

FELTHORPE PARISH COUNCIL – STANDING ORDERS

1. TIME AND PLACE OF MEETINGS

Meetings of the council shall be held in each year on such dates and times and at such places as the Council shall direct.

2. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

The public and press shall be admitted to all meetings of the council and its committees, which may, however, temporarily exclude the public and press by means of the following resolution:-

“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”.

3. THE STATUTORY ANNUAL MEETING

a) In an election year the Annual Parish Council (APC) meeting shall be held on or within 14 days following the day on which the councilors elected take office.

b) In a year which is not an election year the Annual Parish Council meeting shall be held on such a day in May as the council may direct.

4. OTHER MEETINGS

In addition to the statutory APC meeting, at least three other statutory meetings shall be held in each year on such dates and times and at such places as the council may direct.

Meetings should be limited to no longer than two hours in length.

5. 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.

The role of Chairman to only be held for four years maximum by any one member. After a four year gap the Members can re-elect a previous chairman to the role.

6. QUORUM OF THE COUNCIL

Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum meeting of the council.

7. VOTING

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

a) 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 onto the next business.

b) i) subject to ii) 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

ii) if the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions 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

iii) Chairmen of committees shall, in the case of an equality of votes, have a second or casting vote.

8. ORDER OF BUSINESS

1. At each APC 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 an 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 and written undertakings to observe the code of conduct adopted by the council which have not been received as provided by law, shall be received

e) to elect a vice-chairman of the council

2. At every meeting other than the APC 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.

3. After consideration, to approve the signing of the minutes by the person presiding as a correct record

4. All minutes kept by the council shall be open for the inspection of any member of the council.

5. To deal with business expressly required by statute to be done.

9. EXPENDITURE

Orders for the payment of money shall be authorized by resolution of the council and signed by two members.

10. DISORDERLY CONDUCT

a) All members must observe the code of conduct , a copy of which is annexed to the standing orders.

b) No member shall at a meeting persistently disregard the ruling of the chairman, willfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the council into disrepute.

c) If a member reasonable 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.

11. INTERESTS

The clerk is required to compile and hold a register of members interests in accordance with agreement reached with the monitoring officer of the responsible authority.

If a member has a personal interest as defined by the code of conduct adopted by the council then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature 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 (subject to the following paragraph):

At all meetings of the council, the chairman may at his discretion and at a convenient time on the transaction of business, adjourn the meeting so as to allow any members of the public, and those councilors with a prejudicial interest in items on the agenda, to address the meeting in relation to the business to be transacted at that meeting.

Passed.....

Chairman.....

Clerk.....

