



BARROW UPON TRENT
PARISH COUNCIL

STANDING ORDERS

The Parish Council adopted the Standing Orders at the meeting held 17th September 2008.

The Chairman and Vice Chairman are elected for a period of one year at the Annual General Meeting.

Statutory Annual 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 and 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. 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.

Chairman of the Meeting

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

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.

Agenda

Standard Agenda Items at the Parish Council meeting will include:-

- Open to the Public
- Apologies for Absence
- Declaration of Personal and Prejudicial Interests
- Approval of the previous minutes
- Police Report
- Planning
- Accounts
- Representations on Outside Bodies
- Correspondence for information and requiring action
- Parish News
- Items for the next meeting
- Date and time of next meeting (s)

At least three clear working days (not including the day of issue and meeting) before a meeting of the Council, a notice of the time and place of the meeting must be affixed in some conspicuous place in the parish

An agenda item must be with the Clerk at least ten working days before the meeting to enable it to be included on that meeting's agenda.

Debate

The Chairman may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

Each agenda item should only be discussed for a maximum of 10 minutes, except by consent of the Council

No discussion shall take place on the minutes of the previous meeting except upon their accuracy. Corrections to minutes shall be made by resolution and recorded in the minutes of that meeting.

An update on actions from the previous meeting will be given at the subsequent parish council meeting. Points of information or order may be sought but no discussion is to take place on any matters arising from these minutes.

A resolution shall not be discussed unless it has been proposed. In order that it is put in the public domain it must have first appeared on the agenda for the meeting.

A member when seconding a resolution or amendment may, if he/she declares intention to do so, reserve his or her speech until a later period of the debate.

No individual speech may exceed 3 minutes, except by consent of the council

An amendment shall be to leave out words and/or insert or add others, but shall not have the effect of negating the motion before the Council.

If an amendment is carried, the motion, as amended, shall take the place of the original motion, and shall become the motion upon which any further amendment may be moved. A further amendment shall not be moved until the Council has disposed of every amendment previously moved.

The mover of a motion or amendment shall have the right of reply.

A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

When a resolution is under debate no other resolution shall be moved except the following:-

1. To amend the resolution
2. Proceed to next business
3. To adjourn the debate
4. That the question now be put
5. That a member be named and not further heard
6. That a member named be asked to leave the meeting
7. That the resolution be referred to a committee
8. To exclude the public or press or both
9. To adjourn the meeting

The ruling of the Chairman of the Council on a point of information or point of order shall not be discussed

Members shall address the Chairman at all times. Any questions in public session shall be addressed to the Chairman and no discussion between councillors and the public will take place unless the permission of the Chairman has been given. No item from the public shall generally be longer than 5 minutes

All resolutions of the Council will be minuted as agreed or resolved unless a recorded vote is requested.

Interests

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.

The Clerk may be required to compile and hold a register of members' interests in accordance with agreement reached with the monitoring Officer of the Responsible Authority and/or as required by statute.

Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting and must indicate the action to be taken (ie to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item)

Where a Member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under the item of Public Speaking.

The Declarations of Interests will be read out from the Declaration Sheet - Members will be asked to confirm that the record is correct.

Revocation of Previous Resolution(s):-

a) A decision 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 2/3rds of the members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.

b) When a special resolution has been disposed of, no similar resolution may be removed within a period of six months.

Voting

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.

- i) subject to ii) and iii) 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 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 the election of the Chairman.
- iii) The person presiding must give a casting vote whenever there is an equality of votes in an election of Chairman.

Order of Business

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.

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 be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's Code of Conduct as required by law to be made or, if not then received, to decide when they shall be received.

After consideration to approve the signature of the Minutes by the person presiding, as a correct record.

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

Disorderly Conduct

All members must observe the Code of Conduct which was adopted by the Council, a copy of which is annexed to these Standing Orders.

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.

Exclusion of members from the meetings

If a Councillor fails to abide by the Council's Standing Orders he/she will be warned by the Chairman. If the member persists he/she will be named by the Chairman. If the member persists the motion will be put that the member withdraws from the meeting. If passed the member must immediately withdraw. The member will remain suspended for the duration of that meeting. The matter will be reported to the Standards Board and the Monitoring Officer, of the District Council, will be informed.

Any part of Standing Orders may be suspended by resolution in relation to any specific item of business. This must be decided by a 2/3rds majority.

A motion to permanently vary or revoke a Standing Order shall be adjourned, without discussion, to the next meeting of the Council, taking into consideration the paragraph on Revocation of Previous Resolutions.

Expenditure

Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

All Accounts for payment and claims upon the Council will be laid before the Council.

The Council's Financial Standing Orders shall determine the Council's Standing Orders for Financial Matters.

The delegation of powers to the Clerk are contained in the Council's Financial Standing Orders

Voting in Committees

Chairmen of Committees and Sub Committees shall in the case of an equality of votes have a second or casting vote.

Interests

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.

Inspection of Documents

All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

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. Public and Press can be excluded only by a resolution if publicity would prejudice the public interest by reason of the confidential nature of the business or for some other reason stated in the resolution and arising out the business to be transacted.

The resolution is as follows:

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.

Meetings

The dates and distribution of Parish Council and Parish Council Committee Meetings will be published for the forthcoming year at the commencement of the Calendar Year.

Delegation of Powers

The Gravel Committee is deemed to be a meeting of the full Parish Council

Standing Orders

Standing Orders should be reviewed at the commencement of a new council and at the Annual General Meeting of the Council as a minimum. A motion to revoke or amend a Standing Order must be placed upon the agenda of the next meeting.

Signed: Anne Heathcote

Chairman of Barrow Upon Trent Parish Council

Date 17th September 2008