - a) To receive Declarations of Acceptance of Office.
 - b) To receive and record notices disclosing pecuniary interests.
 - c) To receive and retain plans and documents.
 - d) To sign notices or other documents on behalf of the Council.
 - e) To receive copies of Byelaws made by the Council.
 - f) To certify copies of Byelaws made by the Council.

- g) Notices of meetings and the proposed agenda should be sent to all members of the Council and posted on the Parish Council website, 4 working days before each meeting.

Quorum:

8. Four members shall constitute a quorum, but a motion to suspend Standing Orders shall not be moved without written notice signed by twice as many members as constitutes the quorum.
9. If a quorum is not present when the Council meets or if during a meeting the number of Councillors present falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.

Voting:

10. Members shall vote by show of hands or if at least two members so request by signed ballot.
11. 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.
12. (1) Subject to (2) and (3) below the Chairman may give an original vote on any matter put to vote.
- (2) Subject to (3) below the Chairman may not give an original vote in the election of the Chairman on any occasion when he/she will himself/herself immediately after such an election retire from the Council.
- (3) In any case of an equality of votes, the Chairman may give the casting vote.

Order of Business:

(In an Election Year, Councillors should execute Declarations of Acceptance of Office in each other's presence or in the presence of the Proper Officer previously authorised by the Council to take such Declarations, before the Annual Meeting commences).

13. At each Annual Meeting the first business shall be:
- (a) To elect a Chairman.
- (b) To receive the Chairman's Declaration of Acceptance of Office or, if not received, to decide when it shall be received.
- (c) To elect a Vice-Chairman.

- (d) To appoint School Governors.
- (e) To appoint Statutory or Standing Committees.
- (f) To consider the payment of any subscriptions falling to be paid annually.
- (g) To inspect any Deeds and Trusts Instruments in the custody of the Council; and shall thereafter follow the order set out in the Standing Order 15.

14. At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent and to receive such Declarations of Acceptance of Office (if any) as are required by law to be made, or if not then received to decide when they shall be received.

15. At the second Annual Meeting after the ordinary elections the first business shall include consideration of the question whether the pay and conditions of existing employees of the Council shall be reviewed. (See Standing Order 39, below).

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

- a) To read and consider the Minutes: if a copy of the Minutes has been circulated to each Member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- b) After consideration to approve the signature of the Minutes by the residing Chairman as a correct record.
- c) To deal with business expressly required by statute to be done.
- d) To receive such communications as the presiding Chairman may wish to lay before the Council.
- e) To answer questions.
- f) To dispose of business, if any, remaining from the last Meeting.
- g) To receive and consider Reports and Minutes of Committees and Advisory Committees.
- h) To receive and consider Reports from Officers of the Council.
- i) To authorise the sealing of documents.
- j) To authorise the signing of orders for payment. (This will be unnecessary if there is a Finance Committee).

- k) To consider motions or recommendations in the order in which they have been notified.
- l) Any Other Business specified in the Summons.

17. A motion to vary the order of business on the ground of urgency:

- a) 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
- b) Shall be put to the vote without discussion.

Resolutions Moved on Notice:

18. Except as provided by these Standing Orders, no Resolution may be moved unless the mover has given notice in writing of its terms and has delivered the Notice to the Clerk at least seven clear days – not later than Monday in the week before the next Meeting of the Council.

19. The Clerk shall date every Notice of Motion or Recommendation when received by him/her, shall number each Notice in the order in which it was received and shall enter it in a book which shall be open to inspection of every Member of the Council.

20. The Clerk shall exert in the Summons for every meeting all Notices of Motion or Recommendation properly given in the order in which they have been received unless the Member giving a Notice of Motion has stated in writing that he/she intends to move at some later meeting or that he/she withdraws it.

21. If a Resolution or Recommendation specified in the summons were not moved, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.

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 as the Council may determine for report; provided that the Chairman, if he/she 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 or Recommendation shall be relevant to some question over which the Council has power or which affects its area.

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 Motion or an Amendment.
- m) To Extend the time limit for speeches.
- n) To consider otherwise than in Committee a question affecting an employee of the Council.

(The two following Resolutions are governed by the Standing Orders on the admission of public to Meetings).

- o) To exclude the press.
- p) To exclude the public.

(The next Resolution is governed by the Standing Order on Disorderly Conduct)

- q) To silence or eject from the meeting a member named for misconduct.

(The next Resolution is governed by the Standing Order on members interested in Contracts and other matters).

- r) To invite a member having an interest in the subject matter under debate to remain.
- s) To give consent of the Council where such consent is required by these Standing Orders.

Questions:

25. A Member may ask the Chairman any question concerning the business of the Council.
26. A Member with or without Notice may ask the Chairman of a Committee any question upon the proceedings of the Committee, then before the Council, if the question is put before the Council's consideration of these proceedings is finished.
27. Every question shall be put and answered without discussion.
28. A person to who a question has been put may decline to answer.

Rules of Debate:

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

30.

- a) A Member when seconding a Resolution or Amendment may, if he/she then declares his intention to do so, reserve his speech until a later period of the debate.
- b) A Member shall direct his speech to the question under discussion or to a personal explanation or to a question or order
- c) No speech shall exceed three minutes, except by consent of the Council. (The mover of a Resolution is sometimes allowed a longer time than others).
- e) An Amendment shall be either:
 - i. To leave out words.
 - ii. To leave out words and insert or add others.
 - iii. To insert and add words.
- f) An Amendment shall not have the effect of negating the Motion before Council.
- g) If an Amendment were 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.

- g) A further Amendment shall not be moved until the Council has disposed of every Amendment previously moved.
- h) The mover of a Resolution or of an Amendment shall have a right of reply.
- i) 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 a point of order, or in personal explanation, or to move the closure.
- j) A Member may rise to make a point of order or a personal explanation. A personal explanation shall be confined to some material part of a former speech by him/her that may have been misunderstood. A Member rising for these purposes shall be heard forthwith.
- k) A Motion or Amendment may be withdrawn by the proposer with the unanimous consent of the Council, which shall be signified without discussion, and no Member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- l) 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 Member named do leave the Meeting.
 - vii. That the Resolution be referred to a Committee.
 - viii. To exclude the public or the press or both.
 - ix. To adjourn the Meeting.

31. A Member shall stand when speaking unless permitted by the Chairman to sit on account of infirmity.

32.

- a) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- b) Members shall address the Chairman.
- c) If two or more Members rise, the Chairman shall call upon one of them to speak and others shall resume their seats.

- d) Whenever the Chairman rises during a debate all other Members shall be seated and silent.

Closure:

- 33.** 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 a motion is seconded and if the Chairman is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), he/she shall forth put the motion. If the motion “that the question be now put” is carried, he/she 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.

Disorderly Conduct:

34.

- a) No Member shall misconduct himself/herself at a meeting by persistently disregarding the ruling of the Chairman, by wilfully obstructing business, or by behaving irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into disrepute. If any Member shall use language at a meeting which in the opinion of the Chairman of the meeting is offensive, or likely to give offense to other Members or members of the public who are present at the meeting, this shall be considered as misconduct.
- b) If, in the opinion of the Chairman, a Member has so misconducted himself/herself the Chairman shall express that opinion to the Council and thereafter any 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.
- c) If either of the motions mentioned in paragraph b) is disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably to enforce them.

Right of Reply:

- 35.** The Mover of a Resolution shall have 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 new matter after the right of reply has been exercised or waived, a vote shall be taken without further discussion.

Alteration of Resolution:

- 36.** A Member may, with the consent of his seconder, move Amendments to his own Resolution.

Recission of Previous Resolution:

37.

- a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special Resolution the written Notice whereof bears the names of at least four Members of the Council.
- b) When a special Resolution has been disposed of no similar Resolution may be moved within a further six months.

- c) This Standing Order shall not apply to Resolutions moved in pursuance of the report or recommendation of a Committee.

Voting on Appointments:

- 38. Where more than two persons have been nominated for any position to be filled by the Council and of the voters 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.

Discussions and Resolutions Affecting Employees of the Council:

- 39. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or condition 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 public shall be excluded.

Resolutions on Expenditure:

- 40. Any motion which, if carried, would in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of 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.

Expenditure:

- 41. Orders for the payment of money shall be authorised by Resolution of the Council and signed by two members.

Sealing of Documents:

- 42. A Document shall not be sealed on behalf of the Council unless its sealing has been authorised by a Resolution.

Committees and Sub-Committees:

- 43. The Council may at the 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 the behalf:-
 - a) Shall not appoint any member of a Committee so as to hold office later than the next Annual Meeting.
 - b) May at any time dissolve or alter membership of a Committee.
- 44. The Chairman and Vice-Chairman shall be members of every Committee.
- 45. Every Committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council.
- 46. The Chairman of the Committee or the Chairman of the Council may summon a special meeting of that Committee at any time. A Special 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.
- 47. Every Committee may appoint Sub-Committees for purposes to be specified by the Committee.

48. The Chairman and Vice-Chairman of the Committee shall be members of every Sub-Committee appointed by it unless they signify that they do not wish to serve.
49. Except where ordered by the Council in the case of a Committee or by the Council or by the appropriate Committee in the case of a Sub-Committee, the quorum of a Committee or Sub-Committee shall be one half of its members.
50. The Standing Orders on Rules of Debate (except those parts relating to and to speaking more than once) and the Standing Order on Interests of Members in Contracts and other matters shall apply to Committee and Sub-Committee meetings insofar as they are appropriate.

Voting in Committees:

51. Members of Committees and Sub-Committees shall vote by show of hands.
52. Chairman of Committees and Sub-Committees shall have a second or casting vote.

Accounts and Financial Statement:

53.

- a) Except as provided in paragraph b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Unless it has been otherwise by the Committee, if any, having charge of the business to which it relates or by the Chairman or Vice-Chairman of the Council.
- c) All payments authorised under sub-paragraph b) of this Standing Order or made without authority of the Council shall be separately included in the next schedule of payments laid before the Council.

54. The Clerk shall supply to each member at the ordinary meeting next after the end of the Financial Year a "Statement of Receipts and Payments".

Member Obligations

55. When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations:

- (a) He/she shall behave in such a way that a reasonable person would regard as respectful.
- (b) He/she shall not act in any way which a reasonable person would regard as bullying or intimidatory.
- (c) He/she shall not speak to improperly confer an advantage or disadvantage on any person.
- (d) He/she shall use the resources of the Council in accordance with its requirements.
- (e) He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of Interests:

55. Within 28 days of this Code being adopted by the Council, or the members election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.
56. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
57. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
58. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of Interests at Meetings:

59. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
60. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.
61. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.
62. A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
63. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations:

64. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Inspection of Documents:

65. 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.

Meetings:

66. (a) All Minutes kept by the Council and by any Committee shall be open for the inspection by any member of the Council.
- (b) The Minutes of the Council shall be open to inspection by any member of the public on payment of a fee of £10.00.
- (c) Draft minutes should be sent to all Councillors as soon as convenient following each meeting.

Unauthorised Activities:

67. No member of the Council or of any Committee or Sub-Committee shall in the name of or on behalf of the Council:

- (a) Inspect any lands or premises which the Council has a right of duty to inspect; or;
- (b) Issue orders;

Unless authorised to do so by the Council or the relevant Committee or Sub-Committee.

Admission of the Public and Press to Meetings:

68. The Public and the Press shall be admitted to all meetings of the Council and its Committees and Sub-Committees, which may, however, temporarily exclude the Public and Press or both by means of the following Resolution, viz;

“That in view of the (special) (confidential) nature of business about to be transacted it is advisable in the public interest that the -

Press

Public and Press

Public

Be temporarily excluded and they are instructed to withdraw”.

69. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
70. If a Member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the Council Chamber or that the part of the Chamber open to the public be cleared.

Confidential Business:

71. No member of the Council or any Committee or Sub-Committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the Committee or the Sub-Committee as the case may be.

Liaison with Cornwall Councillors:

72. A Notice of Meeting shall be sent together with an invitation to the Cornwall Councillor for this division -
73. Unless the Council otherwise orders, a copy of each letter ordered to be sent to the Cornwall Council shall be transmitted to the Cornwall Councillor for the Division -

Planning Applications:

- 74.** (a) The Clerk shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:-
- i. The date on which it was received;
 - ii. The name of the applicant;
 - iii. The place to which it relates;
 - iv. A summary of the nature of the application;
- (c) The Clerk shall refer every planning application to the Chairman or in the Chairman's absence to the Vice-Chairman within 48 hours of receiving it.
- (d) To be placed on the Parish Council website.
- (e) When a planning application requires a response from the Parish Council before the next scheduled meeting, requiring a decision to be taken at a site meeting, the Clerk will invite all councillors to that site meeting.

Standing Orders on Contracts:

- 75.** (a) An official order or letter will be issued for all work or service paid for by the Council. All Councillors and officers are responsible for obtaining good value for money at all times. An officer placing an order on behalf of the Council will ensure that good value and appropriate terms are obtained for the transaction.
- (b) Orders for values £500 to £2,000 require a minimum of two quotations; for values above £2,000 three quotations are required. Contracts exceeding £50,000 require additional safeguards and will follow Proper Practice.
- (c) All estimates will be approved by the Council; while the Council is not obliged to accept the lowest quotation the reasons for accepting the quotation will be recorded
- (d) All invitations for tenders to be published on the Parish Council web site.

Variation, Revocation and Suspension of Standing Orders:

- 76.** Any part of the Standing Orders except that printed in bold type may be suspended in relation to any specific item of business.
- 77.** A Motion permanently to vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

Standing Orders to be given to Members:

- 78.** A printed copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him/her of the Members 'Declaration of Acceptance' of office.

79. Communications with the Public:

- (a) Each Parish Council notice board should provide permanently, contact details for the Parish Council and a reference to the Parish Council webpage.
- (b) Anyone wishing to view any Parish Council documents may do so by making a mutually convenient appointment with the Clerk.
- (c) Members of the public are welcome at all Parish Council monthly meetings.

Every meeting has an **open session** where members of the public may speak for up to three minutes. The matter may be placed on the agenda of the next meeting, responded to by the clerk or simply noted. There should not be an expectation of a discussion at the meeting on a matter for which there has been no prior notice on the agenda.

However, if members of the public inform the chairman or the clerk of their interest, prior to the meeting, the chairman, entirely at his/her discretion may invite the member(s) of the public to speak at a different time.

(d) The Parish Council webpage to include—

- (1) Contact details of the Clerk and each Councillor.
- (2) Agenda's for next meeting when applicable.
- (3) Approved Minutes of previous meetings as soon as convenient.
- (4) Copy of Standing Orders, Code of Conduct.
- (5) Copy of the complaints procedure.

South Hill Parish Council

Appendix A

Interests defined by regulations made under section 30(3) of the Localism Act 2011 and described in the table below.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 55 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses</p> <p>This includes any payment for financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract made between the member or between his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a body in which such a person is a partner in a firm, director of an incorporated body or holds the beneficial interest in securities*) and the Council –</p> <p>(a) Under which goods or services are to be provided or works are to be executed; and</p> <p>(b) Which has not been fully discharged.</p>
Land	Any beneficial interests in land which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to the members knowledge) –</p> <p>(a) The landlord is the Council; and</p> <p>(b) The tenant is a body in which the member, or his/her spouse or civil partner/the person with whom the member is living as if they were spouses/civil partners has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where –</p> <p>(a) That body (to the member's knowledge) has a place of business or land in the area of the Council; and</p> <p>(b) Either –</p> <p>i. The total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body.</p> <p>ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

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*'Securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

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Appendix B

An interest which relates to or is likely to affect:

- i. Any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- ii. Any body –
 - a) Exercising functions of a public nature;
 - b) Directed to charitable purposes; or
 - c) One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Of which the member of the Council is a member or in a position of general control or management.

- iii. Any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

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