

Trimley St Mary Parish Council

Standing Orders

1	Meetings	2
2	Statutory Annual Parish Meeting	2
3	Other Statutory Meetings	2
4	Chairman of the Meeting	2
5	Proper Officer	2
6	Quorum of the Council	2
7	Voting	2
8	Order of Business	3
9	Rules of Debate	3
10	Closure	4
11	Disorderly Conduct	4
12	Right of Reply	4
13	Voting On Appointments	5
14	Discussions and Resolutions Affecting Employees of the Council	5
15	Expenditure	5
16	Committees and Sub Committees	5
17	Special Meeting	5
18	Sub-Committees	5
19	Voting in Committees	6
20	Accounts and Financial Statement	6
21	Estimates / Precepts	6
22	Interests	6
23	Inspection of Documents	7
24	Admission of the Public and Press to Meetings	7
25	Confidential Business	7
26	Liaison with County and District Councillors	7
27	Planning Applications	8
28	Code of Conduct on Complaints	8
29	Variation, Revocation and Suspension of Standing Orders	8
30	Standing Orders to be given to Members	8

1 Meetings

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 Statutory Annual Parish Meeting

In an election year, the Statutory Annual Parish Meeting shall be held on or within 14 days following the day on which the councillors elected take office

Otherwise, the meeting shall be held on such day between 1st March and 1st June as the Council may direct.

3 Other 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.

However, the Annual General Meeting shall be held on such day in May as the council may direct. Notice of the AGM shall be at least 7 working days prior to the meeting.

Notice of other Parish Council meetings shall be issued at least three working days prior to the meeting.

4 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.

5 Proper Officer

Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, he shall be the clerk or nominated officer.

6 Quorum of the Council

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

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 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.

7 Voting

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

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 must be made before moving on to the next business.

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.

8 Order of Business

At each Annual Parish Council General Meeting the first business shall be:-

- To elect a Chairman of the Council
- To elect a Vice-Chairman of the Council.
- To appoint representatives to outside bodies.
- To appoint committees and sub-committees.

At every meeting other than the Annual Parish Council General Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent.

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:-

- To read and consider the Minutes.
- After consideration, to approve the signature of the Minutes by the person presiding as a correct record.
- To dispose of business, if any, remaining from the last meeting.
- To receive such communications as the person presiding may wish to put before the Council.
- To answer questions from Councillors.
- To receive and consider reports and minutes of committees.
- To receive and consider resolutions or recommendations in the order in which they have been notified.
- If necessary, to authorise the signing of orders for payment.

9 Rules of Debate

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.

A resolution or amendment shall not be discussed unless it has been proposed and seconded.

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 of the debate.

An amendment shall not have the effect of negating the resolution before the Council.

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.

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

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

When a resolution is under debate no other resolution shall be moved except the following:-

- To amend the resolution.
- To proceed to the next business.
- To adjourn the debate.
- That the question be now put.
- That a member named be not further heard.
- That a member named leaves the meeting.
- That the resolution be referred to a committee.
- To exclude the public and press.
- To adjourn the meeting.

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

Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide who to call upon.

Whenever the Chairman speaks during a debate all other members shall be silent.

10 Closure

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 motion is seconded, the Chairman shall put the motion but, in the case of a motion “that the question is now put”, only if he is of the opinion that the question before the Council has 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.

11 Disorderly Conduct

All members must observe the Code of Conduct adopted by the council.

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.

If, in the opinion of the Chairman, a member has broken the provisions 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 either of the motions mentioned above is disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

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 for England.

12 Right of Reply

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

13 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.

14 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 or committee has decided whether or not the public shall be excluded.

15 Expenditure

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

16 Committees and Sub Committees

The Council may at its Annual General Meeting appoint standing committees and may at any other time appoint such other committees as are necessary clearly defining roles of the committees and any delegated powers.

The Chairman and Vice-Chairman ex-officio shall be members of every committee.

Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual General Meeting of the council.

17 Special Meeting

The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

18 Sub-Committees

Every committee may appoint sub-committees for purposes to be specified by the committee.

The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.

Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one-half of its members.

19 Voting in Committees

Members of committees and sub-committees entitled to vote shall by show of hands, or, if at least two members so request, by signed ballot.

Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

20 Accounts and Financial Statement

All accounts for payment and claims upon the Council shall be laid before the Council.

Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer for payment with the approval of the Chairman or Vice-Chairman of the Council.

The Responsible Financial Officer shall supply to each member at the as soon as practicable after 31 March in each year a statement of the receipts and payments for the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of July.

21 Estimates / Precepts

The council shall approve written estimates for the coming financial year at its meeting in the month of January.

22 Interests

If a member has a personal interest then he shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of that interest as required.

If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates. At all meetings of the Council, the Chairman may permit members of the council who have a prejudicial interest in relation to any item of business to be transacted at that meeting to (a) make representations, (b) answer questions or (c) give evidence relating to the business being transacted.

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 so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice.

23 Inspection of Documents

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.

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

24 Admission of the Public and Press to Meetings

The public and the press shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public and the 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 public and the press be temporarily excluded and they are instructed to withdraw”

The Council shall state the special reason for exclusion.

At all meetings of the Council the Chairman may at their discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting. The Code of Conduct which was adopted by the Council on 2nd July 2007 shall apply to members of the Council in respect of the entire meeting

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. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.

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.

Public participation sessions shall be incorporated in the minutes of the meeting and, where appropriate, the identities of those who make comments during these sessions shall be recorded.

25 Confidential Business

No member of the Council or of any 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.

Any member in breach of this Standing Order shall be removed from any committee or sub-committee of the Council.

26 Liaison with County and District Councillors

A notice of meeting shall be sent together with an invitation to attend to the County and District Councillors for the appropriate division or ward.

27 Planning Applications

The Clerk shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:-

- the date on which it was received ;
- the name of the applicant;
- the place to which it relates'

The Clerk shall refer every planning application received to the Chairman / Chairman of the Planning Committee or in the Chairman's absence to the Vice-Chairman within 48 hours of receipt.

28 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 for consideration.

29 Variation, Revocation and Suspension of Standing Orders

Any or every part of the Standing Orders may be suspended by resolution in relation to any specific item of business.

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

30 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.

Throughout these Standing Orders, the male pronoun has been used to cover references to both the male and female.

Signed by Chairman:

Date: