TWYFORD & THORPE SATCHVILLE PARISH COUNCIL

STANDING ORDERS

# MEETINGS

1. Meetings of the Council shall be held at 7.30pm unless the Council decides otherwise at a previous meeting.

2. **The Statutory Annual Meeting (a) in an election year shall be held on the Tuesday next following the fourth day after the ordinary day of elections to the Council and (b) in a year which is not an election year shall be held on the third Tuesday in May.**

**3. Additional meetings shall be held on the third Tuesday of the month.**

**4. Meetings shall not exceed a period of 1 ½ hours.**

**CHAIRMAN OF THE MEETING**

**5. The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.**

**PROPER OFFICER**

6. Where a statute, regulation or order confers functions or duties on the Proper Officer of the Council, he shall be the Clerk.

## MEMBERS

7a **Qualifying members total five with two representing Thorpe Satchville and three representing Twyford.**

**7**b**. Three members shall constitute a quorum so long as both wards are represented.**

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

9. 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.

10. (1) Subject to (2) and (3) below, the Chairman may give an original vote on any matter put to the vote and in the case of an equality of votes may give a casting vote even though he gave no 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.**

### ORDER OF BUSINESS

**11. At each Annual Meeting the first business shall be**

 **a. To elect a Chairman.**

 **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 places left unfilled at the election by reason of insufficient nominations.**

 **d. To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.**

**12. At every meeting other than the Annual 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) as are required by law to be made, or if not then received to decide when they shall be received.**

13. 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 every 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.**

d. To deal with any other business specified in the summons

### 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 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 seven clear days before the meeting of the Council at which the resolution is to be moved.

### RESOLUTIONS MOVED WITHOUT NOTICE

15.. Resolutions dealing with the following 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 exclude the public and the press.

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

 o) To invite a member having an interest in the subject matter under debate to remain.

 p) To give the consent of the Council where such consent is required by these Standing Orders.

 q) To suspend any Standing Order. (Except those printed in **bold type** may not be suspended).

 r) To adjourn the meeting.

### QUESTIONS

16. A member may ask the Chairman or Clerk any question concerning the business of the Council, providing notice of the question has been given to the person to whom it is addressed before the meeting begins.

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

18. Every question shall be put and answered without discussion.

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

## RULES OF DEBATE

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

21. a) Members shall address the Chairman.

 b) Whenever the Chairman speaks during a debate all other Members shall be silent.

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

 d) If two or more members speak at the same time, the Chairman shall select one to speak and the others shall remain silent until called by the Chairman.

22. The Chairman may, at his discretion, impose a time limit on the speech by the mover of a resolution and/or on the speeches of any other speakers.

23. a) A resolution or amendment shall not be discussed unless it has been proposed 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 shall direct his speech to the question under discussion or to a personal explanation or to a question of order.

 c) An amendment shall be either:-

 (i) To leave out words.

 (ii) To leave out words and insert or add others.

 (iii) To insert or add words.

 d) An amendment shall not have the effect of reversing the meaning of the original resolution.

 e) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which further amendments may be moved.

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

 g) The mover of a resolution or of an amendment shall have a right of reply.

 h) 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.

 i) When a resolution is under debate no other resolution shall be moved except 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 committee.

 (viii) To exclude the public and press.

 (ix) To adjourn the meeting.

### ALTERATION OF A RESOLUTION

24. A member may, with the consent of his seconder (if the motion was seconded), move amendments to his own resolution.

### CLOSURE

25. At the end of any speech a member may, without comment, move that “the question be now put”, “the debate be now adjourned” or “the Council do now adjourn”. If such motion is seconded and if the Chairman is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), 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 the debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

### DISORDERLY CONDUCT

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

 b) If, in the opinion of the Chairman, a member has so conducted himself, 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.

 c) If either of the motions mentioned in b) is disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

### VOTING ON APPOINTMENTS

27. 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.

### DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

28. 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.

### EXPENDITURE

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

### OTHER FINANCIAL MATTERS

30. All financial matters shall be dealt with in accordance with the Financial Regulations adopted by the Council.

### INTERESTS

**31. a) A member with a personal interest (as defined in The Local Authorities (Model Code of Conduct) Order 2007, Part 2, Para 8) in a matter, who attends a meeting of the Council at which the matter is considered, must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.**

 **b) The Clerk shall record in a book to be kept for that purpose, particulars of any such notice given by a member. The book shall be available during reasonable hours of the day for the inspection by any member.**

 **c) A member with a prejudicial interest (as defined in Para 10 of the Order referred to in a) above) in any matter may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, providing the public are also allowed to attend the meeting for the same purpose, whether under statutory right or otherwise. The member must then**

 **(i) withdraw from the meeting immediately after making representations, answering questions or giving evidence unless a dispensation has been obtained from the Standards Committee of the Borough Council; and**

 **(ii) not seek improperly to influence a decision about that business.**

### REGISTER OF INTERESTS

**32 Within 28 days of his election or appointment to office, a member personal interests must be registered in the Council’s register maintained under section 81(1) of the Local Government Act 2000 by providing written notification to the Monitoring Officer of the Borough Council via the Clerk of the Parish Council of any of the matters listed in Para 12 of the Order referred to in 30 a) above.**

**33 Within 28 days of his election or appointment to office, a member must register his other interests in any of the matters listed in Para 13 of the Order referred to in 30 a) above to the Monitoring Officer via the Clerk.**

**34 A member must within 28 days of becoming aware of any change to the interests specified under 31 and 32 above, provide written notification to the Monitoring Officer via the Clerk.**

**35 A member must within 28 days of receiving any gift or hospitality over £25 as a result of his position as a member of the Council, provide written notification to the Monitoring Officer via the Clerk of the existence and nature of that gift or hospitality.**

**CANVASSING OF AND RECOMMENDATIONS BY MEMBERS**

36. a) Canvassing of Members, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing order to every candidate.

 b) A Member of the Council 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 with an application for appointment

 c) 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 to do so shall be disqualified for such appointment and if appointed may be dismissed without notice. The Clerk shall report to the Council any such disclosure. The Clerk shall make the purport of this Standing Order to every candidate.

37. Standing Order 35 shall apply to tenders as if the person making the tender were a candidate for appointment.

### INSPECTION OF DOCUMENTS

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

**39. a) All Minutes kept by the Council shall be open for the inspection of any Member of the Council.**

 **b) The Minutes of the Council shall be open to inspection by any Local Government elector of the Parish without charge.**

**UNAUTHORISED ACTIVITIES**

40. No Member of the Council shall in the name of or on behalf of the Council **:-**

a) Inspect any lands or premises which the Council has a right to inspect, or

 b) Issue orders

 Unless authorised to do so by the Council.

### CONFIDENTIAL BUSINESS

41. 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.

### ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

**42. The public and the press shall be admitted to all meetings of the Council and its committees which may, however, temporarily exclude the public or the press or both** by means of the following resolution:-

 “That in view of the (special) (confidential) nature of the business about to be transacted, the public and press are instructed to withdraw”.

43. The Chairman may, at his discretion, invite questions or contributions from the public on all or specific agenda items either at the beginning of the meeting or immediately prior to individual items. If an individual member of the public has special knowledge of a matter under discussion, the Chairman may invite that member of the public to provide specific information during the debate if thereby the debate will, in the Chairman’s opinion, be better informed.

### 44. If a member of the public or the press interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the Council chamber or that part of the chamber open to the public be cleared.

45. The period of time which is designated for public participation shall not exceed 4 minutes

 per person.

46. Each member of the public is entitled to speak once only in respect of business itemised

 on the agenda and shall not speak for more than 4 minutes.

### PLANNING APPLICATIONS

47. The Clerk may act on behalf of the Council, after consultation with the Chairman or, in his absence, the Vice-Chairman, in urgent ongoing planning matters where it is considered that there is insufficient time available to call a special meeting of the Council.

### VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

48. Any part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.

49. A motion to permanently vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

### TERMINATION OF A SCHEDULED MEETING

50. Following one and a half hours of a scheduled Meeting, any Member may propose a ‘guillotine’ on proceedings. If this is seconded then the meeting will close after no more than thirty minutes.

### MOBILE TELEPHONES

51. Mobile telephones shall be switched off before meetings of the Council commence.

### STANDING ORDERS TO BE GIVEN TO MEMBERS

52. A printed 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.

**Reviewed 18.6.24 Chairman M Jones Clerk PC**