

# **Alveston Parish Council**

## **Standing Orders**



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### Record of Document Change

Date	Change
7 May 2009	Standing Orders completely revised for clarity, based on model standing orders and incorporating specific items from previous versions.
13 May 2009	Draft 3 - Minor modifications made following comment from Finance Committee
18 May 2009	Draft 3 agreed and authorised by full council as Issue 1 .
29 June 2009	Issue 1 published.
20 Jan 2014	Insert 22 (Emergency Decisions) adopted by the Parish Council at a meeting of the Council held on 20 <sup>th</sup> Jan 2014.
15 July 2019	Add exemption of "staffing committee" to Item 38 (Public & Press). Item 15 removed (Re - Finance Committee)

### PREFACE

Some of the Standing Orders are compulsory as they are laid down in Acts of Parliament. These are printed in **bold type**. These Standing Orders cannot be altered.

If the words "Local Councils" are used, it means Parish and Town Councils in England and Community and Town Councils in Wales.

It is, of course, recognised that local councillors can be male or female. Therefore, wherever the masculine gender is used in this publication, this should be interpreted as also meaning the feminine gender, where appropriate.

## Meetings

- 1 Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct.

## The Statutory Annual Meeting

- 2 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 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.

## Other Statutory Meetings

- 3 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.

## Chairman of the Meeting

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

## Quorum

- 6 Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council. (*For a quorum relating to a committee or sub-committee, please refer to Standing Order 20*)

## Voting

7. Members shall vote by show of hands or, if at least two members so request, by signed ballot.
8. 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.
9. (1) Subject to (2) and (3) below 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.  
  
(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**

10. **At each Annual Parish Council Meeting the first business shall be:-**
- (a) **To elect a Chairman of the Council**
  - (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 vacancies 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.**
  - (e) **To elect a Vice-Chairman of the Council.**
  - (f) **To appoint representatives to outside bodies.**
  - (g) **To appoint committees and sub-committees.**
11. **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 and 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.**
12. (a) **After consideration, to approve the signature of the Minutes by the person presiding as a correct record. 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.**
- (b) **To deal with business expressly required by statute to be done.**

**Disorderly Conduct**

13. **All members must observe the Code of Conduct which was adopted by the council on 14 May 2007, a copy of which is annexed to these Standing Orders.**

**Discussions and Resolutions Affecting Employees of the Council**

14. **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 (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order No. 37.)**

## Expenditure

15. Item 15 removed due to Finance Sub-committee being dissolved.
16. **Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.**

## Committees and Sub Committees

17. The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-
  - a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
  - b) May appoint persons other than members of the Council to any Committee; and
  - c) May at any time dissolve or alter the membership of any committee.
  - d) Shall determine and authorise in a document the terms of reference of the Committee or Sub Committee.
18. The Chairman and Vice-Chairman, ex-officio, shall be voting members of every committee.
19. 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 Meeting of the council, and shall settle its programme of meetings for the year.
20. 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.

## Special Meeting

21. 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.

## Emergency Decisions

22. Should it not be appropriate to convene a special meeting then any emergency business will be handled by the Clerk, in consultation with the Chairman and one other Councillor. Actions will be reported promptly by the Council.

## Sub-Committees

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

24. 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.
25. The Standing Orders on rules of debate and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

### **Advisory Committees**

26. The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.
27. The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
28. An advisory committee may make recommendations and give notice thereof to the Council
29. An advisory committee may consist wholly of persons who are not members of the Council.

### **Voting in Committees**

30. Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.
31. **Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

### **Presence of Non-Members of Committees at Committee Meetings**

32. A member who has proposed a resolution, which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

### **Accounts and Financial Statement**

33. (1) Except as provided in paragraph (2) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.  
  
(2) 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.  
  
(3) All payments ratified under sub-paragraph (2) of this Standing Order shall be separately included in the next schedule of payments before the Council.

### **Interests**

34. **If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 14 May 2007 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.**

35. 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.
36. The Clerk may be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

### Inspection of Documents

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

### Admission of the Public and Press to Meetings

38. The public and press shall be admitted to meetings of the Council and its committees (with the exception of "Staffing Committee"), and sub-committees which may, however, temporarily exclude the public 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 press and public be temporarily excluded and they are instructed to withdraw"

### Planning Applications

39. The Clerk shall, as soon as it is received, enter in a record kept for the purpose the following particulars of every planning application notified to the Council: -
- a) the date on which it was received
  - b) the name of the applicant
  - c) the place to which it relates;
40. 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.

### Financial Matters

41. The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer.

### Code of Conduct on Complaints

42. 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 (England) for consideration.

### Variation, Revocation and Suspension of Standing Orders

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



44. 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.

**Standing Orders to be Given to Members**

45. 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 observe the Code of Conduct adopted by the Council.