

# **PARSON DROVE PARISH COUNCIL STANDING ORDERS**

THESE STANDING ORDERS WERE ADOPTED AT THE COUNCIL MEETING HELD ON THE 12th DECEMBER 2007 FOLLOWING THE ADOPTION OF THE NEW PARISH COUNCIL MODEL CODE OF CONDUCT ADOPTED ON THE 1<sup>st</sup> SEPTEMBER 2007.

## **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.
- b) Smoking is not permitted at any meeting of the Council.

## **2. THE STATUTORY ANNUAL MEETING**

- 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 a Wednesday in the month of May.**

**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 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 shall be the Clerk or nominated officer:-

- 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 and documents on behalf of the Council.
- e) To receive copies of bylaws made by another local authority and to certify copies of bylaws made by the Parish Council.
- f) To sign and issue the summonses to attend meetings of the Council.
- g) To keep proper records for all Council Meetings.

## **6. QUORUM OF THE COUNCIL**

**Three members or one third of the total membership, which ever is the greater, shall constitute a quorum at meetings of the Council.**

7. 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. For a quorum relating to a committee or sub-committee, please refer to Standing Order 46.

## 9. VOTING

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

**10. If a member so requires the Clerk shall record the names of the members who voted on any proposal/motion so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.**

**11. (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.**

## 12. 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 which have not been received as provided by law, shall be received.**
- e) To elect a Vice- Chairman of the Council and receive their acceptance of office.
- f) To appoint representatives to outside bodies.
- g) To appoint committees and sub-committees.
- h) To consider the payment of any subscriptions falling to be paid annually.
- i) To inspect any deeds and trust investments in the custody of the Council as required.

**13. At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman are absent and to receive such declarations of acceptance of office 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.**

14. In every year, not later than the meeting at which estimates for the next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 36 must be read in conjunction with this requirement.

15. Before every meeting there will be 15 minutes allocated for Public Participation, when Parishioners may raise any relevant issue for the Council's consideration.

16. After the first business has been completed the order of the business, unless the Council decides otherwise on the grounds of urgency 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 any business arising from the minutes.

d) To dispose of business, if any, remaining from the last meeting

**e) To deal with business expressly required by statute to be done.**

f) To receive such communications as the person presiding may wish to lay before the Council.

g) To receive and consider any reports or minutes.

h) To answer questions from Councillors.

i) To authorise the ordering of goods or services and signing of cheques for Invoices received.

### 17. URGENT BUSINESS

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

### 18. 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 to the Clerk at least 7 clear days before the next meeting of the Council.

19. 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.

20. Every resolution or recommendation shall be relevant to some subject over which the Council has powers or duties, which affects its area.

## 21. 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 refer a matter to a committee
- h) To appoint a committee or any members thereof.
- i) To adopt a report.
- j) To amend a motion.
- k) To give leave to withdraw a resolution or amendment.
- m) To extend the time for speeches.
- n) To exclude the press and public.
- o) To silence or eject from the meeting a member for misconduct.
- p) To suspend any Standing Order except those printed in bold type.
- q) To adjourn a meeting.

## 22. QUESTIONS

A member may ask the Chairman of the Council or the Clerk any question concerning the business of the Council.

23. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.

24. Every question shall be put and answered without discussion.

25. A person to whom a question has been put may decline to answer.

## 26. 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.

27. a) A resolution or amendment shall not be discussed unless it has been proposed and seconded.
- 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) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
- d) No speech by a mover of a resolution shall exceed 5 minutes and no other speech shall exceed 5 minutes except by consent of the Council.

- e) An amendment shall either:-i) To leave out words ii)To leave out words and insert others iii)To insert or add words
- f) An amendment shall not have the effect of negating the resolution before the Council.
- g) 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.
- h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- i) The mover of a resolution or of an amendment shall have a right of reply, not exceeding 5 minutes.
- j) 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.
- k) 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.
- l) 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.
- m) 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. To take a vote on the motion put forward
  - v. That a member named be not heard further
  - vi. That a member named leave the meeting
  - vii. That the resolution be referred to a committee
  - viii. To exclude the public and press
  - ix. To adjourn the meeting

28. A member shall remain seated when speaking unless requested to stand by the Chairman.

29. 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, if two or more members wish to speak, the Chairman shall decide who to call upon.

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

### 30. 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 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.

### 31. DISORDERLY CONDUCT

**a) All members must observe the Code of Conduct which was adopted by the Council on 27<sup>th</sup> March 2002 a copy of which is annexed to these standing orders.**

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

c) If, in the opinion of the Chairman, a member has broken the provisions of paragraph b) of this Order, 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.**

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

### 32. RIGHT OF REPLY

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 executed or waived, a vote shall be taken without further discussion.

### 33. ALTERATION OF RESOLUTION

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

### 34. RESCISSION OF PREVIOUS RESOLUTION

- a) A decision, whether affirmative or negative, of the Council shall not be reversed within six months except by a special resolution.
- b) 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.

### 35. VOTING ON APPOINTMENTS

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 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.

### 36. DISCUSSION AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

If at a meeting there arises any question relating to the appointment, conduct, 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 and press shall be excluded.

### 37. RESOLUTIONS ON EXPENDITURE

Any resolution which is moved otherwise in pursuance of a recommendation of the Finance Committee or of another committee after recommendation by the 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 Finance Committee shall report on the financial aspect of the matters.

### **38. EXPENDITURE**

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

### 39. SEALING OF DOCUMENTS

- a) A document shall not be sealed on behalf of the Council unless its sealing has been authorized by a resolution.
- b) Any two members of the Council named in a resolution moved under the provisions of paragraph a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal.

#### 40. COMMITTEES AND SUB COMMITTEES

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 34 above at any time dissolve or alter the membership of committee.

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

42. 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 and shall settle its programme of meetings for the year.

#### 43. SPECIAL MEETING

The Chairman of a committee or the Chairman of the Council may summon an additional meeting 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.

#### 44. SUB COMMITTEES

Every committee may appoint sub-committees for purposes to be specified by the committee.

45. 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.

46. 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.

47. The Standing Orders on rules of debate except those parts relating to standing 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.



#### 48. ADVISORY COMMITTEES

- i. The Council may create advisory committees, whose name and number of members and the bodies to be invited to nominate members shall be specified.
- ii. The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- iii. An advisory committee may make recommendations and give notice thereof to the Council.
- iv. An advisory committee may consist wholly of persons who are not members of the Council.

#### 49. VOTING IN COMMITTEES

Members of committees and sub-committee entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.

**50. Chairman of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

#### 51. PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS.

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.

#### 52. ACCOUNTS AND FINANCIAL STATEMENT

- 1) Except as provided in paragraph 2 of this Standing order or by statute, 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 Responsible Financial Officer or Clerk. Such payment shall be authorised for payment by the Chairman or Vice-Chairman of the Council.
- 3) All payments ratified under paragraph 2 of this Standing Order shall be included in the next schedule of payments before the Council.

53. The Responsible Financial Officer shall supply to each member as soon as practicable after 31<sup>st</sup> 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<sup>st</sup> March shall be presented to each member before the end of May.

The Statement of Accounts of the Council (which is subject to external audit) shall be presented to the Council for formal approval before the end of September.

#### **54. ESTIMATES & PRECEPT**

a) The Council shall approve written estimates for the coming financial year at its meeting before the end of December.

b) Any committee desiring to incur expenditure shall give the Clerk a written estimate of expenditure recommended for the coming year no later than the end of September.

#### **55. INTERESTS**

**If a member has a personal interest as defined by the Parish Council Model Code of Conduct adopted by the Council on the 1st September 2007 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.**

**56. a) If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room during consideration of the item to which the interest relates, or if he so wishes immediately after making representations, answering questions or giving evidence, provided that the public are also allowed to attend the meeting for the same purpose.**

56. b) If a member with a prejudicial interest wishes to speak on an Agenda item then the intention must be stated when declaring the interest. The public will be allowed a maximum of six speakers who may provide information for up to three minutes only and each person may only speak once. The Chairman will look to secure a balance of public speakers. The public participation is not part of the debate but merely fact giving and answering questions in the same manner as the member with the prejudicial interest.

**57. The Clerk is required to compile and hold a Register of Member's Interests or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority as required by statute.**

58. 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 to do so shall be disqualified for such appointment and if appointed may be dismissed without notice. The Clerk shall report to the Council any such disclosure.

59. The Clerk shall make known the purpose of this standing order to every candidate.

#### **60. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS**

a) 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 purpose of this standing order to every candidate.

b) 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 the 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.

61. These two Standing Orders shall also apply to tenders as if the person making the tender were a candidate for an appointment.

#### **62. INSPECTION OF DOCUMENTS**

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

**63. All Minutes kept by the Council shall be open for the inspection of any member of the Council.**

#### **64. UNAUTHORISED ACTIVITIES**

No member of the Council 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 unless authorised to do so by the Council.
- b) Issue orders, instructions or directions unless authorised to do so by the Council or the relevant committee.

#### **65. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS**

**The public and press shall be admitted to all meetings of the Council and its committees, which may however temporarily exclude the public or press by means of the following resolution:**

**That in view of the special or confidential nature of the business about to be discussed it is advisable in the public interest that the public and press be temporarily excluded. (They are then instructed to withdraw).**

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

67. 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 of the public to address the meeting in relation to the business to be transacted at that meeting.

68. 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.

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

## 70. CONFIDENTIAL BUSINESS

- a) 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.
- b) Any member in breach of the provisions of paragraph a) of this standing order shall be removed from committee of the Council by the Council.

## 71. LIAISON WITH COUNTY AND DISTRICT COUNCILLORS

A summons and Agenda for each meeting shall be sent to the County Councillor and District Councillor with an invitation to attend.

## 72. PLANNING APPLICATIONS

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:-

- a) The date on which it was received.
- b) The name of the applicant
- c) The place to which it relates.

## 73. FINANCIAL MATTERS

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

## 74. CODE OF CONDUCT COMPLAINTS

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 for consideration.

## 75. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

Any or every part of the standing orders except those in bold print may be suspended by resolution in relation to any specific item of business.

76. 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.

## 77. 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.