



STANDING ORDERS

1. Meetings of the Council

1.1 Ordinary Meetings of the Council

- The ordinary meetings of the Council shall be held on the second Monday of each month except August and December when no meeting is held, unless it is a bank holiday when the meeting shall be held on the second Tuesday of the month.
- Except where the Council may vary this, all meetings shall be held at Brooke Farm, Linby and shall commence at 7:30pm and shall conclude no later than 10.00pm at which point any unfinished business shall be included in the agenda for the next meeting unless dealt with in the interim

1.2 The Statutory Annual Meeting

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

1.3 Extraordinary Meetings of the Council

- The Chairman of the Council may at any time call an extraordinary meeting of the Council
- If the office of Chairman is vacant, or if the Chairman is unable to act for any reason, the Vice-Chairman may at any time call an extraordinary meeting of the Council
- Any three members of the Council may call an extraordinary meeting of the Council if a request in writing for such a meeting and signed by those members, has been presented to the Clerk
- Where any person or persons decide to call an extraordinary meeting of the Council, that decision shall be signified to the Clerk together with the business to be transacted by the person or persons concerned. The Clerk shall thereupon ensure that the notices and summonses giving three clear days notice of the extraordinary meeting, are published and sent as soon as is practicable

1.4 Working Party Meetings

- Any Working Parties set up by the Council may meet without members of the general public being informed but any final decision must be ratified by the full Council before being implemented

2. 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.

3. Proper Officer

- 3.1 The Council will appoint a Clerk to the Council which will be on an employed basis, unless the Clerk is a member of the Council, acting in an unpaid capacity.
- 3.2 The Clerk will act as the Proper Officer of the Council, and will receive the Declarations of Acceptance of Office and notices disclosing interests; sign documents on behalf of the Council and issue agendas and notices of meetings; receive and distribute plans and documents on behalf of the Council and also advise the bank of changes to mandates with the bank. The Clerk will act as Responsible Finance Officer.
- 3.3 As an employee of the Council, the Clerk is covered by employment legislation dealing with employment rights, discrimination in employment, unfair dismissal, redundancy and similar matters. The Clerk will therefore have a contract of employment stating the terms and conditions under which he/she is employed. This will effectively be administered by the Chairman or designated Councillor acting with the authority of the Council.

4. Quorum of the Council

Three members shall constitute a quorum at meetings of the Council. If there be insufficient members present then no business will be transaction and a fresh notice will be issued to reconvene the meeting at a later date.

5. Voting

- 5.1 Members shall vote by show of hands or, if at least two members so request, by signed ballot.
- 5.2 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.
- 5.3 Subject to 5.4 and 5.5 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.
- 5.4 If the person presiding at the Annual Meeting would have ceased to be a member of the Council but for 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.

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

6. Order of Business

- 6.1 The order of business for the Annual Meeting of the Parish Council shall be as detailed below, followed by normal Parish business:

- Election of Chairman
- Election of Vice-Chairman
- Election of Representatives
- Election of Committee/Working Party Members
- Statement of accounts

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

- To receive apologies for absence
- To receive declarations of interest, personal and personal and prejudicial
- 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
- After consideration, to approve the signature of the minutes by the person presiding as a true record
- To discuss matters arising, if any, from the last meeting
- To receive communications, if any, from members of the public
- To receive and consider reports and minutes of committees
- To authorise the signing of orders for payment

7. Urgent Business

Should it not be appropriate to convene a special meeting then any emergency business will be handled by the Clerk, in consultation with the Chairman and one other Councillor. Actions will be reported promptly to the Council.

8. Emergency Motion

An emergency motion may be considered at a meeting provided that written notice of the motion is given to the Clerk at the start of the meeting stating the terms of the motion and the reason why the mover of the motion consider it be an emergency motion.

9. Motions

Except as provided by these Standing Orders, no motion 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 to its terms and has delivered the notice to the Clerk at least eight clear days prior to the meeting.

Motions dealing with the following matters may be moved without notice:

- To appoint a Chairman of the meeting
- To approve the minutes
- To correct the minutes
- To alter the order of business
- To proceed to the next business
- To close or adjourn the debate
- To appoint a committee or any members thereof
- To adopt a report
- To authorise the sealing of documents
- To amend a resolution
- To give leave to withdraw a resolution of an amendment
- To exclude the press and public
- To silence or eject from the meeting a member named for misconduct
- To suspend any Standing Order
- To adjourn the meeting

10. Questions

A member of the Council or the public may ask the Chairman or the Clerk any question concerning the business of the Council, but if notice has not been given prior to the meeting; the Chairman or Clerk has the right to defer an answer or discussion.

11. Rules of Debate

- 11.1 No discussion of the Minutes shall take place except on their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.
- 11.2 A resolution or amendment shall not be discussed unless it has been proposed and seconded.
- 11.3 An Amendment shall be either:
- To leave out words
 - To leave out words and insert others
 - To insert or add words
- 11.4 Any amendment shall first be put to the proposer of the original motion for acceptance as part of the motion. If accepted, it becomes part of the motion without debate.
- 11.5 If not accepted by the proposer of the original motion, and on debate, an amendment is carried, the motion as amended, shall take place of the original motion and shall become the motion upon which any further amendment may be moved.
- 11.6 An amendment shall not have the effect of negating the resolution before the Council.

- 11.7 A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- 11.8 Discussion on a motion is suspended whilst an amendment is debated and voted on.
- 11.9 A motion or amendment may be withdrawn by its proposer.
- 11.10 When a motion is under debate, no other motion shall be moved except for the following:
- To amend the motion
 - To proceed to the next business
 - To adjourn the debate
 - That the question be now put
 - That a member named be not further heard
 - That a member named does leave the room
 - To exclude the press and public
 - To adjourn the meeting
- 11.11 The ruling of the Chairman on a point of order or the interpretation of Standing Orders or procedure or on admissibility of a personal explanation is final
- 11.12 Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide who to call upon.
- 11.13 Whenever the Chairman speaks during a debate, all other members shall be silent.

12.0 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 a motion is seconded, the Chairman shall put the motion to the vote. If the motion “that the question now put” is carried, the Chairman shall call upon the mover of the original motion to exercise or waive his rights 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.

13.0 Disorderly Conduct

- 13.1 All members must observe the Code of Conduct which is adopted by the Council
- 13.2 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

- 13.3 If, in the opinion of the Chairman, a member has broken the provisions of paragraph 13.2 of this order, the Chairman or any member may move that the member named is no longer to be heard or be instructed to leave the room. 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 (England).
- 13.4 If either of the motions mentioned in paragraph 13.2 is disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce the decision.

14. Rescission of a Previous Resolution

- 14.1 A decision (whether affirmative or negative) of the Council shall not be reversed within six months except by a special resolution, the written notice whereof, is delivered to the Clerk at least eight days before a meeting at which it is to be discussed.
- 14.2 When a special resolution is moved following the provisions in 14.1 of this Order has been disposed of; no similar resolution may be moved within a further six months.

15. Voting by 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 no 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.

16. Discussions and Motions 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 Council has decided whether or not the public and press shall be excluded.

17. Resolutions on Expenditure

Any resolution which is moved otherwise than in pursuance of a recommendation of 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.

18. Expenditure

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

19. Committees and Sub-Committees

- 19.1 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
- 19.2 The Chairman and Vice-Chairman ex officio shall be members of every committee.
- 19.3 Every committee shall at its first meeting before preceding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Parish Council.
- 19.4 The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that committee at any time by requesting the Clerk to issue a summons for the meeting. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

20. Voting at Committees

- 20.1 Members of committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot
- 20.2 The Chairman of any committee shall in the case of an equality of votes have a second or casting vote whether or not he has exercised his original right to vote