

Simonstone Parish Council

The Standing Orders below are based on the 2013 edition of
NALC Standing orders 2013
Amended March 2016 – reviewed February 2020

STANDING ORDERS

1. Meetings

- a. Meetings 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.
- b. When calculating the 3 clear days for notice of a meeting to councillors and the public, 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 of a bank holiday or a day appointed for public thanksgiving or mourning shall not count
- c. Meetings 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. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion
- d. Members of the public are entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes on any agenda item, the period of time is limited to 15 minutes per item.

2. 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 and
- 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. (England Only) In addition to the Statutory Annual Parish Council 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.
- d. Chairman of the Meeting
- e. The person presiding at a meeting may exercise all the powers and duties of the Chairman In relation to the conduct of the meeting.

3. Quorum of the Council

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

- e. The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

4. Order of Business

- a. At each Annual Parish Council Meeting the first business shall be:-
- b. To elect a Chairman of the Council
- c. To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.
- d. In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- e. To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
- f. 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. 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.
- g. After consideration to approve the signature of the Minutes by the person presiding as a correct record.
- h. To deal with business expressly required by statute to be done.
- i. All members must observe the Code of Conduct which was adopted by the council on a copy of which is annexed to these Standing Orders.
- j. 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.
- k. 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 Monitoring officer.

5. Expenditure

- a. Orders for the payment of money shall be authorised by resolution of the Council and signed by two members..
- b. Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.
- c. That the Clerk be allowed to make necessary purchases after consulting and seeking the approval of either the Parish Council Chairman or vice Chairman for items up to the value £250 in advance of a Parish Council meeting where such purchases must be reported."

6. Interests

- a. If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 9th April 2015(min 15/76b) then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

- b. 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.
- c. All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.
- d. The public and press shall be admitted to all meetings of the Council and its committees which may, however, temporarily exclude the public by means of the following resolutions:
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- e. “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”
- f. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:
 - A) Film, photograph or make an audio recording of a meeting;
 - B) use any other means for enabling persons not present to see or hear proceedings at a meeting of a parish council as it takes place or later.
 - C) Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

Chairman’s Signature...D.Peat.....

Clerk Signature ...I. R. Hirst.....

Date approved10/3/16.....

Minute number ...16/63a.....