**PARISH COUNCIL STANDING ORDERS**

 Amended and adopted by the Parish Council 5th September 2017, revised October 2018

 **Meetings**

1. Meetings shall be held on the first Monday of each calendar month except where such a date falls upon a public holiday and the Council selects an alternative dated for its Monthly Meeting.

2. Meetings shall commence at 7.30pm and will start with a period of not exceeding 15 minutes when members of the public, being resident or with a business in the Parish, may address the Council or ask questions through the Chairman. Meetings should end no later than 10.00pm when matters not discussed shall be carried forward to the next Council meeting. A Meeting may only continue beyond 10.00pm with the unanimous approval of the Council.

3. Smoking is not permitted at any meeting of the Council.

 **Agenda**

4. The Agenda for each meeting of the Council shall be published on the Village notice boards at least three clear days before the date of the meeting. A copy will also be sent to each member of the Council at least three clear days ahead of the meeting to be consistent with local government legislation.

5. 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 for the meeting.

 **Resolutions Moved without Notice**

6. 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 resolution or an amendment

 m) To extend the time limit for speeches

 n) To exclude the public

 o) To silence or eject from the meeting a member named for misconduct

 p) To adjourn the meeting

 **The authority of the Chair**

7. The Chairman has a second casting vote. (He may also give a casting vote even though he gave no original vote)

8. The authority of the Chairman is limited to procedural matters. It is one of the most difficult tasks to remember that while the Chair confers authority on procedural matters, it

confers no rights on matters of policy which are not possessed by other members

 **Preliminary**

9. Before any meeting, the Chairman should study the subjects for the agenda with the Clerk. In respect of each item the Chairman should ask:

Is it lawful? What does it mean? Do we know enough? Does any member have special knowledge? Does any member have any pecuniary or other biasing interest?

10. The Chairman should satisfy himself/herself that the meeting is lawful

11. No business can be conducted if no Quorum is present. (Three members or one-third of the number of Councillors form a quorum – whichever is the greater)

12. The Chairman must be satisfied that any expenditure is lawful

 **Relevance**

13. Any speech must be directed to the subject under discussion

14. Where a speech is irrelevant, the Chairman must direct the speaker to return to the point

15. a) Minutes, Substantial issues under matters arising must be dealt with as a separate agenda item(s) at the next meeting.

 b) Letters should not be read out verbatim: this provokes irrelevant discussion and is liable to lead to misunderstandings by the public. Copies of any significant letters to be noted or discussed or circulated with the Agenda.

 **Some procedural points**

16. The summons to a meeting must by law specify the business to be transacted; a Local Council cannot legally decide to take any action under the general heading of “any other business” because these words do not specify any items of business

17. The law makes no provision for dealing with “urgent business”. If it is “urgent” only because it was not notified in time to appear on the agenda, it should be left to the next meeting. If it is genuinely “urgent”, that it is too late for the agenda and it will not be too late for action if left to the next meeting, an additional meeting should be called (for which three clear days notice should be given) or the Council should have a regular arrangement for the reference of such matters either to a committee or to the Clerk for action. It is contrary to local government law for the Chairman or any other single member to take a decision binding on the Council

 **Admission of the Public and Press to Meetings**

18. The public shall be admitted to all meetings of the Council, which may, however, temporarily exclude the public by means of the following resolution:

“That in view of the (special) (confidential) nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw”

19. The press shall be given reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

20. Copies of the minutes of Council meetings shall be made available to members of the public at the following meeting

21. If a member of the public interrupts the proceeding at any meeting, the Chairman may, after warning, order that he be removed from the meeting

 **Public Participation**

22. The Public cannot, of course, take part in proceedings of the Council. Members of the public are permitted to put questions or make observations. This will be at the beginning of the meeting, and at the discretion of the Chairman, during the meeting as well.

 **Confidential Business**

23.a) No member of the Council or of a 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.

 b) Any member in breach of the provisions of the above paragraph shall be removed from any committee or sub-committee of the Council by the Council

 **Liaison with County and District Councillors**

24. A notice of every meeting shall be sent to the County and District Councillors for the Parish, together with an invitation to attend and report.

25. A copy of each letter ordered to be sent to the County or District Council shall be supplied to the County or District Councillor as appropriate

 **Financial Matters and Contracts**

26. The Council will conduct its financial affairs in accordance to the financial regulations as outlined in the financial standing orders.

 **Questions**

27. A member may ask the Chairman or the Clerk any question concerning the business of the Council provided notice of the question had been given to the person to whom it is addressed before the meeting begins

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

29. Every question shall be put and answered with discussion

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

 **Disorderly Conduct**

31. a) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct the business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it to contempt or ridicule

 b) If, in the opinion of the Chairman, a member has broken the provisions of the above paragraph, the chairman shall express opinion to the Council and thereafter any member may move that the member be no longer heard or 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 the above paragraph is disobeyed, the Chairman may suspend the meeting or take further steps a may be reasonably necessary to enforce them

 **Rules of debate**

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

33. 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 in the debate.

 c) A member shall direct his speech to the question under discussion or to a personal explanation or to a question for order

 d) No speech by a mover shall exceed 5 minutes and no other speech shall exceed 3 minutes except by consent of the Council

 e) An amendment shall be either:-

 i. to leave the words

 ii. to leave out the words…………and insert others

 iii. to insert or add more 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 become the resolution upon any further amendment shall 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 3 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 rise to make a point of order or a personal explanation, A member rising 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 resolutions shall be moved except the following:-

i) To amend the resolution

ii) To proceed to the next business

iii) To adjourn to debate

iv) That the question be now put

v) That a member named be not further heard

vi) That a member named leave the meeting

vii) That a resolution be referred to a committee

viii) To exclude the public and the press

ix) To adjourn the meeting

34. A member may sit when speaking

35. 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 address the Chairman

 c) If two or more members rise the Chairman shall call upon one of them to speak and the others to resume their seats

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

 **Closure**

36. 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 but, in the case of a motion “to put the question”, only if he is of the opinion that he question before the Council had 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

Note: When a meeting is adjourned the subsequent proceedings are part of the original meeting and no new notices or agendas need to be issued except a notification of the date of the continuation of the meeting members not present

 **Right to Reply**

37. 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 new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion

 **Alteration of Resolution**

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

 **Voting**

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

40. If a member so requires, the Clerk shall record the names of the members who voted on any questions so as to show whether they voted for or against it or abstained. Under certain circumstances, for example where a council vacancy is to be filled by co-option, absent councillors may be allowed to cast a vote in writing via the Clerk

 **Statutory Annual Meeting**

41. The Statutory Annual Meeting of the Council shall be held

 a) In an election year on the fourth day after the date of the election or within fourteen days thereafter;

 b) In other years on any day in May determined by the Parish Council

42. The arrangements for the Statutory Annual Meeting shall be the same as for the Council’s monthly meetings in respect of notice, given, starting time etc.

43. the Chairman and Vice Chairman of the Parish Council shall be elected at each Annual Meeting of the Council

 **Standing Orders to be Given to Members**

44. 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

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