

*These standing orders were adopted by the Council at a meeting held on 21st November 2013
Local Government ACT 1972, Schedule 12 paragraph 42 and revised on 18th September 2014.
Revised on 18th February 2016.*

THURCASTON & CROPSTON PARISH COUNCIL

STANDING ORDERS

MEETINGS

- (1)
 - a. Meetings of the Council shall be held at the Memorial Hall, Anstey Lane, Thurcaston on the 3rd Thursday of each month except in March and September when the meetings will be held at Cropston Evangelical Church, Station Road, Cropston. There will be no Parish Council meetings in July and December . Unless varied by a council resolution, meetings commence at 1930 hours. The Annual Parish Meeting is held on the 3rd Thursday of April at 1900 hours preceding the Parish Council Meeting.
 - b. 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.
 - c. The length of Council meetings shall be restricted to two and a half hours after Commencement. Any business not transacted shall be carried over to the next meeting or such date as the Chairman shall decide.
- (2) The Statutory Annual Meeting:
 - a. In an election year the annual meeting of the council shall be held on or within 14 days following the day on which the newly elected councillors take office.
 - b. In a year which is not an election year shall be held on the 3rd Thursday of May
- (3) 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.
- (4) Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted without the Council's prior written consent.

CHAIRMAN OF THE MEETING

- (5) The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

PROPER OFFICER

- (6) The Council's Proper Officer shall do the following.
- a. Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council at least 3 clear days before the meeting.
 - b. Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
 - c. Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office.
 - d. Make available for inspection the minutes of meetings.
 - e. Receive and retain copies of bye laws made by other local authorities.
 - f. Receive and retain declarations of acceptance of office from councillors.
 - g. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
 - h. Keep proper records required before and after meetings;
 - i. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
 - j. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
 - k. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
 - l. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

QUORUM

- (7) Three members shall constitute a quorum. The quorum of a committee shall be not less than one third of its members, or not less than three whichever is the greater.
- (8) If a quorum is not present when the Council meets or if during a meeting the number of councillors present (not counting those debarred by reason of a declared pecuniary or other interest) falls below the quorum the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.
- (9) If one quarter of the whole number of members of the Committee is not present within 15 minutes of the time appointed for the commencement of a meeting of a Committee the business shall stand adjourned to the next meeting of the Committee.

MINUTES

- (10)
 - a. Minutes shall be taken at every meeting. The Minutes shall show the names of those members present and those who have sent their apologies.
 - b. No record shall be made in the Minutes of any Motion not duly seconded.
 - c. No record shall be made in the Minutes of the proposer and seconder of any Motion unless either at that time requests it.

VOTING

- (11) Members shall vote by show of hands, or, if at least two members so request, by a signed ballot.
- (12) If a member so requires, the Clerk shall record the names of members who voted on any question so as to show whether they voted for or against it or abstained. Such a request must be made before moving on to the next business. (*Local Government Act 1972 Schedule 12 para 13 and 29*)
- (13)
 - 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. (*Local Government Act 1972 S15(3)*).

ORDER OF BUSINESS

- (14) At each Annual Parish Council Meeting the first business shall be:
- a. To elect the Chairman and Vice-Chairman (if any) of the council.
 - b. To receive the Chairman's Declaration of Acceptance of Office or, if not received, to decide when it shall be received *Local Government Act 1972 S83 (4)*.
 - c. In the ordinary year 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 read and consider the accuracy of the minutes of the last meeting of the council.
 - f. After consideration to approve the signing of the Minutes by the person presiding as a correct record.
 - g. To deal with business expressly required by Statute to be done.
 - h. Public Participation : To consider representations made to the Council from members of the public.
 - i. To appoint Committees and sub-committees if required.
 - j. To appoint members of Committees and sub-committees if required.
 - k. To agree the programme of meetings for the coming year for the Council and Committees.
 - l. To approve terms of reference of and delegate executive powers to each committee appointed under (j) above.
- (15) At every meeting other than an Annual Parish Council Meeting the first business shall be to appoint a Chairman if the Chairman and Vice Chairman are absent and to receive signed Declarations of Acceptance of Office form, or if not then received, to decide when they shall be received.

RESOLUTIONS MOVED ON NOTICE

- (16) Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been included on the Agenda
- (17) Members may put an item or notice of motion on the Agenda by giving the Clerk written notice of the item or motion at least ten clear working days prior to the meeting to which that Agenda relates. If a resolution or recommendation specified in the summons is not moved either by the Member who gave notice of it or any other Member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh

notice.

- (18) Motions on procedural matters may be moved without notice including those to vary the order of business on grounds of urgency or procedural efficiency. Such motions shall be put to the vote without discussion.

RULES OF DEBATE

A motion or amendment shall not be discussed unless it has been proposed and seconded through the chair.

- (19) An amendment to a motions shall not have the effect of negating the motion.
- (20) If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion on which any further amendments may be moved.
- (21) A further amendment to a motion may not be moved until the Council has disposed of the amendment previously moved.
- (22) A member shall not speak more than four times on any motion or amendment except:
- Where the Council agrees
 - To move an amendment (or further amendment)
 - On a point of order
 - On a point of personal explanation (such explanation to be confined to a point made by him or her previously on which he or she may have been misunderstood).
 - To allow the mover of a motion or amendment a right of final reply at the end of the debate before the vote is put if he or she requires it.
- (24) No speech by a mover of a motion or an amendment shall exceed five minutes and no other speech shall exceed three minutes except by the consent of the chairman.
- (25) A motion to close a debate may be moved at any time but must be proposed and seconded without comment. The Chairman may refuse such motion if he or she feels that the question before the Council has not been sufficiently debated.
- (26) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- (27) Members shall address the Chairman.
- (28) A member shall indicate his desire to speak by raising his hand. When two or more members raise their hands together, the Chairman shall call upon one by name to speak.
- (29) Whenever the Chairman rises during a debate all other members shall be seated and silent

CONDUCT

- (30) Code of Conduct (England)
 - a. All councillors shall observe the code of conduct adopted by the Council.
 - b. Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room.

COMMITTEES AND GROUPS

- (31) The Council may at the Statutory Annual meeting appoint standing committees and may at any other time appoint such other committees as are necessary.
- (32) The Chairman and Vice Chairman of the Council shall be members of every Committee and shall be ex-officio members of every group unless otherwise appointed to that group.
- (33) Every Committee shall at its first meeting, before proceeding to consider any other business, elect a Chairman and a Vice-Chairman who shall hold office until the next Annual Meeting of the Council.
- (34) The Chairman of the Council or the Chairman of a Committee may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned at the requisition in writing of not less than two 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.
- (35) Every Committee may appoint sub-committees for purposes to be specified by the Committee.
- (36) A motion to vary the order of business on the grounds of urgency may be proposed by the Chairman or by any member and, if proposed by the chairman, may be put to the vote without being seconded and shall be put to the vote without discussion.
- (37) If a Committee or group has dealt with business under executive powers delegated to it by the Council, it shall not be open for debate by the Council meeting, except for explanation.
- (38) If in any report on a Committee there is recorded a matter about which that Committee has decided to seek further information or guidance before reaching its decision, and shall not be open for debate at the Council meeting.
- (39) The Chairman and Vice Chairman of the Council, except where they declare otherwise, shall be voting members of every committee.

**PRESENCE OF NON MEMBERS OF COMMITTEES AT A
COMMITTEE MEETING**

- (40) All members of the Council shall be provided with a copy of each Committee Agenda.
- (41) 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.
- (42) A member may attend a meeting of any committee of which he is not a member as an observer but may not speak without the consent of the meeting, and shall not vote.

MEMBERS INTERESTS

- (43) If any member has any personal interest as defined by the Code of Conduct then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.
- (44) If a member who has declared a personal interest then considers the interest to be prejudicial, then he should declare such and leave the room during the debate.
- (45) The Clerk may be required to compile and hold a register of members interests in accordance with the agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

ADMISSION OF PUBLIC AND THE PRESS

- (46) 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.
- (47) Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- (48) The period of time which is designated for public shall not exceed 15 minutes.
- (49) Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 5 minutes.
- (50) A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- (51) The Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to the Clerk for a written or oral response.
- (52) A record of a public participation session at a meeting shall be included in the minutes of

that meeting.

- (53) Any person speaking at a meeting shall address his comments to the Chairman.
- (54) Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- (55) The press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present

DISORDERLY CONDUCT AT MEETINGS

- (56) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- (57) If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- (58) If a resolution made under standing order (57) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

CONFIDENTIAL BUSINESS

- (59) No member of the Council or of a committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by resolution of the Council.

PLANNING APPLICATIONS

- (60) The Clerk shall keep a record of the following particulars of every planning application notified to the Council :
 - The place to which it relates, and
 - A summary of the nature of the application
 - The planning decision of the planning authority

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- (61) Any or every part of these Standing Orders except those printed bold may be suspended by the unanimous vote of all members present.

- (62) A motion to permanently add to, vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next scheduled meeting of the Council.

STANDING ORDERS TO BE GIVEN TO MEMBERS

- (63) A copy of the Standing Orders shall be given to each member by the Clerk