

UGLEY PARISH COUNCIL

STANDING ORDERS

1. **Meetings Generally**

Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct.

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

3. **Meeting shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

4. **The minimum three clear days' public notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or a bank holiday or a day appointed for public thanksgiving or mourning.**

5. **Meeting shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons.**

6. **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice Chairman, if present shall preside. If both the Chairman and Vice Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

7. **The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

8. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors with voting rights present and voting.**

9. **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 such day in May as the Council may direct.**

c) **If no other time is fixed, the annual meeting of a council shall be 6pm.**

10. Additional Statutory Meetings

In addition to the Statutory Annual Parish 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.

11. 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.

12. Quorum of the Council

Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum.

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 prejudicial 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.

13. Voting

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

14. 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 may be made before moving on to the next business.

- 15. (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.**

16. 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 comply with 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.
17. **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.**
18. 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:
- 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.**
19. 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.
20. Questions
A member of the public may ask the Chairman of the Council or the Clerk any question concerning the business of the Council. If that question cannot be readily addressed, the Chairman may direct that it be answered at a following meeting.
21. Disorderly Conduct
- a) **All members must observe the Code of Conduct which was adopted by this council.**
 - b) 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.**
 - c) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (a) or (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 (England) or the Local Commissioner (Wales).**

- 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.

22. 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.

23. Discussions and Resolutions 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 shall be excluded.

24. Expenditure

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

25. Signing of Documents

Any two members of the Council may sign any document required by law to be signed.

26. Special Meeting

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 two members. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

27. Interests (ENGLAND)

If a member has a personal interest as defined by the Code of Conduct adopted by this Council, then he shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of that interest as required

28. Inspection of Documents

All minutes kept by the Council shall be open for the inspection of any member of the Council.

29. 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”

The Council shall state and minute the special reason for exclusion.

30. The Clerk shall afford to the press reasonable facilities for taking of their report of any proceedings at which they are entitled to be present. **A person may film, photograph or make an audio recording of a meeting.**
31. 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.
32. Confidential Business
 - 1) 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.
 - 2) Any member in breach of the provisions of paragraph (1) of this Standing Order shall be removed from the Council by the Council.
33. Liaison with County and District Councillors

A notice of each meeting shall be sent, together with an invitation to attend, to the County, or District Councillor(s).
34. Code of Conduct on 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 (England) for consideration.
35. **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 comply with the Code of Conduct adopted by the Council.

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First adopted by Full Council 20 July 2015
1st revision