

# CASTOR PARISH COUNCIL



## STANDING ORDERS

These Standing Orders replace and revoke all previously adopted Standing Orders and were adopted by Parish Council at its meeting on

### **1. COUNCIL MEETINGS**

#### **1.1. CHAIRING MEETINGS**

The Chairman of the Council or in her/his absence the Vice Chairman shall chair meetings of the Council. In their absence the Council shall select a person to chair the meeting.

#### **1.2. QUORUM**

No business shall be dealt with unless there is a quorum of 3 members present. If there is no quorum, the meeting must be adjourned immediately

#### **1.3. HOLDING MEETINGS**

1.3.1 An annual meeting of the Council shall be held in every year in the month of May. In the year of ordinary elections of parish councillors the annual meeting shall be held within 14 days after the day on which councillors elected take office.

1.3.2 At least 3 other meetings of the Council shall be held in every year.

1.3.3 An extraordinary meeting of the Council may be called at any time by the Chairman.

1.3.4 Any 2 members may submit a written request signed by them to the Chairman to call an extraordinary meeting. In the event of the Chairman not calling an extraordinary meeting within 7 days of receiving the request, or refusing to call an extraordinary meeting, the 2 members may call an extraordinary meeting.

1.3.5 Meetings shall be held on the 1st Wednesday of each month at 8.00pm, usually in Castor Village Hall, (apart from August which unless circumstances necessitate a meeting in that month.) Meetings shall not be held in premises being used at the time for the supply of alcohol permitted by the Licensing Act 2003 unless no other suitable room is available.

1.3.6 Notice of the time and place of meetings must be fixed in a conspicuous place in the parish at least 3 clear days before the meeting. This is to include the noticeboard at the Village Hall and on the village website. Where a meeting is called by members of the Council (1.3.4 above), the notice shall be signed by those members and shall specify the business proposed to be transacted at the meeting (the agenda).

1.3.7 All members of the Council shall be given (by post or email or left at their residence) at least 3 clear days written notice of all meetings of the Council from the Proper Officer specifying the business proposed to be transacted (the agenda).

#### **1.4. ORDER OF BUSINESS FOR ANNUAL MEETINGS**

At Annual Meetings business will be dealt with in the following order:

- Election of Chairman (This will be followed immediately by the Chairman's declaration of acceptance of office)
- Election of Deputy Chairman
- When the Annual Meeting follows Council elections, to note the receipt of declarations of acceptance of office by members
- Disclosures of interest by members (and employees) in items on the agenda
- Agreeing the minutes of the last meeting and signing them

- Receiving any apologies for absence
- Announcements from the Chair
- To approve any changes to the Standing Orders proposed following the annual review
- To approve any changes to the delegation arrangements proposed following the annual review
- To approve any changes to other governing documents
- To appoint committees
- To make appointments and nominations
- Deciding the dates, times and place of meetings of the Council for the year
- To receive recommendations from committees
- Other business placed on the agenda

#### **1.5. ORDER OF BUSINESS FOR ORDINARY MEETINGS**

1.5.1 At ordinary meetings, business will usually be dealt with in the following order:

- Public question time (SO 1.8)
- Member question time (SO 1.9)
- Receiving petitions (SO 1.7)
- Receiving any apologies for absence
- Disclosures of interest by members (and employees) in items on the agenda
- Agreeing the minutes of the last meeting and signing them (SO 1.6)
- Planning Matters, including responding to statutory planning consultations
- Financial Matters – to receive financial monitoring report, details of income and to approve cheques for payment
- Announcements from the Chair
- Any business remaining from previous meetings
- Any appointments to committees and other bodies
- To receive reports and recommendations from committees (SO 1.10)
- To receive business motions from members (SO---)
- Other business placed on the agenda

1.5.2 The order of business may be changed by the meeting by motion put by the Chair.

#### **1.6. MINUTES**

1.6.1 No discussion shall take place on a motion to agree the minutes other than upon their accuracy.

1.6.2 Any corrections shall be made by moving that the minutes are agreed with the corrections stated.

1.6.3 The minutes must record the names of members present at the meeting and the declarations of interest of any member.

1.6.4 The minutes of a meeting must be circulated to all members as soon as practicable and referred to the next meeting (other than an extraordinary meeting) for agreement and signing by the Chairman.

#### **1.7. PETITIONS**

1.7.1 Petitions may be received at (ordinary) meetings of the Council provided that the petition is received by the clerk no later than mid-day three working days before the day of the meeting and is signed by at least 10 electors within the parish.

1.7.2 Petitions may only be about a matter for which the Council has a responsibility or which affects the parish.

1.7.3 Petitions will not be received by the Council which are in furtherance of a person's individual circumstances or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister.

- 1.7.4 A petition will not be received by the Council where the issue it concerns has been the subject of a petition in the last six months or a decision of the Council in the last six months.
- 1.7.5 One signatory to the petition may speak on the petition for no more than 5 minutes.
- 1.7.6 No discussion shall take place on the petition. A member may move that the petition be referred to the next meeting or to a committee or to another body. Once seconded, the motion will be voted on without discussion.
- 1.7.7 No more than 5 petitions will be received at a meeting.

#### **1.8. PUBLIC QUESTION TIME**

- 1.8.1 Any elector within the parish may put a question to the meeting about a matter for which the Council has a responsibility or which affects the parish.
- 1.8.2 An elector seeking a response to a question at the meeting must give the clerk notice of the question at least 5 clear days before the meeting.
- 1.8.3 Questions will not be received by the Council which are in furtherance of a person's individual circumstances or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister.
- 1.8.4 A question will not be received by the Council where the issue it concerns has been the subject of a decision of the Council in the last 6 months.
- 1.8.5 An elector putting a question or making a comment may speak for no more than 5 minutes and reiteration of previous points or comments made will not be permitted.
- 1.8.6 A maximum of 20 minutes will be allowed for public questions and comments to be raised.
- 1.8.7 No discussion shall take place on any question put. Where practical, the Chairman may respond to the question or indicate that a written response will be made.
- 1.8.8 Where notice of a question has been given, a reply may be given orally at the meeting by the Chairman or person nominated by the Chairman, or a written reply given to the elector.

#### **1.9. MEMBER QUESTION TIME**

- 1.9.1 Any member may put a question to the meeting about a matter for which the Council has a responsibility or which affects the parish.
- 1.9.2 A member seeking a response to a question at the meeting must give the clerk notice of the question at least 5 clear days before the meeting.
- 1.9.3 In putting a question a member may speak for no more than 3 minutes
- 1.9.4 A maximum of 15 minutes will be allowed for members' questions.
- 1.9.5 No discussion will take place on any question put. Where practical, the Chairman may respond to the question or indicate that a written response will be made.
- 1.9.6 Where notice of a question has been given, a reply may be given orally at the meeting by the Chairman or person nominated by the Chairman, or a written reply given to the member.

#### **1.10. RECEIVING REPORTS AND RECOMMENDATIONS OF COMMITTEES**

- 1.10.1 The usual order for considering recommendations of committees will be:
  - Allotments
- 1.10.2 The order may be changed by the meeting by motion put by the Chairman where this is conducive to the efficient conduct of business.
- 1.10.3 Recommendations of committees must be included in full on the agenda for the Council meeting. Recommendations of committees meeting after the notice of meeting has been sent to members must be circulated to all members as soon as practical.

1.10.4 Recommendations cannot be discussed until they have been moved and seconded. This will normally be done by the Chairman and deputy Chairman of the committee.

1.10.5 Normally only one recommendation may be discussed at a time, but the Chairman may allow 2 or more recommendations to be discussed together where this is conducive to the efficient conduct of business.

#### **1.11. BUSINESS MOTIONS**

1.11.1 Any member may give to the clerk written notice of a motion the member wishes to move at a meeting at least 5 clear days before the meeting (and sufficient to enable the motion to be included on the agenda).

1.11.2 Motions must be included in full on the agenda in the order they are received.

1.11.3 Motions cannot be discussed until they have been moved and seconded.

1.11.4 Normally only one motion may be discussed at a time, but the meeting may agree on motion of the Chairman that 2 or more motions relating to the same matter be discussed together where this is conducive to the efficient conduct of business.

#### **1.12. RULES OF DEBATE FOR COMMITTEE RECOMMENDATIONS AND BUSINESS MOTIONS**

1.12.1 Any member may propose an amendment to a committee recommendation or business motion by giving notice of it in writing to the clerk at least 5 hours before the starting time of the meeting. The clerk shall provide all members at the meeting with copies of amendments.

1.12.2 An amendment must relate directly to the subject matter of the recommendation or motion and may refer the recommendation or motion to a committee for consideration or further consideration, delete words, add words, or delete and add words. An amendment must not have the effect of nullifying the recommendation or motion.

1.12.3 An amendment cannot be discussed until it has been moved and seconded.

1.12.4 An amendment can be withdrawn at any time by the member moving it.

1.12.5 The member moving the recommendation or motion may incorporate an amendment into the recommendation or motion.

1.12.6 Amendments will be discussed together unless the meeting agrees to discuss them separately on the motion of any member.

1.12.7 Amendments will be put to the vote in the reverse order in which they were moved. An amendment which is carried shall become the substantive recommendation or motion and other amendments will not be put to the vote.

1.12.8 The order of speaking shall be:

- mover of the recommendation or motion
- mover of first amendment
- mover of second amendment (and so on)
- any other member wishing to speak
- right of reply of movers of amendments in reverse order
- right of reply of mover of recommendation or motion

1.12.9 A member may speak only once in a debate except where the member has a right of reply or where the Chairman, in her/his discretion permits in the interests of debate.

1.12.10 During a debate, but between speakers, any member may move a procedural motion

- That the question be put to the vote immediately
- That the meeting move to the right of reply of the mover of the recommendation or motion and then to the vote
- To proceed to the next business

If seconded, the procedural motion shall be put to the vote immediately without discussion.

### **1.13. VOTING**

- 1.13.1 Subject to any legal requirement all questions to be decided by the Council shall be decided by a majority of the members present and voting.
- 1.13.2 Members shall vote by show of hands. A member's vote will only be counted if the member is in the room of the meeting at the time the vote is taken.
- 1.13.3 Immediately after a vote is taken and before the next business is commenced, a member may request that the minutes of the meeting record the way in which the member has voted or that the member abstained from voting. The minutes shall note whether the member voted for or against the question put or whether the member abstained.
- 1.13.4 Immediately before a vote is taken any member may request that a vote is recorded. When a request is made the Chairman or person nominated by the Chairman shall call the names of all the members and after each name is called the member shall state whether s/he is voting for or against the question put or abstaining. The record of voting shall be recorded in the minutes.
- 1.13.5 In the case of an equality of votes the Chairman may give a casting vote whether or not s/he gave a first vote.
- 1.13.6 The Chairman must give a casting vote in the event of there being an equality of votes for the election of the Chairman of the Council.

### **1.14. PROCEDURAL MOTIONS**

- 1.14.1 Any member at any time may move, between speakers, any of the following motions:
  - To proceed to the next business
  - To move to the vote
  - To refer a matter to a committee
  - To adjourn the meeting

If the motion is seconded, it must be put to the vote immediately without discussion.

### **1.15. RESCISSION OF PREVIOUS RESOLUTION**

- 1.15.1 A decision (whether affirmative or negative) of the Council shall not be reversed within three months except by a special resolution, the written notice whereof bears the names of a least 3 (three) Members of the Council, or by a resolution of a committee, or by a majority vote.
- 1.15.2 When a special resolution has been disposed of, no similar resolution may be moved within a further three months.
- 1.15.3 A resolution may be rescinded by a majority

### **1.16. CONDUCT**

- 1.16.1 A member when speaking must address the Chair.
- 1.16.2 Members must behave in a way that is conducive to the efficient conduct of business and respect the role of the Chairman in the proper management of the meeting.
- 1.16.3 If a member persistently disregards the ruling of the Chairman by behaving improperly or offensively or deliberately obstructing business, the Chairman may move that the member be not further heard. If the motion is seconded, it must be put to the vote immediately without discussion.
- 1.16.4 If the member continues to behave improperly after a motion that the member be not further heard, the Chairman may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If the motion is seconded, it must be put to the vote immediately without discussion.

1.16.5 If there is a general disturbance at the meeting involving any person present, making the orderly conduct of business impractical, the Chairman may adjourn the meeting for as long as s/he considers necessary.

### **1.17. 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.

### **1.18. 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 (as the case may be) has decided whether or not the public shall be excluded.

### **1.19. PERSONAL OR PREJUDICIAL INTERESTS**

1.19.1 If a member has a personal interest as defined by The Local Authorities (Model Code of Conduct) Order 2007 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

1.19.2 Subject to sub-paragraph 12(2) (1.19.1), where a member has a personal interest in any business of the authority s/he also has a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice his/her judgement of the public interest.

1.19.3 If a member who has declared a personal interest then considers the interest to be prejudicial, Subject to sub-paragraph 12(2) of the Act (1.19.1), s/he must withdraw from the room or chamber during in a case where sub-paragraph 12(2) applies, immediately after making representations, answering questions or giving evidence; in any other case, whenever it becomes apparent that the business is being considered at that meeting;.

1.19.4 The Clerk may be required to compile and hold a Register of Members' Interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority or as required by statute.

1.19.5 The Clerk shall record in a book to be kept for the purpose, particulars of any notice given by a member or any officer of the Council of a personal or pecuniary interest in a contract, and the book shall be open during reasonable hours of the day for the inspection of any member.

## **2. COMMITTEE MEETINGS**

### **2.1. CHAIRING MEETINGS**

2.1.1 Every committee shall at its first meeting following the Annual Meeting of the Council, before conducting any business, elect a chairman for the year. A committee may elect a deputy chairman.

2.1.2 The chairman of the committee, or in her/his absence the deputy chairman, will chair meetings of the committee. In their absence, the committee shall select a person to chair the meeting.

### **2.2. QUORUM**

2.2.1 No business shall be dealt with unless the committee is quorate.

2.2.2 If there is no quorum the meeting must be adjourned immediately.

### **2.3. HOLDING MEETINGS**

2.3.1 The clerk will call the first meeting of the committee following consultation with the chairman.

2.3.2 Subsequent meetings shall be held at a place, date and time fixed by the committee. Meetings shall not be held in premises being used at the time for the supply of alcohol permitted by the Licensing Act 2003 unless no other suitable room is available.

2.3.3 Notice of the time and place of meetings must be fixed in a conspicuous place in the parish at least 3 clear days before the meeting.

2.3.4 All members of the Council shall be given (by post or left at their residence) at least 3 clear days written notice of all meetings of a committee from the Clerk specifying the business proposed to be transacted (the agenda).

#### **2.4. ORDER OF BUSINESS**

2.4.1 Business will usually be dealt with in the following order:

- Disclosures of interest by members (and employees) in items on the agenda
- Agreeing the minutes of the last meeting and signing them (SO ---)
- Receiving any apologies for absence
- Announcements from the Chairman
- Any business remaining from previous meetings
- Other business placed on the agenda

#### **2.5. VOTING**

2.5.1 Subject to any legal requirement all questions to be decided by a committee shall be decided by a majority of the members present and voting.

2.5.2 Members shall vote by show of hands. A member's vote will only be counted if the member is in the room of the meeting at the time the vote is taken.

2.5.3 Immediately after a vote is taken and before the next business is commenced, a member may request that the minutes of the meeting record the way in which the member has voted or that the member abstained from voting. The minutes shall note whether the member voted for or against the question put or whether the member abstained.

2.5.4 In the case of an equality of votes the Chairman may give a casting vote whether or not s/he gave a first vote.

#### **2.6. ATTENDANCE BY MEMBERS**

2.6.1 Any member not being a member of a committee may attend any meeting of the committee.

2.6.2 The chairman may permit any such member to speak.

### **3. OTHER PROVISIONS**

#### **3.1. SMOKING**

3.1.1 Smoking is prohibited during any Council and committee meeting.

#### **3.2. INDIVIDUAL MEMBERS**

3.2.1 A member cannot individually exercise any functions of the Council on behalf of the Council. A member must not issue any order relating to work being done for the Council or claim any right to enter any property on behalf of the Council.

**Adopted by Castor Parish Council at its meeting of 2<sup>nd</sup> September 2009**

**Signature of Chairman  
of following meeting:**

**Date: 7<sup>th</sup> October 2009**