

TARPORLEY PARISH COUNCIL

STANDING ORDERS

MEETINGS

1. a) Ordinary meetings of the Council shall be held at Tarporley and District Community Centre at 7 pm on the second Monday of each month (except August) and/or at such other times and places as the Council may decide.

Unless otherwise directed by statute the statutory annual meeting of the Parish Council will take the place of the May meeting and the annual Parish Meeting will take place in May immediately prior to the statutory annual meeting of the Parish Council.

Meetings will finish at 9:30pm (unless the meeting is extended under a resolution made under Standing Order 30) any outstanding business being carried forward to the next meeting

CHAIRMAN OF MEETING

- b) 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

- c) The Proper Officer of the Council is the Clerk. The Responsible Financial Officer of the Council is the Clerk. Other duties and responsibilities of the Clerk are as laid down in the Conditions of Service Contract and Job Description.

Notwithstanding those duties and responsibilities, it shall be the duty of the Clerk to advise Members on the content and interpretation of these Standing Orders

QUORUM

2. Four members shall constitute a quorum. If a quorum is not present when the Council meets or if during a meeting the number of Members, for whatever reason, falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may decide.

VOTING

3. Members shall vote by show of hands, or, if at least two members so require by ballot.
4. If a member so requires, the Clerk shall record the names of the members voted on any question so as to show whether they voted for or against it.
5. The Chairman may give an original vote on any matter put to the vote and in the case of an equality of votes, the Chairman may give a casting vote.

PREPARATION OP AGENDA

6. (a)The Clerk shall be responsible for the preparation and despatch of agenda and shall consult the Chairman or Vice-Chairman on its content in advance of dispatch.

(b)An agenda shall be dispatched to members to be reasonably certain of being received at least three clear days in advance of the meeting to which it relates.

(c) Members may submit items in the form of resolutions to the Clerk for inclusion in the agenda, items for information may be submitted for distribution with the agenda but only for discussion under "any other business for the next agenda" unless they relate to a specific agenda item. Such items must be presented to the Clerk at least 5 clear working prior to the date of the meeting.

d) Items requested or presented by members for discussion shall be in the form of a resolution or a paper for information and noting only or a paper for information and decision in which case the paper will include the proposed form of resolution.

ORDER OF BUSINESS

7. The order of business shall be that specified in the agenda, except that a motion to vary the order of business on the ground of expediency may be proposed by any member without being seconded.

RULES OF DEBATE

8. No discussion shall take place upon the minutes except upon their accuracy. If a question of accuracy be raised, the only issue to be considered by the Council will be whether the words of the minutes accurately record the events which they purport to describe.

9. A resolution or amendment shall not be accepted until it has been proposed and seconded.

10. On any agenda item each member may speak only once and no speech shall exceed five minutes except by consent of the Chairman or by resolution of Council

11. (a) An amendment shall be:

(i) To leave out words; or

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

(iii) To insert or add words.

(b) An amendment shall not have the effect of negating the motion before the Council. - -.

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

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

12. (a) The ruling of the Chairman on a point of order shall not be questioned.

(b) Members shall address the Chairman

(c) If two or more members indicate their wish to speak, the Chairman shall call upon one of them to speak and the others shall remain silent.

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

CLOSURE

13. At the end of any speech a member may, without comment, move "that the resolution be now put". If such a motion is seconded and if the Chairman is of the opinion that the question before the Council has been sufficiently debated, he shall forthwith put the motion.

DISORDERLY CONDUCT

14. No member shall misconduct himself at a meeting by persistently disregarding the ruling of the Chairman, by willfully obstructing business, or by behaving irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule

RECISSION OF A PREVIOUS RESOLUTION

15. A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special resolution, the written notice whereof bears the names of at least six members of the Council.

VOTING ON APPOINTMENTS

16. 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.

EXPENDITURE

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

SEALING OF DOCUMENTS

18. A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution. Two members of the Council shall be named in the resolution and may seal the document as required by law on behalf of the Council.

COMMITTEES

19. The Council may at the annual meeting appoint standing committees, working groups and members with special responsibilities and may at any other time make such similar appointments as are necessary.

ACCOUNTS AND FINANCIAL STATEMENT

20. All accounts for payment and claims upon the Council. shall be laid before the Council.
21. The Clerk shall supply to each member with statements of receipts and payments in accordance with Financial Standing Orders.

INTERESTS

22. If any member has any interest in any contract, proposed contract **or other matter**, he shall refer to his code of conduct on how to proceed in each particular case. It is understood that members will inevitably have an interest in many matters that come before council but they must consider to what extent it is personal (they may benefit more than most people in the parish) and if that personal interest is prejudicial (a member of the public could consider the members judgement of the public interest could be prejudiced) and act in accordance with the code of conduct.
23. The Clerk shall record in a book to be kept for the purpose, particulars of any notice given by any member or any officer of the Council of a pecuniary interest in a contract **or other matter**, and the book shall be open during reasonable hours of the day for the inspection of any member.

INSPECTION OF DOCUMENTS

24. A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
25. (a) All minutes kept by the Council and by any committee 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.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

26. a) 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, viz:
“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 and press be temporarily excluded and they are instructed to withdraw”.
- b) All Council and committee meetings will include a time prior to the start of formal business when members of the public may address the meeting. The Chairman may limit the period for public contribution to ensure adequate time for formal business.
27. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the room.

CONFIDENTIAL BUSINESS

28. No member of the Council or of any committee shall disclose to any person not a member of the Council, any business declared to be confidential by the Council or committee as the case may be.

PLANNING APPLICATIONS

29. The Clerk shall refer every planning application received to the Chairman or, in the Chairman's absence, to the Vice-Chairman, within 48 hours of receiving it. The Chairman, on receipt of a planning application to be decided between meetings, shall, circulate it to other Parish Councillors in accordance with Planning Standing Orders

VARIATION, REVOCATION & SUSPENSION OF STANDING ORDERS

30. These Standing Orders (except those which are obligatory by law, as ruled by the Clerk) can be suspended, revoked or altered by resolution of the Parish Council.

STANDING ORDERS TO BE GIVEN TO MEMBERS

31. A copy of all standing orders shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office.

CONSULTATION DOCUMENTS

32. The Clerk shall refer every Consultation Document received to the Chairman or in the Chairman's absence to another Councillor, within 48 hours of receiving it.

CIRCULATION OF DOCUMENTS

33. The Clerk shall refer documents that are material to Council business to the next Parish Council meeting and will pass all such documents received to the Chairman for circulation to Councillors. (Covering letters and or summaries of large documents may be substituted, commercial advertising will not be circulated)

CONTRACTS

34. Contracts will be subject to Financial Standing Orders.
35. Contracts over £500.00 will be signed by the Clerk and two Councillors.

CONDUCT OF COUNCILLORS

36. In any communication with third parties or the press, on any matter which the Parish Council has currently under discussion, is awaiting a decision or upon which a decision has been made, Councillors must obtain prior agreement of the Parish Council as to the content of that communication.

If the matter requires expediency prior agreement must be obtained from the majority of Councillors.

In other circumstances Councillors must make it absolutely clear that any opinions expressed are entirely personal and do not represent the opinions of the Parish Council.

Signed _____

Dated _____

(This is the last page of a 5 page document of 36 sections)

Approved without amendment May 2009