

STANDING ORDERS

(These Standing Orders must be read in conjunction with the Parish Council's Financial Rules and Regulations and also with the approved Code of Conduct for Local Councillors)

MEETINGS OF THE PARISH COUNCIL

1. Meetings of the Council shall commence at 7.30 p.m. and be held in the Grimsargh Village Hall unless otherwise agreed by the Council beforehand.
2. The statutory Annual Meeting of the Council shall take place on the first Thursday in May, except in an Election Year, when the meeting will be held on the Thursday following the fourth day after the day of the Elections. The three other statutory meetings of the Council shall be held on the first Thursday in September, December and March
3. Other meetings of the Council shall be held on the first Thursday of each month, except for August, when no meeting of the Council shall take place.

CHAIRMAN

4. The Chairman of the Council shall also be Chairman of all Sub-Committees of the Council, unless he/she has indicated otherwise. In the event of the absence of the Chairman at any meeting, the Vice-Chairman shall take the Chair. If they are both absent, the immediate past Chairman shall take the Chair. Otherwise, the Chairman for the meeting shall be appointed by a vote of those members present. Any member presiding at a meeting shall exercise all the powers and duties of the Chairman in relation to the conduct of the meeting

PROPER OFFICER

5. Where a statute, regulation or order confers functions or duties on the Proper Officer of the Council, in the following cases he shall be the Clerk, otherwise he shall be the person nominated by the Council or in default of nomination, the Clerk:-
 - a) To receive declarations of acceptance of office.
 - b) To receive notices of personal, prejudicial, pecuniary or other interests.
 - c) To receive and retain plans and documents.
 - d) To signs notices or other documents on behalf of the Council.
 - e) To receive copies of bylaws made by the Borough Council.
 - f) To certify copies made by the Council.
 - g) To sign summonses to attend meetings of the Council.

DECLARATIONS OF ACCEPTANCE OF OFFICE/CODE OF CONDUCT

6. In an Election Year, each Councillor shall execute the Declaration of Acceptance of Office and Code of Conduct before the Proper Officer of the Council and may not take part in any Council business until that Declaration has been taken. At the Annual Meeting of the Council, the newly appointed Chairman and the Vice-Chairman must each execute the appropriate Declarations of Acceptance of Office before the Proper Officer. Councillors elected at any other time, or members co-opted to serve on the Council in the event of a vacancy, must execute the Declaration as soon as possible after their appointment and must not carry out any business on behalf of the Council until that Declaration has been executed.

QUORUM

7. A quorum for any Council meeting shall be three members. If, during any meeting, the number of Councillors present falls below the quorum, the meeting shall be closed and any business outstanding shall be taken at the next Council meeting.

VOTING UPON RESOLUTIONS

8. Voting upon resolutions of the Council shall be taken by a show of hands with a simple majority of those voting prevailing. Each member, including the Chairman, has one vote. However, in the event of equality of voting, the Chairman also has a casting vote.

9. If any member so requires, the Clerk shall record the names of members so as to record whether they voted for, against or abstained from voting on a particular item of business before the Council.

VOTING UPON APPOINTMENTS

10. Appointments to any position to be filled by the Council shall be made on a majority of those members voting in those instances where two persons are nominated to that position. If more than two persons are nominated for any position, and the votes cast do not give a majority in favour of one person, the name of the person with the least votes should be deleted from the list and a fresh vote taken, and so on, until a majority is reached in favour of one person.

ORDER OF BUSINESS

11. The first business at the Annual Meeting of the Council shall be
- a) to elect a Chairman followed by the appointment of the Vice-Chairman for the ensuing year.
 - b) to consider and fill any vacancy which might be left unfilled at the election by reason of insufficient nominations.
 - c) to appoint the Proper Officer to the Council.
 - d) to appoint the Responsible Financial Officer to the Council.
 - e) to appoint representatives to various organisations, groups, charities, governing bodies, etc.
11. No member of any Committee, Sub-Committee or other body shall be appointed so as to hold office later than the next Annual Meeting of the Council, with the single exception of appointments to the Governing Body of St. Michael's CE Primary School.
12. The first business at other meetings of the Council shall deal with the appointment of the Chairman, if the Chairman and Vice-Chairman are absent, thereafter to deal with the minutes of the previous meeting, planning applications and thereafter as set out in the agenda with the consent of the Chairman, unless the Chairman and the Council decides otherwise.
13. The Clerk shall provide each Councillor with an agenda setting out the order of business for the meeting at least three clear days before the day of the meeting.

RESOLUTIONS MOVED ON NOTICE

14. Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been placed on the agenda by the Clerk or the mover of the resolution has given notice in writing of its terms and has delivered that notice to the Clerk at least three clear days prior to the day of the meeting.
15. The Clerk shall date, number and record every notice of resolution or recommendation in the order in which it is received and shall enter it in a book which shall be open to inspection by every member of the Council.
16. The Clerk shall insert all notices of resolution or recommendation properly given in the order in which they were received in the summons for every meeting, unless the member giving the notice has stated in writing that he intends to move it at some later date or that he withdraws it.
17. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice or by any other member, it shall, unless treated as postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice having been given.
18. If the notice of resolution or recommendation comes within the province of a Sub-Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Sub-Committee for report, unless the Chairman deems it to be a matter of importance and allows it to be dealt with at the meeting at which it was moved.
19. Every notice of resolution or recommendation shall be relevant to a subject over which the Council has power or which affects its area.

RESOLUTION MOVED WITHOUT NOTICE

21. Resolutions dealing with the following matters may be moved without notice having been given:-
- (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 Sub-Committee.
 - (h) To appoint a committee or any members thereof.
 - (i) To adopt a report.
 - (j) To authorise the sealing/signing 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 or the press (See Standing Orders 34, 42 and 43)
 - (o) To silence or eject a member from the meeting (See Standing Order 31)
 - (p) To invite any member having an interest in the matter under debate to remain.
 - (q) To give the consent of the Council where it is required by these Standing Orders.
 - (r) To suspend any Standing Order (See Standing Order 23)
 - (s) To adjourn a meeting

QUESTIONS

22. Questions upon items of business shall be addressed to the Chairman without prior notice having been given, providing that the discussion upon that item has not been concluded. Only one Councillor may speak at any one time. Questions must be relevant to the matter under consideration by the Council.
23. Members of the public shall not be permitted to ask questions or to take part in the discussion of any items contained in the agenda.. However, to allow for active public participation at meetings in a structured manner, the Chairman may decide to suspend Standing Orders to allow the public to speak. The decision to suspend Standing Orders shall be taken without debate but must be agreed by the members present. Standing Orders must be re-introduced before the Council reaches a formal decision on the item in question.

RULES OF DEBATE

24. No discussion shall take place upon the Minutes, except upon their accuracy. Amendments or corrections to the minutes shall be made by resolution and initialled by the Chairman.
25. (a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and/or unless proper notice has already been given. At the request of the Chairman, the mover must hand a written copy of the proposal to the Chairman before any further discussion takes place upon it at the meeting.
- (b) A member must direct his speech to the matter under discussion, or to a personal explanation or to a question of order.
- (c) No speech by a mover of a resolution shall exceed five minutes and no other speech shall exceed three minutes, except by consent of the Council.
- (d) An amendment shall be either:-
- i) To leave out words;
 - ii) To leave out words and to insert or add others; or
 - iii) To insert or add words.
- (e) An amendment shall not have the effect of negating the resolution before the Council.
- (f) If an amendment is carried, the amended resolution shall take the place of the original resolution and shall become the substantive motion upon which any further amendment may be moved.
- (g) Any further amendment may not be moved until the Council has disposed of every previously moved amendment.
- (h) The mover of a resolution or an amendment shall have a right of reply not exceeding three minutes.

- (i) 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.
- (j) A member may raise a point of order or personal explanation. In these circumstances, the member shall be heard immediately. The personal explanation shall only relate to part of an earlier speech which may have been misunderstood.
- (k) A motion or amendment may be withdrawn by the proposer with the consent of the Council, signified without discussion, and no member may speak upon it after the withdrawal permission has been granted, unless this has been refused.
- (l) When a resolution is under debate no other resolution shall be moved other than the following:-
 - i) To amend the resolution.
 - ii) To proceed to the next business.
 - iii) To adjourn the debate.
 - iv) That the question be now put.
 - v) That a member named be not further heard.
 - vi) That a member named do leave the meeting.
 - vii) That the resolution be referred to a Sub-Committee.
 - viii) To exclude the public and press.
 - ix) To adjourn the meeting.

26. Only one member shall speak at any one time. In the event of more than one member wishing to speak, the Chairman shall decide the order of those wishing to speak. If the Chairman wishes to speak, the member speaking shall remain silent.

27. Any member wishing to raise a point of order or make a point of clarification, shall be heard immediately. The admissibility of that point of order or point of clarification shall be determined by the Chairman and shall not be the subject of further discussion.

CLOSURE OF DEBATE

28. At any reasonable point during the discussion of any item, a member may, without comment, request "that the question be now put" or that the debate be now adjourned" or "that the Council do now adjourn". If such a motion is seconded and, if the Chairman is of the opinion that the subject before the Council has been sufficiently debated (but not otherwise), the motion shall be put forthwith.

DISORDERLY CONDUCT

29. No member shall misconduct him/herself at a meeting by persistently disregarding the ruling of the Chairman by wilfully disrupting business, or by behaving improperly, offensively, by being under the influence of alcohol, by scandalising the Council or by bringing it into contempt or ridicule.

30. If, in the opinion of the Chairman, a member has so misconducted him/herself, the Chairman shall express that opinion to the Council. Thereafter, any member may move that the member named be no longer heard and should leave the meeting. If seconded, the motion shall be put to the vote immediately without further discussion.

31. If Standing Order 30 has been followed and the member concerned still disagrees or continues to misconduct him/herself, the Chairman may suspend the meeting and appropriate steps be then taken to remove the member concerned.

RIGHT OF REPLY

32. The mover of a resolution shall have the right of reply immediately before the resolution is put to the vote. If an amendment is proposed, the mover of that amendment shall be entitled to reply immediately before the amendment is put to the vote. A reply must not introduce any new matter.

RECISSION OF PREVIOUS RESOLUTIONS

33. Any resolution(s) made at a properly constituted meeting of the Council, shall not be reversed within six calendar months, other than by a special resolution passed at meeting of the Council when written notice has been given of the intention to ask for a matter to be reversed by four members of the Council. This Standing Order shall not apply to resolutions in respect of minutes of the Council, or reports and recommendations of any Sub-Committees.

DISCUSSIONS AFFECTING EMPLOYEES OF THE COUNCIL

34. Discussions about the appointment, conduct, promotion, dismissal, salary or conditions of service of any Council employee shall not take place until the Council, or Sub-Committee, has decided whether the public and press should be excluded.

RESOLUTIONS ON EXPENDITURE

35. a) Accounts for the payment of money by the Council shall be presented by the Clerk to full meetings of the Council and shall be authorised for expenditure by resolution. Cheques must then be signed by three members of the Council. (See also the Financial Rules and Regulations)
b) No payment shall be made on any account which has been approved at the same meeting of the Council as the payment is requested. (See also the Financial Rules and Regulations)

SIGNING/SEALING OF OFFICIAL DOCUMENTS

36. Any official documents to be signed on behalf of the Council shall be signed by the Chairman, or in his/her absence by the Vice-Chairman, and one other member and by the Proper Officer of the Council.

COMMITTEES, SUB-COMMITTEES AND OTHER APPOINTMENTS

37. The Council shall make appointments to Committees, Sub-Committees and other bodies at the Annual Meeting of the Council or, if necessary, at any other full meeting of the Council. No member of any Committee, Sub-Committee or other body shall be appointed so as to hold office later than the next Annual Meeting of the Council.
38. The Chairman of the Council shall be an ex-officio member of every Sub-Committee of the Council.
39. Non-members of the Council may be appointed to serve on Sub-Committees of the Council providing that two-thirds of the members of that Sub-Committee are members of the Parish Council.

INSPECTION OF DOCUMENTS

40. All official documents relating to the Council shall be kept at the home of the Clerk to the Parish Council. Members may, for the purpose of their duty as a Parish Councillor, but not otherwise, inspect any official document in the possession of the Council at any convenient time, and shall be permitted to take copies of that document.
41. a) The minutes of meetings of the Council, or Sub-Committees thereof, shall be kept on deposit at the home of the Clerk to the Parish Council and shall be available for inspection at all convenient times
b) The minutes of meetings of the Council shall be made available for inspection by any elector of the Parish at the home of the Clerk to the Parish Council, without charge, at all convenient times.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

42. The public and press shall be entitled to attend all meetings of the Council and/or its Sub-Committees. The Council/Sub-Committee may, however, temporarily exclude the public and press from all or part of a meeting by passing a resolution to that effect when it is considered that the business of the meeting is deemed to be confidential or of a special nature.
43. If any member of the public or press interrupts the proceedings at any meeting, the Chairman may, after giving an appropriate warning, order that the person be excluded from the meeting with immediate effect.

CONFIDENTIAL BUSINESS

44. No member of the Council, or any co-opted member of any Sub-Committee, shall disclose to any person who is not a member of the Council, any item of business that has been deemed to be confidential by the Council or Sub-Committee.

PLANNING APPLICATIONS

45. The Clerk shall maintain a record of all planning applications received showing the date of receipt, the name of the applicant, the place to which it relates and a summary of the nature of the application.
46. Every planning application shall be referred to the next available meeting of the Council, or if the matter is considered to be urgent, to the Chairman and Vice-Chairman for consideration. Their decision shall be reported to the next meeting of the Council for information only.

CODE OF CONDUCT ON COMPLAINTS

47. The Council shall deal with complaints of maladministration allegedly committed by the Council or by the Clerk be dealt with in the manner recommended in Circular 2/86 issued by the National Association of Local Councils.

VARIATION AND REVOCATION OF STANDING ORDERS

48. Any motion to permanently amend, revoke or vary any Standing Order shall when proposed and seconded, stand adjourned without discussion, and be put to the next meeting of the Council for resolution.

COPIES OF STANDING ORDERS

49. A copy of the Council's approved Standing Orders must be given to all members of the Council. A copy of the Standing Orders must be handed to any new member within one month of that member having signed the Declaration of Acceptance of Office and Code of Conduct.

DEFINITION

50. In these Standing Orders, references to Council shall be interpreted as being references to the Grimsargh Parish Council only.
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