

# **SOUTHREPPS PARISH COUNCIL**

## **STANDING ORDERS**

### **1. MEETING DATES**

- 1.1 Meetings shall be held normally on a Wednesday approximately every 6 weeks where possible. Meetings shall commence at 7.30pm unless prior notice given of change.
- 1.2 The Annual Meeting of the Parish Council in an election year, (the first meeting) will be held within fourteen days after the date of election and other years will be held on a Wednesday in May commencing at 7pm.
- 1.3 The date of the Annual Parish Meeting will be agreed by the Council and will be held between March 1<sup>st</sup> and June 1<sup>st</sup> each year.

### **2. CHAIRPERSON**

- 2.1 The Chairperson shall preside over the meeting and may exercise all the powers and duties of the Chairperson in relation to the conduct of the meeting.
- 2.2 In the absence of the Chairperson, the Vice-Chairperson shall preside and may exercise all the powers and duties of the Chairperson.
- 2.3 If both the Chairperson and the Vice-Chairperson are absent, the meeting shall appoint a Chairperson from those members present, and this person may exercise all the powers and duties of the Chairperson.
- 2.4 Three members of the Council constitute a quorum.

### **3 THE CLERK**

- 3.1 The Clerk shall prepare the minutes of the Council meetings and circulate them to members within two weeks, when practicable.
- 3.2 In the event of the absence of the Clerk, the meeting shall appoint another for the purpose of recording that meeting.
- 3.3 The Clerk is the Responsible Financial Officer for the Council.
- 3.4 The Clerk shall receive declarations of acceptance of office, record notice of disclosure of personal or prejudicial interests receive and retain plans and documents, sign notices or other documents on behalf of the Council and sign summons to attend meetings of the Council.
- 3.5 If at a meeting there arises any questions' relating to the appointment, conduct, dismissal, salary or conditions of service of the Clerk it shall not be considered until the Council has decided whether or not the public shall be excluded.

## **4 MEETINGS PROCEDURE**

- 4.1 The meeting shall follow the agenda as set, unless interrupted because of the arrival of a speaker/visitor or on the grounds of urgency due to a Councillor having to leave the meeting for a specific reason.
- 4.2 The Chairperson may open the meeting to the public to allow a member(s) of the public to make a comment. Opening of a meeting may only take place following a motion to do so and with the approval of the Council.
- 4.3 Each meeting shall not last more than two hours, with an option to the Council to continue for a further half an hour if necessary.

## **5 MINUTES**

- 5.1 The minutes of the previous meeting will have been read by all Councillors and they shall be proposed by a member of the Council as a true and accurate record of that meeting and signed by the presiding Chairperson.
- 5.2 No discussion other than that of accuracy shall take place on those minutes.
- 5.3 A resolution or amendment of the minutes must be proposed and seconded and must not have the effect of negating the motion. An amendment shall either leave out words and/or insert them.

## **6 DISCLOSURE OF INTEREST**

- 6.1 Southrepps Parish Council has adopted the Code of Conduct section 27 of the Localism Act 2011. This is to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council including the business of the office to which they were elected or appointed or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Full information is detailed in the Council's Code of Conduct document. appendix A & B refers.

Appendix A - the member shall not participate in a discussion or vote on the matter unless the public are able to do so. A declaration only has to be made if it is not already entered in the member's register of interest or the Monitoring Officer is not aware of it.

Appendix B - the member can contribute on the matter only if the public can speak. The member cannot vote on it.

The Proper Officer (Clerk) may grant a member a dispensation and vote ONLY if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business.

- 6.2 The Clerk shall record in the minute book particulars of any declaration of interest given by a member.

- 6.3 In compliance with the Parish Councils (Model Code of Conduct) section 27 of the Localism Act 2011 - each Councillor must complete and submit to the District Council's Monitoring Officer notification of Financial Interests and Other Interests. Councillors are individually responsible for ensuring these forms of notification are kept up to date. Failure to do so within 28 days will lead to Members ceasing to be Councillors.

## **7 COMMITTEES**

- 7.1 The Council may at any time appoint a committee when it is felt necessary and either the Chairperson or Vice Chairperson should be a member of that Committee.

## **8 VOTING**

- 8.1 Motions shall be put to the vote following a proposal by a member. Members shall vote by a show of hands, or, if at least two members so request by a signed ballot.
- 8.2 The Chairperson may vote on all matters put to the vote but in the case of an equality of votes may give a casting vote even if he/she gave no original vote.
- 8.3 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 next business.
- 8.4 No decision (reached by a vote) can be voted on again for at least a period of six months unless there is new evidence given.

## **9 PLANNING APPLICATIONS**

- 9.1 Planning applications will be circulated by the Clerk to all Councillors via email, each of whom should indicate their view or comment on the documentation provided.
- 9.2 The Clerk will summarise the Councillors' views and respond to the Planning Authority. The Clerk will advise the Council of the decision at the next Council meeting.
- 9.3 The Council's procedure for dealing with consultation on Planning Applications will allow a response to be given within the Planning Authority's timetable. However, the procedure cannot be used to circumvent the right of the Council to determine their response in the open meeting, and the decision taken at the Council meeting will be the over-riding decision.

## **10 RESOLUTIONS ON EXPENDITURE**

- 10.1 Any resolution on expenditure should comply with the Financial Procedures of the Council. A copy of these Financial Procedures shall be held by each member of the Council.

## **11 ADMISSION OF PUBLIC AND PRESS TO MEETINGS**

- 11.1 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 public be temporarily excluded” and they shall be instructed to withdraw. (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 resolution is passed.

- 11.2 Any member may move a resolution to remove from the meeting room any person(s) constantly interrupting proceedings or behaving in an unruly or obstructive manner.
- 11.3 A member of the Council may decline to answer any question addressed to him/her other than set by the Chairperson.
- 11.4 Questions and statements from the public can only be made following a resolution, which is passed, that the meeting should be adjourned. The Council will normally set aside time for this at the end of each ordinary meeting. (See Standing Order 4.2)

## **12 OTHER BUSINESS**

- 12.1 At the end of each meeting the Chairperson will ask for any matters that the Council wish to bring on the agenda for the next meeting. No decision can be made on items brought to the Council’s attention at this time.
- 12.2 Highway and other administrative matters brought to the Clerk’s attention at this time may be actioned by the Clerk.

## **13 REPRESENTATION ON OTHER BODIES**

- 13.1 The appointment of a member(s) to represent the Parish Council on any other bodies will be confirmed at the Annual Meeting of the Parish Council.
- 13.2 Reports from members on the business of this body(ies) may be made verbally or in writing. All reports from other bodies must be made in writing and submitted to the Clerk: alternatively they may be made at the end of an ordinary meeting. (See Standing Order 11.4)
- 13.3 No Councillor shall act or appear to be acting on behalf of the Parish Council on any issue without the consent of a majority of the Parish Council. All letters on behalf of the Council shall be written only by the Clerk. Any other or similar communications on behalf of the Parish Council shall only be written with the consent of a majority of the Parish Council.

AGREED OCTOBER 2015