

STANDING ORDERS FOR WOODPLUMPTON PARISH COUNCIL
ADOPTED BY COUNCIL ON 26th MARCH 2018

Chairman Signature

1) MEETINGS

- a) Meetings of the Council shall be held at dates and times determined by the Council.
- b) Meetings will alternate monthly between Catforth Primary school and Woodplumpton Parish Rooms both of which are currently available free of charge.
- c) Smoking is not permitted at any meeting of the Council.

2) THE STATUTORY ANNUAL PARISH COUNCIL 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) **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.**

3) 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.

4) PROPER OFFICER

Where a statute, regulation or order confers function or duties on the proper officer of the Council, he shall be the Clerk.

5) 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.

6) IF A QUORUM IS NOT PRESENT

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

- a) All questions shall be decided by a majority of members present
- b) Members shall vote by show of hands or, if at least 2 members request, by signed ballot.

8) RECORDING NAMES OF VOTEES

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) ORIGINAL VOTES AND CASTING VOTES

- a) Subject to (b) and (c) below the Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote whether or not he gave an original vote.
- b) 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.
- c) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

10) ORDER OF BUSINESS ANNUAL PARISH COUNCIL MEETING

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 committees or representatives if required.
- g) To consider matters delegated to the Clerk under SO 40

11) ORDER OF BUSINESS – ORDINARY MEETINGS

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 are absent and to receive such declarations (if any) of acceptance of office 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.

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:-

- a) To record apologies for absence and in the case of the absence accumulating for more than 5 consecutive months, to consider formally approving the apology

- b) To read and consider the Minutes; if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read
- c) **After consideration to approve the signature of the Minutes by the person presiding as a correct record.**
- d) To accept any Declarations of interests **and** to consider any written requests for dispensations made in accordance with S33 of the Localism Act 2011. Where a Member has submitted a written request for a dispensation, he must leave the room whilst the request for dispensation is considered by the Council.
- e) To adjourn for Public and Member participation on prejudicial interests.
- f) **To deal with business expressly required by statute to be done.**
- g) To dispose of business, if any, remaining from the last meeting.
- h) To consider any planning applications to be dealt with
- i) To authorise the signing of orders for payment
- j) To receive and consider reports from officers of the Council.
- k) To receive and consider reports and minutes of committees.
- l) To consider resolutions or recommendations in the order in which they have been notified

12) URGENT BUSINESS

A motion to vary the order of business on the ground of urgency may be proposed by the Chairman or any member and shall be put to the vote without discussion.

13) EMPLOYEE TERMS AND CONDITIONS

In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay, and conditions of service of employees.

14) RESOLUTIONS MOVED ON NOTICE

- a) **Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk**
- b) The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received
- c) If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- d) Every resolution or recommendation shall be relevant to some subject over which the Council has power or affects its area

15) RESOLUTIONS MOVED WITHOUT NOTICE

Resolutions dealing with the following matters may be moved without notice:-

- a) To appoint a Chairman of the meeting
- b) To correct the Minutes.
- c) To approve the Minutes.
- d) To alter the order of business.
- e) To proceed to the next business
- f) To close or adjourn the debate.
- g) To refer a matter to a committee.
- h) To appoint a committee or any members thereof
- i) To adopt a report.
- j) To authorise the sealing of documents
- k) To amend a motion
- l) To give leave to withdraw a resolution or an amendment
- m) To extend the time limit for speeches
- n) To exclude the public
- o) To silence or eject from the meeting a member named for misconduct
- p) To give the consent of the Council where such consent is required by these Standing Orders.
- q) To suspend any Standing Order
- r) To adjourn the meeting.

16) RULES OF DEBATE

- a) 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) Any member may speak on any item placed on the agenda for discussion however a member shall direct his speech to the question under discussion or to a personal explanation or to a question of order
- c) A member may propose a resolution which, once open debate has been brought to an end, will be determined by a vote, unless before this time, an amendment to the resolution is proposed, in which case a vote on the amendment shall take precedence
- d) An amendment shall not have the effect of negating the resolution before the Council.
- e) If an amendment be carried, the resolution will be voted upon unless a further amendment is proposed
- f) If an amendment fails then the original resolution will be voted upon unless a further amendment is proposed.
- g) A motion or amendment may be withdrawn by the proposer and no member may then speak upon it.
- h) The Chairman shall manage any debate so as to be fair and equitable to all members and shall be responsible for bringing any debate to an end

17) CHAIRMAN

- a) The ruling of the Chairman on a point of order shall not be discussed

- b) Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide who to call upon.
- c) Whenever the Chairman speaks during a debate all other members shall be silent.

18) DISORDERLY CONDUCT

- a) **All members must observe the Code of Conduct, which was adopted by the Council on Monday 16th July 2012 (MIN 37/2012)**
- b) 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.**
- c) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (b) 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, shall be put forthwith and without discussion.
- d) If either of the motions mentioned in paragraph (c) is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

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

20) ALTERATION OF A RESOLUTION

A member may move amendments to his own resolution.

21) RECISSION OF PREVIOUS RESOLUTION

- a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least two members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
- b) When a special resolution or any other resolution moved under these provisions has been disposed of, no similar resolution may be moved within a further six months.

22) 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.

23) 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.

24) EXPENDITURE

Orders for the payment of money shall be authorised by resolution of the Council and cheques signed by two members. (see Financial Regulations)

25) COMMITTEES AND SUB-COMMITTEES

The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary provided

- a) It shall not appoint any member of a committee so as to hold office later than the next Annual Meeting
- b) It may appoint persons other than members of the Council to any Committee
- c) It may at any time dissolve or alter the membership of a committee.
- d) 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.
- e) The Chairman of a committee or the Chairman of the Council may summon an additional special 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.
- f) Every committee may appoint sub-committees for purposes to be specified by the committee.
- g) 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.

26) VOTING IN COMMITTEES

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

27) PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

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.

28) ACCOUNTS AND FINANCIAL STATEMENT – (see Financial Regulations)

- a) Except as provided in paragraph b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council
- b) 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 payments with the approval of two members of the Council
- c) All payments ratified under sub-paragraph b) of this Standing Order shall be separately included in the next schedule of payments laid before the Council.
- d) The Clerk shall supply to each member at the ordinary meeting next after the end of the Financial Year a statement of receipts and payments.

29) ESTIMATES / PRECEPTS

- a) The Council shall approve written estimates for the coming financial year at its October / November meeting in order that the precept can reach the City Council at the beginning of January.
- b) Any committee desiring to incur expenditure shall, not later than 1st October give to the Clerk a written estimate of the expenditure recommended for the coming year

30) INTERESTS

- a) **If a member has a personal interest as defined by the Code of Conduct adopted by the Council 16th July 2012 (MIN 37/2012) then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.**
- b) Members may speak on any prejudicial interest during public participation only. See SO 35 (a)
- c) **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.**
- d) **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**
- e) 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. The clerk shall report to the Council or to the appropriate committee any such disclosure.

31) CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

- a) Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.

- b) A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

32) INSPECTION OF DOCUMENTS

- a) 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.
- b) **All Minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**

33) UNAUTHORISED ACTIVITIES

No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:-

- a) Inspect any lands or premises which the council has a right or duty to inspect
- b) issue orders, instructions or directions unless authorised to do so by the Council or the relevant committee or sub-committee

34) 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 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."

(Notes: The special reasons should be stated. If a person's advice or assistance is needed they may be invited (by name) to remain after the exclusion resolution is passed.)

35) ADJOURNMENT OF MEETINGS

- a) At all meetings of the Council where members of the public or invited guests are present a specific adjournment shall be called by the Chairman immediately after the declarations of interest are declared. This adjournment will afford the public and any invited guest an opportunity to address the meeting on any issue of relevance to the parish or in relation to the business to be transacted at the meeting. Members may also speak on any prejudicial interests under the Code of Conduct para 12 (2).
- b) The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present. *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:*
 - i) film, photograph or make an audio recording of a meeting;*
 - ii) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;*

iii) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

- c) 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 and may adjourn the meeting for such period as is necessary to restore order.

36) CONFIDENTIAL BUSINESS

- a) 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.
- b) Any member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council

37) LIAISON WITH COUNTY AND CITY COUNCILLORS

If the Council so orders, a notice of meeting shall be sent, together with an invitation to attend to the County Councillor for the division or to the City Councillor for the ward as the case may require.

38) FINANCIAL MATTERS

- a) The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer.
- b) The financial regulations shall be subject to regular review, at least once every 4 years

39) CODE OF CONDUCT ON COMPLAINTS

The Council shall deal with all complaints allegedly committed by the Council or by any officer or Member in accordance with the Council's adopted Complaint Policy except those complaints, which should be properly directed to the Standards Board for consideration.

40) DELEGATION

The Council shall delegate to the clerk the authority to

- a) Make routine decisions, (including planning decisions)
- b) deal with emergencies
- c) spend small sums of money - not to exceed £100
- d) grant a dispensation to Members - in circumstances where the number of Members prohibited from participating, would impede the transaction of the business, e.g. the annual setting of the precept.

Council should be informed of the Clerk's decision or action via the next available Clerk's Report or Agenda.

41) 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 observe the Code of Conduct adopted by the Council

42) VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

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, or by resolution the Council may add a new Standing Order.

END