

# ANTINGHAM PARISH COUNCIL

## STANDING ORDERS

### 1. MEETING DATES

- 1.1 Meetings shall be held normally on Tuesday in four times per annum. 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 the first Thursday in May.
- 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. CHAIRMAN

- 2.1 The Chairman shall preside over the meeting and may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.
- 2.2 In the absence of the Chairman, the Vice-Chairman shall preside and may exercise all the powers and duties of the Chairman.
- 2.3 If both the Chairman and the Vice-Chairman are absent, the meeting shall appoint a Chairman from those members present, and this person may exercise all the powers and duties of the Chairman.
- 2.4 Three members of the Council constitute a quorum.
- 2.5 The authority of the Chairman is limited to matters of procedure at meetings.
- 2.6 The position of Chairman confers no rights on matters of policy which are not possessed by other members.
- 2.7 If a member makes an offensive personal observation the Chairman should immediately intervene to seek an immediate apology to the offended member.

### 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.

On receipt of amendments from Councillors, the final draft is to be produced prior to the next meeting – maximum allowance 3 weeks.

- 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 shall be appointed annually as the Responsible Financial Officer for the Council.

- 3.4 The Clerk shall supply a copy of any document held by the Council, to a Councillor for the purposes of his duty, including any documents relevant to the discussions during a Parish Council Meeting.
- 3.5 The Clerk shall not disclose to any person not a member of the Council any business declared to be confidential.
- 3.6 The Clerk shall not knowingly send any letter on behalf of the Council which may have adverse financial or legal implications to the Council, without the content having first been approved by the Council. The Clerk is to issue correspondence as a result of instructions given by the Council.
- 3.7 The Clerk shall not be harassed or telephoned constantly at weekends, early in the morning, or late at night or exhaustive or demanding emails on a frequent basis.
- 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 Chairman 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.
- 4.4 The use of recording equipment without the express permission of the Council during meetings is prohibited.
- 4.5 All meetings may be recorded for the sole use of the Clerk to assist in the preparation of Minutes.

#### **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 Chairman.

On receipt of amendments from Councillors, the final draft is to be produced prior to the next meeting.

- 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 All members must declare a personal or prejudicial interest as soon as it becomes apparent to the Councillor. If the interest is personal the Councillor may take part in any discussion and vote. A Councillor declaring a prejudicial interest is allowed to speak during the meeting but is required to withdraw from the meeting whilst a decision is taken.
- 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) Order 2001 – Statutory Instrument 2001 No. 3576 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.

## **7 COMMITTEES**

- 7.1 The Council may at any time appoint a committee when it is felt necessary and either the Chairman or Vice Chairman should be a member of that Committee.
- 7.2 No member of the Council, or of any committee or sub committee shall disclose to any person not a member of the Council any business declared to be confidential.

## **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 Chairman 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.

## **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 Chairman.
- 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 Chairman 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 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.
- 13.2 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.

No Councillor is to write or sign letters "Antingham Parish Councillor" unless there is a rider stating that "the letter is personal and does not represent the views of Antingham Parish Council."

### **14. CODE OF CONDUCT**

All Councillors must have respect and be courteous to one another. language which is offensive or inappropriate must be addressed by the Chairman.

If any Councillor has broken the provisions of the above, then any member may move that the member named be no longer heard; or the named member leave the meeting and the motion if seconded shall be put forthwith and without discussion.

Any Councillor who is dissatisfied with a Chairman's ruling, may invite the Council to disagree with it.