

# **CROFTON PARISH COUNCIL**

## **STANDING ORDERS 2020**

### **1. MEETINGS**

Meetings of the Council shall be held on the second Tuesday of each month, except August when no meeting will be held.

Meetings of the council shall be held at an appropriate venue, at 19:00 unless the council otherwise decides at a previous meeting.

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.

### **2. CHAIR OF THE MEETING**

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

### **3. PROPER OFFICER**

Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he or she shall be the Clerk:-

To receive declarations of acceptance of office.

To receive and record notices disclosing pecuniary interests.

To receive and retain plans and documents.

To sign notices and other documents on behalf of the Council.

To receive copies of bye-laws made by a District Council.

To certify copies of bye-laws made by Council.

To sign summonses to attend meetings of the Council.

In any other case the proper officer shall be the Clerk.

To receive and record notices disclosing interests at meetings

To keep proper records for all Council meetings.

### **4. QUORUM**

Five members or one third of the total membership, whichever is the greater, shall be required for a quorum at meetings of the Parish Council.

If a quorum is not present or if during a meeting the number of councillors present (not including those debarred by reason of a declared interest), falls below the required quorum, from that point no further business shall be transacted, with all untransacted business being carried forward to the next scheduled meeting or at an extra ordinary meeting.

### **5. VOTING**

Members shall vote by show of hands, unless a ballot vote is requested and approved by a show of hands vote.

The Chair in the case of an equality of votes may give a casting vote

If the person presiding at the Annual Parish Council Meeting would have ceased to be a member of the Council but for statutory provisions which preserve the membership of the Chair and Vice-Chair until the end of their term in office, they may not give an original vote in an election for Chair

The person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.

## **6. ORDER OF BUSINESS**

In an election year councillors should execute Declarations of Acceptance of Office in each other's presence, or of a proper officer previously authorised by the Council to take such declaration before the annual meeting commences.

At each Annual Parish Meeting the Chair shall present a report.

At each Annual Parish Council Meeting the first business shall be;

To elect a Chair

To receive the Chair's declaration of Acceptance of office or, if not received, to decide when it shall be received.

To decide when any declarations of acceptance of office, which have not been received as provided by law, shall be received.

To elect a Vice-Chair.

To appoint members to working parties

At every meeting other than the Annual Parish Meeting the first business shall be to appoint a Chairman if the Chair and Vice-Chair are absent.

In every other year not later than the Annual Parish Council meeting members shall review the pay and conditions of service of the Clerk and existing employees.

After the first business has been considered, the order of business shall be as stated in the summons.

A motion to vary the order of business on the grounds of urgency, may be proposed by the Chair.

## **7. RESOLUTIONS WITHOUT NOTICE**

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

- i. To appoint a Chair of the meeting.
- ii. To correct the Minutes.
- iii. To approve the Minutes.
- iv. To proceed to the next business.
- v. To close or adjourn the debate.
- vi. To refer the matter to a working party
- vii. To adopt a report.
- viii. To amend a resolution.
- ix. To give leave to withdraw a resolution or an amendment,
- x. To exclude the public.
- xi. To silence or eject from the meeting a member named for misconduct.
- xii. To invite a member having an interest in the subject matter under a debate to remain.
- xiii. To give the consent of the Council where such a consent is required by these Standing Orders.

## **8. CORRECTIONS TO MINUTES**

Discussion shall take place upon the Minutes concerning their accuracy. Corrections to the Minutes must be initialled by the Chair.

## **9. DISORDERLY CONDUCT**

No member shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.

The Chairman may suspend the meeting or take such further steps as may be reasonably necessary to enforce them.

## **10. 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. The Chair in the case of an equality of votes, may give a casting vote.

## **11. 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 has decided whether or not the public and/or the employee shall be excluded.

## **12. WORKING PARTY**

The Council may at the Annual Parish Council Meeting appoint a working party and at any other time appoint such other working party as are necessary, but subject to any statutory provision in that behalf:-

May at any time dissolve or alter the membership of the working party.

A minimum of TWO members shall be on every working party.

Any meetings held or decisions made, shall be reported at the next Parish Council meeting.

No cost should be incurred other than those agreed in the financial standing orders.

## **13. VOTING IN A WORKING PARTY**

Members of a working party shall vote by show of hands.

## **14. PRESENCE OF NON-MEMBERS OF WORKING PARTY MEETINGS**

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

## **15. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS**

Canvassing of members or of any working party, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purpose of this sub-paragraph to every candidate. A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, a member may give a written testimonial for submission to the Council with an application for appointment.

## **16. INSPECTION OF DOCUMENTS**

A member may for any purpose of his duty as such (but not otherwise), inspect any document in the possession of the Council or a working party, and if copies are available shall, on request, be supplied for the like purpose with a copy.

All Minutes kept by the Council shall be open for the inspection of any member of the Council or member of the public.

## **17. UNAUTHORISED ACTIVITIES**

No member of the Council (or of any working party) shall in the name of or on behalf of the Council;

- i Speak or be representative of the views of the Council
- ii Inspect any land or premises, unless authorised to do so by the Council.
- iii Shall disclose to any person not a member of the Council, any business declared to be confidential by the Council,

## **18. INTERESTS**

Members must declare any personal or pecuniary interest included on the Agenda but also;

1. Within 28 days of your election or co-option, you must notify the District Council's monitoring officer of any disclosable pecuniary interests which you have at that time.
2. Where you are re-elected or re-appointed, notification is only required of any disclosable pecuniary interests not previously notified within 28 days of your election or co-option.

If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room during consideration of the item to which the interest relates.

A member must disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-18 of the Members Code of Conduct. Also declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.

## **19. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS**

The public shall be admitted to all meetings of the Council and its working party's however they may be temporarily excluded, in the following cases;  
That in view of the special and confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.

The Clerk shall afford the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

With regard to the Openness of Local Government Regulations 2014;

Members of the public, including citizens and professional journalists, are allowed to use modern technology and communication methods such as filming, audio-recording, blogging and tweeting to report the proceedings of the meetings of English councils and other local government bodies.

The Parish Council has adopted an open media policy which does not restrict engagement with the press.

If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that he/she be removed from the Council meeting.

The Chair shall allow a reasonable time to receive statements from the public.

## **20. LIAISON WITH THIRD PARTIES AND THE PUBLIC**

A copy of the minutes shall, at the discretion of the Parish Council, be sent to District Councillors for the Ward, the Library and the Press.

## **21. PLANNING APPLICATIONS**

The Clerk shall send to each member, unless a declaration has been agreed, the particulars of every planning application recorded in the Parish,  
It will include;

- xiv. The date on which it was received:
- xv. The name of the applicant:
- xvi. The place to which it relates:

Upon the summary of the nature of the application, a response will be lodged by the Clerk based on the members comments

## **22. CODE OF CONDUCT**

All members must observe the Crofton Parish Council Code of Conduct, as adopted by the Council.

All members are issued with a copy of the Code of Conduct.

## **23. CODE OF CONDUCT ON COMPLAINTS**

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member, in an appropriate manner.

## **24.VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS**

Any or every part of the Standing Orders, may be suspended only by resolution reached at a meeting of the Parish Council in relation to any specific item of business.

## **25. 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.

**03 August 2020.**