



STANDING ORDERS (V5b updated April 2015)

Items written in bold and italic are subject to statute and may not be varied.

Any or every part of any other Standing Order may be suspended by resolution in relation to any specific item of business.

A proposal 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.

1 Meetings

1.1 Meetings shall be held as outlined in section 5.2

1.2 Smoking is not permitted at any meeting.

1.3 *The Statutory Annual Meeting:*

1.3.1 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. See Appendix 2

1.3.2 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.

1.3.3 In addition to the Statutory annual parish council meeting, at least three other statutory meetings shall be held in each year.

1.4 *Extraordinary Meetings*

1.4.1 The Chairman of the Council may summon an Extraordinary meeting at any time. The summons shall set out the business to be considered at this meeting and no other business shall be transacted at that meeting.

1.4.2 An Extraordinary meeting may be summoned by a written request signed by not less than five members of the Council. The summons shall set out the business to be considered at this meeting and no other business shall be transacted at that meeting.

1.4.3 Where the Planning Committee deems it necessary to further review details of a planning application, it may resolve to defer consideration to a specially duly convened future meeting.

1.5 **Each meeting shall receive members' declarations of Disclosable Pecuniary Interests under the adopted Code of Conduct.** Where members have a non pecuniary interest they should declare that interest at the meeting and they may participate in the debate and vote.

1.6 Meetings shall have a maximum duration of two hours, unless the meeting resolves to continue beyond this.

1.7 Councillors are requested to state if they intend to use any form of electronic recording during the ensuing meeting.

2 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.

3 Proper Officer

Where a statute, regulation or order confers function or duties on the Proper Officer of the Council in the following cases, that person shall be The Clerk To The Council, whose duties shall include:

- 3.1 To receive declarations of acceptance of office.
- 3.2 To receive and record notices disclosing interests at meetings.
- 3.3 To receive and retain plans and documents.
- 3.4 To sign notices or other documents on behalf of the Council.
- 3.5 To receive copies of bylaws made by another local authority.
- 3.6 To certify copies of bylaws made by the Council.
- 3.7 To sign and issue the summons to attend meetings of the Council.
- 3.8 To keep proper records for all Council meetings.

4 Committees, Sub Committees, and Working Groups

The Council may at its Annual Meeting appoint standing committees and may at any other time appoint and/or dissolve such other sub committees and working groups as are necessary, but subject to any statutory provision in that behalf. See Appendix 1 for Procedural matters.

5 Quorum

5.1 Four members or 1/3 of the total membership, whichever is the greater, shall constitute a quorum for meetings of the Council.

	Number of members	Quorum	Number of times p.a.	Usual timing
The Council	15	5	10	Monthly, 3 rd Wednesday; exc Aug/Dec. Monthly, 1 st Wednesday.
The Planning Committee	10	4	12	
The Finance and Policy Committee	10	4	6	Bi-monthly, 2 nd Wednesday.
Subcommittees	Minimum 3	2	As required	
Working Groups	Minimum 3	2	As required	

5.2 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 business not able to be transacted shall be transacted at the next meeting or on such other day as the Chairman may fix. In such event, informal notes may be taken of any discussion.

6 Voting by the Council

6.1 Members shall vote by show of hands or, if at least three members so request, by signed ballot or by a recorded vote of the whole Council.

6.2 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.

6.3 Subject to 6.4 and 6.5 the Chairman of the Council 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.

6.4 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.

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

7 Order of Business

7.1 The order of business shall be stated on an Agenda Paper, which shall be delivered, in electronic form if requested, to each member with at least three clear working weekdays notice, together with the summons convening the meeting.

7.2 The order of business may be varied by the Chairman or by resolution of the meeting, in the interests of efficient management of the meeting, urgency, and/or the public interest.

7.3 The order of business for the Annual Parish Council Meeting is given in Appendix 2.

7.4 The usual order of business for the Council Meeting is given in Appendix 3.

8 Proposals Moved On Notice

8.1 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 7 working days before the next meeting of the Council. Detailed procedures are given in Appendix 4.

8.2 Where, during a meeting of the Full Council, Planning Committee, or Finance and Policy Committee, it is proposed by a Member to make a decision and or resolution for an item contained within correspondence, the meeting will first debate whether the subject matter is:

a) 'Operational' where a decision would be clearly in the public interest, and expedite efficient functioning of the Council, or:

b) 'Preparatory' where a decision is made to undertake a piece of work for consideration at a future meeting, or:

c) 'Policy' where the subject matter is of such importance that it would merit a separate agenda item at the next meeting of a relevant committee, ie. Full Council, Planning Committee, or Finance and Policy Committee.

If either a) or b) is resolved, then a decision and or proposal may be made, based on the agenda item as correspondence; if c), the subject will go forward as a separate agenda item at the next meeting of a relevant committee, ie. Full Council, Planning Committee, or Finance and Policy committee, as appropriate'.

9 Proposals Moved Without Notice

Resolutions dealing with procedural matters may be moved without notice. Examples are given in Appendix 5.

10 Questions to the Chairman & Clerk regarding business of the Council

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

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

10.3 Every question shall be put and answered without discussion.

10.4 A person to whom a question has been put may decline to answer but must present an answer to the next meeting of the Full Council.

11 Rules of Debate

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

11.2 A proposal 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 put in writing and handed to him before it is further discussed or put to the meeting.

11.3 A member when seconding a proposal or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.

11.4 A member shall direct his speech to the item under discussion or to a personal explanation or to a question of order.

11.5 A speech by a mover of a proposal shall not exceed five minutes and no other speech shall exceed three minutes except by consent of the Council.

11.6 An amendment shall be either:-

11.6.1 To leave out words.

11.6.2 To leave out words and insert others

11.6.3 To insert or add words.

11.7 An amendment shall not have the effect of negating the resolution before the Council.

11.8 If an amendment be carried, the proposal, as amended, shall take the place of the original resolution and shall become the proposal upon which any further amendment may be moved.

11.9 A further amendment shall not be moved until the Council has disposed of every amendment previously moved.

11.10 The mover of a proposal or of an amendment shall have a right of reply, not exceeding three minutes.

11.11 A member, other than the mover of a proposal, shall not, without leave of the Council, speak more than once on any proposal 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.

11.12 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.

11.13 A proposal or amendment may be withdrawn by the proposer with the consent of the seconder and by vote of the Council. Discussion may be resumed should withdrawal of the proposal or amendment be refused.

11.14 When a proposal is under debate no other proposal shall be moved except the following:-

11.14.1 To amend the proposal.

11.14.2 To proceed to the next business.

11.14.3 To adjourn the debate.

11.14.4 That the proposal be now put to the vote.

11.14.5 That a member named be not further heard.

11.14.6 That a member named leave the meeting.

11.14.7 That the proposal be referred to a committee.

11.14.8 To exclude the public and press.

11.14.9 To adjourn the meeting.

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

11.16 The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.

11.17 Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide who to call upon.

11.18 Whenever the Chairman and other members speak during a debate all other members shall be silent.

11.19 Closure. At the end of any speech a member may, without comment, propose "that the proposal be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such proposal is seconded, the Chairman shall put the proposal but, in the case of a proposal "that the proposal be now put", only if he is of the opinion that the proposal before the Council has been sufficiently debated. If the proposal "that the proposal 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.

11.20 Disorderly Conduct.

11.20.1 **All members must observe the Code of Conduct adopted by the council.**

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

11.20.3 If, in the opinion of the Chairman, a member has broken the provisions of paragraph 11.20.2 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 proposal, 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 Committee of the District Council.***

11.20.4 If either of the proposals mentioned in paragraph 11.20.3 is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

11.21 Right of Reply.

The mover of a proposal shall have a right to reply immediately before the proposal 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 exercised or waived, a vote shall be taken without further discussion.

11.22 Alteration of Proposal.

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

11.23 Reversal of Previous Proposal.

11.23.1 A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a Extraordinary proposal, the written notice which has the names of at least five members of the Council, or by a proposal moved following a report or recommendation of a committee.

11.23.2 When an Extraordinary proposal or any other proposal moved under the provisions of paragraph 11.23.1 of these Standing Orders has been disposed of, no similar proposal may be moved within a further six months.

12 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 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.

13 Discussions and Proposals Affecting Employees of the Council

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the press and public have been excluded.

14 Personal Interests, Canvassing of, and Recommendations by Members

14.1 ***If a member has a personal interest in any activity of the Council (or can be reasonably expected to believe he may have a personal interest) as defined by the Code of Conduct adopted by the Council, then that interest must be declared.***

14.2 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 so to do shall be disqualified for such

appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure.

14.3 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.

14.4 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 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.

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

14.6 The Clerk shall ensure that all candidates are aware of section 14 of these Standing Orders

15 Inspection of Documents

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

16 Unauthorised Activities

16.1 No member of the Council or of any committee or sub-committee shall, in the name of or on behalf of the Council, issue orders, contracts, instructions or directions.

16.2 No Councillor shall act as spokesperson for the Council unless authorised to do by the Chairman.

17 Admission of the Public and Press to Meetings

17.1 **The public shall be admitted to all meetings of the Council and its committees** and sub-committees, **which may, however, temporarily exclude** the public 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"

The Council shall state the special reason for exclusion.

17.2 At all meetings of the Council the Chairman may by majority agreement of the Council, and at any 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. Should the Chairman choose to not exercise this right, the same power shall be conferred to the Council by resolution of a majority of the Council. Prior to substantive discussion and/or voting by the Council, the meeting is to be reconvened.

17.3 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.

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

18 Confidential Business

No member of the Council or of any committee, sub-committee, or working group, shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committees, sub-committees or working groups as the case may be.

Where any business is agreed to be confidential at any committee, sub committee or working group meeting it shall remain confidential until presented to the Full Council or relevant committee and resolved otherwise.

Any member in breach of this Standing Order may be removed from any committee, sub-committee or working group of the Council, by resolution of the Council.

19 Liaison with County and District Councillors

An Agenda for each meeting shall be sent, together with an invitation to attend, to the representative County and District Councillors.

20 Code of Conduct on Complaints

The Council shall deal with complaints allegedly committed by the Council or by any officer or member in such manner as adopted by the Council

21 Freedom of Information Act 2000

The Council shall adopt, register, and regularly review, its policy in relation to the Act.

22 Financial and Governance Matters

22.1 The Council shall consider and adopt Financial Regulations (recommended by the Finance and Policy Committee), which shall include ***standing orders for contracts for the supply of goods or the execution of works.***

22.2 Policy shall be consistent with the Council's relative complexity and scope of operations, and will take into consideration the principles of the 'Practitioners' Guide to Governance and Accountability in Local Councils in England and Wales', including compliance issues of the '***Annual Return***', and Risk Management.

22.3 Except as provided in paragraph 22.6 below, or by statute, all accounts for payment and claims upon the Council shall be laid before the Council and ***shall be authorised by resolution of the Council.***

22.4 Orders for the payment of money shall be signed by two authorised members.

22.5 Each Council meeting shall receive a 'Financial statement, including: Cash balances, Salaries payments, summary of all bills for payment.

22.6 Proposals on Expenditure.

Any proposal (which is moved otherwise than in pursuance of a recommendation of the Finance and Policy 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 and Policy Committee shall report on the financial aspect of the matters).

22.7 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 Clerk to the Council. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the Clerk to the Council for payment with the approval of the Chairman or Vice-Chairman of the Council. All payments so made shall be separately included in the next schedule of payments before the Council, for ratification.

23 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.

NB: In these Standing Orders, references in the masculine shall be deemed also to refer to the feminine, and references to the singular shall be deemed also to refer to the plural.

Committees, Sub Committees, and Working Groups

1 Procedures

- 1.1 Shall not appoint any member so as to hold office later than the next Annual Meeting.
- 1.2 May not appoint persons other than members of the Council, other than to working groups.
- 1.3 May, subject to the resolution of the Council and Standing Order 4 above, at any time dissolve or alter the membership of a committee, sub committee, and working group.
- 1.4 Every committee, sub committee, and working group, shall at the Annual Meeting of the Council, or at its first meeting, before proceeding to any other business, elect a Chairman (Convenor for working groups), and may elect a Vice-Chairman, who both shall hold office until the next Annual Meeting of the Council.
- 1.5 Every committee, sub committee, and working group shall have terms of reference.
- 1.6 The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Orders on Code of Conduct, interests of members in contracts and other matters, shall apply.
- 1.7 Standing Order 1.4 shall apply in respect of Extraordinary meetings.
- 1.8 Standing Orders 5.1 and 5.2 and 5.3 shall apply in respect of quora.

2. Sub-Committees

- 2.1 Every committee may appoint sub-committees for purposes to be specified by the committee.
- 2.2 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.

3. Working Groups

- 3.1 The Council may create working groups, whose name, number of members, and the bodies/individuals to be invited to nominate members, shall be specified.
- 3.1 A working group may make recommendations and give notice thereof to the Council.
- 3.2 A working group may include members who are not members of the Council.

4 Voting

- 4.1 Members of Committees, sub committees and working groups entitled to vote, shall vote by show of hands, or, if at least two members so request, by recorded ballot.
- 4.2 ***Chairmen of committees, sub-committees, and working groups shall in the case of an equality of votes have a second or casting vote.***
- 4.3 Standing Orders 6.2, 6.3 and 6.5 shall apply.

5 Presence of Non-Members at meetings of Committees, Sub Committees, and Working Groups

- 5.1 A member who has made a proposal, which has been referred to any committee of which he is not a member, may explain his proposal to the committee but may not vote.
- 5.2 Any member may attend any meeting, and shall have speaking rights, but will have voting rights only if he is an elected member of that Committee, Sub Committee, or Working Group.

STANDING ORDERS APPENDIX 2

Annual Parish Council

At each Annual Parish Council Meeting the first business shall be:-

- 1. To elect a Chairman of the Council.***
Who shall not be designated 'Town Mayor'.
- 2. To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.***
- 3. In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.***
- 4. To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.***
5. To elect a Vice-Chairman of the Council.
- 6 To appoint representatives to outside bodies.
- 7 To appoint committees - (Finance & Policy and Planning) , sub-committees (Highways and Parks & Open Spaces), and working groups.
- 8 And then follow the order set out in Standing Orders Appendix 3.

STANDING ORDERS APPENDIX 3

Business to be transacted at meetings

- 1 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.

- 2 After the first business has been completed, the usual order of business shall be as follows:-
 - 2.1 To receive apologies for absence.
 - 2.2 To read and consider the Minutes of the previous meeting(s); 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.
 - 2.3 After consideration to approve the signature of the Minutes by the person presiding as a correct record.
 - 2.4 To dispose of business, if any, remaining from the last meeting.
 - 2.5 Matters arising from the minutes.
 - 2.6 Declarations of Members' interests for items on the Agenda.
 - 2.7 To deal with business expressly required by statute to be done.
 - 2.8 To receive presentations from individuals and organisations as agreed by the Chairman at the pre-agenda meeting.
 - 2.9 To receive and consider reports, information, presentations, resolutions, recommendations, on the strategic direction of the Council
 - 2.10 To receive such communications as the person presiding may wish to lay before the Council.
 - 2.11 To receive tabled briefing from Councillors in the following order:- County Councillor; District Councillors Town Councillors, Sub Committees and Working Groups
 - 2.12 To answer questions from Councillors and from members of the public.
 - 2.13 To receive and consider financial reports, authorise expenditure, and minutes of committees, sub committees, and working groups.
 - 2.14 To receive correspondence
 - 2.15 Confirm the date of the next meeting of the Full Council

STANDING ORDERS APPENDIX 4

Proposals moved on notice

1. The Clerk shall date every written notice of proposals or recommendation when received by 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 the inspection of every member of the Council and the public.
2. The Clerk shall insert 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 intends to move at some later meeting or that he withdraws it.
3. If a proposal or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
4. If the subject matter of a proposal 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.
5. Every proposal or recommendation shall be relevant to some subject over which the Council has power or duties, or which affects its area.

Examples of Procedural matters which may be moved without

1. To appoint a Chairman of the meeting.
2. To correct the Minutes.
3. To approve the Minutes.
4. To alter the order of business.
5. To proceed to the next business.
6. To close or adjourn the debate.
7. To refer a matter to a committee.
8. To appoint a committee or any members thereof.
9. To adopt a report.
10. To authorise the sealing of documents.
11. To amend a motion.
12. To give leave to withdraw a resolution or amendment.
13. To extend the time limit for speeches.
14. To exclude the press and public.
15. To silence or eject from the meeting a member named for misconduct.
16. To give the consent of the Council where such consent is required by these Standing Orders.
17. To suspend any Standing Order.
18. To adjourn the meeting.