

BARTON IN FABIS PARISH COUNCIL

STANDING ORDERS

1. MEETINGS

- 1.1. Meetings of the Parish Council shall be held in Barton Village Hall at 7.30pm unless the Council decides otherwise at a previous meeting.
- 1.2. An Annual Parish Meeting shall be held in Barton Village Hall at 7.30 pm:
 - 1.2.1. In an election year shall be held within 14 days following the election day for the Council
 - 1.2.2. In a year which is not an election year shall be held on such day in May as the Council may direct
- 1.3. A Parish Council Annual Meeting shall be held prior to the Annual Parish Meeting with the purpose of electing the Chairman and Vice Chairman.
- 1.4. In addition, six statutory Parish Council meetings shall be held in the months of January, March, May, July, September and November .
- 1.5. Any Parish Councillor may call further Parish Council meetings provided that they first notify the Clerk and that the standing orders relating to the notice period and agenda provision (1.6 and 1.7 below) are adhered to.
- 1.6. Notice of all meetings shall be posted on the Parish Council notice board at least 3 clear days in advance of meetings.
- 1.7. A draft agenda will be issued to Councillors 7 clear days in advance of meetings. Councillors will submit any additions/ comments 4 clear days in advance of meetings. A final agenda shall be distributed to Parish Councillors and posted on the Parish council notice board at least 3 clear days in advance of meetings.
- 1.8. The Parish Council will make every effort to encourage Barton villagers to attend Parish Council meetings and in particular the Annual Parish Meeting.
- 1.9. Parish Council meetings will include an opportunity (when the normal business agenda is adjourned) for Barton villagers to raise:
 - 1.9.1. A question seeking information about a matter previously decided
 - 1.9.2. A statement drawing the Council's attention to a matter within its jurisdiction that requires action or decision.

2. ELECTION AND POWERS OF CHAIRMAN /VICE CHAIRMAN

- 2.1. The Chairman will be elected from among the Councillors as the first business of the Parish Council Annual Meeting
- 2.2. The Chairman must preside at all council meetings that he/she attends and must preside at the election of his/her successor (who may, following

re-election be himself / herself.) Where following an election, the Chairman ceases to be a Councillor he/she nevertheless remains as Chairman until his/her successor takes office.

- 2.3. The Chairman shall hold office for not more than three consecutive years and will then not be eligible for re-election until after two years have elapsed.
- 2.4. As Chairman he/she has as well as his ordinary vote, a casting vote. At the Annual Parish Meeting if he/she has ceased to be a Councillor he/she may only exercise a casting vote in the event of a tie between candidates for his post.
- 2.5. The Vice Chairman will be elected from among the Councillors at the Parish Council Annual Meeting immediately after the Chairman has been elected. If the Chairman is absent from a meeting the Vice Chairman must preside if he is present.
- 2.6. The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the Meeting.

3. PROPER OFFICER

- 3.1. Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, he / she shall be the clerk or nominated officer:-
 - a) To receive declarations of acceptance of office.
 - b) To receive and record notices disclosing personal and prejudicial interests.
 - c) To receive and retain plans and documents.
 - d) To sign notices or other documents on behalf of the Council.
 - e) To receive copies of bylaws made by a District Council.
 - f) To certify copies of bylaws made by the Council.
 - g) To sign summons to attend meetings of the Council.
 - h) To keep proper records for all Council meetings.

4. MINUTES OF MEETINGS

- 4.1. The minutes of a meeting of the Council will be drawn up by the Clerk and signed as a correct record by the person presiding at the time of signature.
- 4.2. Minutes of the Council shall be open for inspection by any member of the Council at all reasonable hours on application to the Clerk.

5. QUORUM

- 5.1. Three members of Council shall constitute a quorum for Parish Council meetings.
- 5.2. 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 prejudicial 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.

6. FAILURE TO ATTEND MEETINGS

- 6.1. A Councillor must always give a reason when he/she proposes to be absent from a meeting.
- 6.2. The minutes of that meeting will record both the reason and whether or not the Council approves it.
- 6.3. A Councillor vacates office if he/she fails to attend any meeting of the council for six consecutive months after his last attendance.

7. VOTING

- 7.1. All acts of, and questions coming or arising before the Council, must be decided by a majority of members present (other than members disqualified by a pecuniary or non-pecuniary interest)
- 7.2. Members shall vote by show of hands or, if at least two members so request, by signed ballot.
- 7.3 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 may be made before or after the vote but in any event before moving on to the next business.
- 7.4. Subject to (1) and (2) 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.

(1) 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 / she may not give an original vote in an election for Chairman.

(2) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

8. DECLARATIONS OF INTEREST

8.1. The Chairman shall remind Councillors of their duty to declare a pecuniary interest where appropriate at the start of each Parish Council Meeting.

8.2. The law requires that if a member of the Council has a pecuniary interest, direct or indirect, within the meaning of sections 94-95 of the Local Government Act (1972), in any matter under consideration at a meeting of the council, he/she must declare his/her interest .

8.3. If a member has a pecuniary or non-pecuniary interest that might influence his judgment and give the impression he/she may be acting from personal motives, he/she must declare his/her interest and must neither take part in the discussion nor vote on the matter. The member must withdraw from the meeting whilst the subject in which he/she has declared an interest is under discussion, unless invited to remain by the Council.

8.4. Failure to declare a pecuniary interest can lead after a police investigation to prosecution by the Director of Public Prosecutions.

8.5. A member of the Council who believes another member has failed to declare an interest may report this to the police.

8.6. The Clerk shall record in the Council's minute book particulars of any declarations of interest.

8.7 The Clerk shall hold a copy of the Register of Member's Interests in accordance with instructions received from the Monitoring Officer of the Responsible Authority and/or as required by statute.

9. ORDER OF BUSINESS

9.1. At each Parish Council Annual Meeting the first business shall be:

9.1.1. To elect a Chairman of the Council and receive his/her declaration of acceptance of office.

9.1.2. To elect a Vice Chairman of the Council.

9.1.3. In the ordinary year of election of the Council to fill by co-option any vacancies left unfilled at the election by reason of insufficient nominations.

9.1.4 At every meeting other than the Annual 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) as are required by law to be made, or if not then, received to decide when they shall be received.

9.1.5. 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 existing employees. Note: Any question relating to the appointment, conduct, promotion, salary, conditions of service of any person employed by the Council shall not be considered until the Council has decided whether or not the public shall be excluded.

9.2 After the first business has been completed, the order of business at all Parish Council meetings shall be:

9.2.1 To receive any apologies for absence from members and if appropriate to approve the reason given

9.2.2 After consideration to approve the minutes of the last meeting and for these to be signed by the person presiding as a correct record

9.2.3 To dispose of any business remaining from the last meeting not due to be covered in the agenda

9.2.4 To receive any communications as the person presiding may wish to lay before the Council

9.2.5 For the person presiding to remind members of the law in relation to declarations of interest

9.2.6 To deal with business as per the agenda

10. POWERS OF COUNCIL MEMBERS

10.1. Responsibility to execute actions agreed at the Parish Council meeting will normally be allocated to a specific Councillor or Councillors at the Parish Council meeting.

10.2. In such circumstances, those Councillors designated may have power to speak and act on behalf of the Parish Council provided that their action is legal and within the policy or guidance agreed by the council:

10.2.1. A copy of all correspondence and other material contacts on behalf of the Parish Council is lodged with the Clerk

10.2.2. No expenditure (other than minor administrative expenses) is committed on behalf of the council without prior authorisation at a Parish Council Meeting

10.2.3. A full account is provided if required of actions taken at the next Parish Council Meeting

10.3. Where an issue is drawn to the attention of a member that requires action before discussion has taken place at a Parish Council Meeting, the member should refer this to the Chairman (or Vice Chairman if the issue is drawn to the attention of the Chairman in the first place) and agree with him/her the immediate course of action. The conditions under 10.2 apply, but if the issue is important an early opportunity to discuss the issue amongst the full Council should be sought.

11. EXPENDITURE

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

12. ACCOUNTS

12.1. Accounts must be kept and made up yearly to the 31st March by the Clerk as the 'Responsible Financial Officer'.

12.2. Except as provided in 11.3. all accounts for payment shall be laid before the Council.

12.3. Where it is necessary to make a payment before it has been authorised by Council, such payment shall be authorised by the Clerk with the approval of the Chairman or in his/her absence the Vice-Chairman

12.4. All payments ratified under 11.3 will be included in the next schedule of payments laid before the Council.

12.5. The Clerk will supply to each member at the next ordinary meeting after the end of the Financial Year a statement of receipts and payments.

12.6. The accounts will be open for inspection by any member of the Council at all reasonable hours on application to the Clerk.

13. PLANNING APPLICATIONS

13.1. When an application is received by the Clerk that requires a response before scheduled Parish Council Meeting, such applications shall be circulated outside of formal meeting for Councillors to reject or approve.

13.2. The Council shall write a covering letter to the Planning Authorities if required which reflects the Council's majority view and summarises any supporting evidence.

13.3. The Council's decision shall be recorded in the minutes at the next Parish Council Meeting.

13.4. The minutes should record;

13.4.1. The date the application was received

13.4.2. The name of the applicant

13.4.3. The place to which it relates

13.4.4. A summary of the nature of the application

13.5. The standing orders relating to declarations of interest will still apply where planning applications are decided outside of a Parish Council meeting.

14. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

14.1 The public shall be admitted to all meetings of the Council and its committees and sub-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 are instructed to withdraw”

14.2. The Council shall state the special reason for exclusion.

14.3. At all meetings of the Council the Chairman may at their discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.

14.4. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.

14.5. 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.

15. STANDING ORDERS

15.1 A copy of the Standing Orders shall be given to each member by the Clerk on receipt by him/her of the member's declaration of acceptance of office.

15.2 The member should sign a declaration that he/she agrees to abide by the standing orders and should not speak or vote at Council meetings unless he/she has done so.

15.3 Members can propose amendments to the Standing Orders at any time.

.

Approved by Council 9th July 2015

Chairman _____