

Standing Orders

1. Meetings

- a) Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct. The objective will be to hold six meetings per year.
- b) Smoking is not permitted at any meeting of the Council.

2. The Statutory Annual Meeting Schedule (see section 38 for significance of BOLD type)

- a) In an election year the Annual Parish Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office**
- b) In a year which is not an election year the Annual Parish Council Meeting shall be held on such day in May as the Council may direct.

3. In addition to the Statutory Annual Parish 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.

4. Chairman of the Meeting

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

5. Proper Officer

Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, he/she shall be the clerk:-

- a) To receive declarations of acceptance of office.
- b) To receive and record notices disclosing interests at meetings.
- 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 bylaws made by another local authority.
- f) To service of summons on councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 5 clear days before a meeting is not expedient, electronically serve on councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council at least 3 clear days before the meeting provided any such email contains the title of the Proper Officer.
- g) To keep proper records for all Council meetings.

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6. Quorum of the Council

Three members shall constitute a quorum at meetings of the Council.

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.

8. Members shall vote by show of hands

9. 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.

10. (1) Subject to (2) and (3) 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.

(2) 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.

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

11. Order of Business

At each Annual Parish 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) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.

d) To decide when any declarations of acceptance of office and written undertakings to observe the code of conduct adopted by the council which have not been received as provided by law, shall be received.

e) To elect a Vice-Chairman of the Council.

f) To consider the payment of any subscriptions failing to be paid annually.

12 At every meeting, other than the Annual Parish Council 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) 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.

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13 In every year the Council shall review the conditions of service of the Clerk.

14. After the first business has been completed, the order of business shall be as follows:-

- a) To read and consider the Minutes; provided that if a copy 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 person presiding as a correct record.**
- c) To deal with business expressly required by statute to be done.**
- d) To dispose of business, if any, remaining from the last meeting.
- e) To receive such communications as the person presiding may wish to lay before the Council.
- f) To answer questions from Councillors.
- g) To receive and consider resolutions or recommendations in the order in which they have been notified.
- h) If necessary, to authorise the signing of orders for payment.

15. Urgent Business

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.

16. Resolutions Moved On Notice

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 Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 5 clear days before the next meeting of the Council.

17. Resolutions Moved Without Notice

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 adopt a report.
- h) To amend a motion.

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- i) To exclude the public. (see Order 29 below)
- j) To adjourn the meeting

18. Rules of Debate

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

19. a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.
- b) 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.
- c) An amendment shall be either:-
- i) To leave out words.
 - ii) To leave out words and insert others
 - iii) To insert or add words.
- d) An amendment shall not have the effect of negating the resolution before the Council.
- e) 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.
- f) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- g) The mover of a resolution or of an amendment shall have a right of reply.
- h) 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.
- i) 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.
- j) A motion or amendment may be withdrawn by the proposer with the 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.
- k) 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.

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- v. To exclude the public.
- vi. To adjourn the meeting.

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

21. Closure

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 is 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.

22. Disorderly Conduct

a) All members must observe the Code of Conduct July 2012 a copy of which is annexed to these Standing Orders.

b) No member at a meeting shall behave in such a manner as to bring the Council into disrepute.

c) If a member reasonably believes another member is in breach of the code conduct, that member is under a duty to report the breach to the Standards Board.

23. Discussions and Resolutions Affecting the Clerk of the Council

If, at a meeting, there arises any question relating to the appointment, salary or conditions of service of the Clerk of the Council, it shall not be considered until the Council has decided whether or not the public shall be excluded. (See Standing Order No.30.)

24. Expenditure

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

25. Accounts and Financial Statement

- 1) All accounts for payment and claims upon the Council shall be laid before the Council.
- 2) 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 Council's Responsible Financial Office (RFO). Such payment shall be authorised with the approval of the Chairman or Vice-Chairman of the Council.

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- 3) All payments made under sub-paragraph (2) of this Standing Order shall be raised for confirmation at the next meeting of the Council.
- 4) The Responsible Financial Office shall supply to each member as soon as practicable after 31 March in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of September.

26. Precepts

The council shall approve estimates for the coming financial year at its meeting before the end of the month of January.

27. Interests

If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 15th April 2002 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

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.

28. The Clerk is required to compile and hold a Register of Member's Interests as required by statute.

29 Inspection of Documents

All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council. In accordance with the statutory requirements of the Freedom of Information Act, the required documents are available for inspection by the public.

30. Admission of the Public and Press to Meetings

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

"That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw".

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31. The Council shall state the special reason for exclusion.

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

At any meeting where a member of the Council, having declared a prejudicial interest, is allowed to remain for the purpose of making representations, giving evidence or answering questions (Code of Conduct para.12(2) applies), members of the public must be allowed to address the meeting in relation to the same item of business.

33. Confidential Business

No member of the Council shall disclose to any person not a member of the Council any business declared to be confidential by the Council.

34. Liaison with County and District Councillors

A Summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the County and District Councillor for the Parish.

35. Planning Applications

The Clerk shall keep a record of the following particulars for every planning application notified to the Council:-

(a) The date on which it was received

(b) The name of the applicant

(c) The place to which it relates;

(d) The Clerk shall notify the receipt of every planning application to the Chairman or in the Chairman's absence to the Vice-Chairman within 48 hours of receipt.

(e) The Chairman or Vice Chairman may decide to consult each Councillor individually and if there is unanimous agreement the relevant paperwork can be completed and returned within the required timescale. If however there is any disagreement or if any Councillor requests it, a special meeting shall be arranged to consider the application.

36. Financial Matters

The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer.

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Such Regulations shall include detailed arrangements for the following:

- a) The accounting records and systems of internal control;
- b) The assessment and management of risks faced by the Council;
- c) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
- d) The financial reporting requirements of members and local electors and
- e) Procurement

37. Code of Conduct on Complaints

The Council shall direct any complaints of maladministration, allegedly committed by the Council or by any officer or member, to the Standards Board

38. Variation. Revocation and Suspension of Standing Orders

- a) 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.
- b) Any 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.

39. 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

These Standing Orders were approved by the Council on 9th January 2014

Derek Shaw
Chairman