

Woodford Parish Council

Standing Orders

Meetings

- 1 Meetings of the Council shall be held at 7.30pm unless the Council decides otherwise at the previous meeting.
- 2 Smoking is not permitted at any meeting of the Council.
- 3 The statutory Annual Meeting shall be held on the third Tuesday of May.
- 4 Meetings shall be held on the third Tuesday of each month.

Chairman of the meeting

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

Proper Officer

- 6 Where a statute, regulation or order confers function or duties on the proper officer of the Council, in the following cases that person shall be the Clerk:-
 - a To receive declarations of acceptance of office.
 - b To receive and record notices disclosing prejudicial and non 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 Byelaws made by a District Council.
 - f To certify byelaws made by the Council.
 - g To sign summonses to attend meetings of the Council.
 - h To act as Responsible Finance officer

Quorum

- 7 Five members shall constitute a quorum.
- 8 If the quorum is not present when the Council is due to meet or if during a meeting the number of councillors present falls below the quorum following a declaration of a prejudicial interest, the business shall not be transacted at the meeting but be deferred to the following meeting or such a day as fixed by the chairman.

Voting

- 9 Members shall vote by show of hands, or, if at least two members request, by signed ballot.
- 10 If a member so requires, the clerk shall record the names of the members who voted on any question indicating whether they voted for or against.
- 11 The chairman may give a vote on an original motion and in the case of equal votes a casting vote irrespective of whether or not he voted on the original motion.

At an annual meeting a person who has ceased to be a member of the council other than for the statutory provision that preserves membership of the chair they shall not be entitled to a vote in an election for the chairman unless there is an equality of votes.

Order of Business

- 12 At each Annual meeting the business following approval of the previous minutes and business relating to those minutes shall be:-
 - a To elect a Chairman,
 - b In the year of election of the council steps should be taken to fill any remaining vacancies left unfilled at the election due to insufficient regulations.
 - c To decide upon a closing date by which all non received declarations of acceptance of office shall be received.
 - d To elect a vice chairman.

- e To consider payment of any annual subscriptions
- 13 At any meeting other than the Annual meeting in the absence of the Chairman and the Vice Chairman the first business will be to appoint a chairman person and receive the declaration of acceptance of office (if any) and decide upon a closing date by which all non received declarations of acceptance of office shall be received (if necessary)
- 14 After the first business has been completed the order of business (unless the council decides otherwise on the grounds of urgency) shall be as follows should there be any such business:-
- a To read and consider the minutes. If the minutes were circulated with the summons to attend the meeting then they may be taken as read.
 - b After consideration the minutes shall be signed by the person presiding as a correct record.
 - c To receive comments from electors if present
 - d To receive a report from the Police if present
 - e To receive comments from persons elected to the district and County Council
 - f To deal with business expressly required by Statute.
 - g To dispose of business, if any remaining from the last meeting
 - h To receive any communications addressed to the council
 - i To discuss any planning matters
 - j To authorise the sealing of any documents
 - k To authorise the signing of orders for payment
 - l To consider resolutions or recommendations in the order in which they have been notified to the Proper Officer
 - m To discuss any other urgent items of business.
 - n A motion to vary the order of the business on grounds of urgency may be proposed by any member and if proposed by the chairman may be put to the vote without being seconded. The issue shall be put to the vote without discussion.
- 15 In every year not later than the June meeting the Council shall review the pay and conditions of existing employees. (See Standing Order 64). Any decision requiring an amendment to an employee's salary shall also specify an effective date.

Resolutions moved on notice

- 16 Except as provided within these Standing Orders, no resolution may be moved unless the business to which it relates has been included on the Agenda by the Clerk.
- 17 The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they were received.

Resolutions moved without notice

- 18 Resolutions dealing with the following matters may be moved without notice:-
- a To appoint a Chairman of the meeting
 - b To correct minutes
 - c To approve minutes
 - d To alter the order of business.
 - e To proceed to the next item of business.
 - f To close or adjourn debate
 - g To refer the matter to committee
 - h To appoint a committee or any members thereof
 - i To adopt a report
 - j To authorise the sealing of documents
 - k To amend a motion
 - l To give leave to withdraw a resolution or an amendment
 - m To exclude the public (see order 64)
 - n To invite a member having an interest in the subject matter under debate to remain (see order 54)
 - o To give consent of the Council where such consent is require by these Standing Orders
 - p To adjourn meeting

Questions

- 19 A member may ask the Chairman or the Clerk any question concerning the business of the Council, provided notice of the question has been given to the person to whom it is addressed before the meeting begins.
- 20 Every question shall be put and answered without discussion
- 21 A person to whom a question has been put may decline to answer.

Rules of Debate

- 22 No discussion shall take place upon the minutes except upon their accuracy. Corrections to the Minutes must be initialled by the Chairman.
- 23 A member shall direct his speech to the question under discussion or to personal explanation to the question of order.
- 24 No speech by a mover of a resolution shall exceed two minutes except by proper consent of the Council
- 25 An amendment to a resolution shall be either:-
- a To leave out words
 - b To leave out words and add or insert others
 - c To insert or add words
 - d An amendment shall not have the effect of negating the resolution before the Council.
 - e If an amendment is carried, the resolution, as amended shall take place of the original resolution and shall become the resolution upon which any further amendment may be moved.
 - f A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- 26 The mover of a resolution or of an amendment shall have a right to reply, not exceeding two minutes.
- 27 A member, other than the mover of a resolution, shall not, without the leave of the Council, speak more than once on any resolution except in order to move an amendment, or further amendment, or on an amendment, or on a point of order, or in personal, or move a closure.
- 28 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.
- 29 A member may remain seated when speaking.
- 30 The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- 31 Members shall always address the chairman
- 32 If two members wish to speak the Chairman shall call upon one of them to speak in turn.

Disorderly Conduct

- 33 No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct the business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Councillor or bring it into contempt or ridicule.
- 34 If in the opinion of the Chairman, a member has broken the provision of the preceding paragraph the chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting and the motion if seconded shall be put forthwith and not debated.
- 35 If either of the motions mentioned in the previous paragraph is disobeyed the Chairman may suspend the meeting or take such further steps as may be reasonably be necessary to enforce them.

Right of Reply

- 36 The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If the amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right for reply shall not introduce a new matter. After the right to reply has been exercised or waived, a vote shall be taken with out further discussion.

Alteration of Resolution

- 37 A member may, without the consent of his seconder, move amendments to his own resolution.

Rescission of the previous resolution

- 38 A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special written notice bearing the name of at least five members of the Council or by a resolution moved in pursuance of the report or recommendation of a committee.
- 39 When a special resolution or any other resolution moved under the provision as of the preceding paragraph of this order has been disposed of, no similar resolution may be moved within a further six months.

Voting on Appointments

- 40 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 person with the least votes shall be removed from the list and a new vote taken until an absolute majority is achieved.

Employees

- 41 All employees shall have a job description to be reviewed annually at the time of the salary review. (see para 15).
- 42 Appointment of employees shall be made by the full council and be based upon a recommendation of a Personnel Committee, which shall be formed when required (see para 50). The recommendation of the Personnel Committee must be considered by the Council but may be overturned should a motion (proposed and seconded) be moved and agreed by the majority.
- 43 All employees shall be employed initially for a probationary period of three months, upon completion of which a decision will be made as to their future employment.

Discussions affecting Employees of the Council

- 44 If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or condition of service, of any person employed by the Council it shall not be decided until the Council has decided whether members of the public should be excluded. (Standing Order 64)

Resolutions on expenditure

- 45 Any resolution which would, if carried in the opinion of the Chairman substantially increase the expenditure upon any service which is under the management of, or reduce the revenue at the disposal of any committee, or which would involve capital expenditure shall be proposed and seconded be adjourned and discussed as an agenda item at the next meeting.

Expenditure

- 46 Orders for the payment of money shall be authorised by the Responsible Finance Officer and two members of the council on receipt of an invoice and / or the passing of an appropriate resolution. (Para 45)
- 47 A Petty Cash System is not employed and all incidental expenditure shall be recorded and presented to the Council at appropriate times for payment by cheque.

Income

- 48 All income shall be paid into the Parish Councils named bank account within one month of receipt and be reported to the following Council meeting.

Committees

- 49 Any urgent decisions (usually Planning Matters) to be made by the Council prior to the next scheduled meeting shall be communicated to Councillors by the Clerk in the most expedient manner. Councillors shall respond directly to the Clerk who will liaise with the Chairman regarding the Council's response.. The options available are to make a response in the required time scale noting that the decision will be subject to ratification at the next full meeting of the Council, to seek an extension to the period for a response in order to allow discussion at the next meeting, or for the Chairman calling for an Extraordinary meeting.
- 50 A Personnel Committee shall be formed should the need arise for the appointment of Council employees. This shall consist of the Chair or Vice Chair and two other Councillors. The committee shall be reformed each time it is required. (See para 41)
- 51 Committee members shall serve until the next election unless they resign from the Council or the committee. In such an instance the post will be filled for a period until the next election. (See para 40)

Extraordinary Meeting - General Provisions

- 52 An extraordinary meeting of the Parish Council may be called at any time by the Chair
- 53 If the Clerk becomes aware of urgent business he has a duty to inform the Chair (or Vice Chair in his absence) who will make the decision whether to call an extraordinary meeting of the Council.
- 54 Any 2 Members of the Parish Council may submit a written request signed by them to the Chair of the Parish Council to call an extraordinary meeting. In the event of the Chair not calling an extraordinary meeting within 7 days of receiving the request, the 2 members may call an extraordinary meeting.
- 55 The Clerk will be required to arrange the meeting but the agenda shall detail the item of business to be transacted and shall be signed by the said members, and shall be distributed three clear days prior to the meeting

Other appointments

- 56 Four Trustees shall be appointed to the Woodford General Charity for a period of four years. (See para 40)
- 57 Three Trustees shall be appointed to the Woodford General Charity (Temperance Hall) for a period of four years. (See para 40)
- 58 The aforementioned appointments are not subject to continued membership of the Council and the appointees need not be Council Members.

Accounts and financial Statement

- 59 All accounts for payment shall be presented to the Council for authorisation (Standing Order 45), prior to payment subject to the following paragraph.
- 60 Where an urgent payment is required in the intervening period between meetings the Responsible Finance Officer shall seek the approval of the chair and vice chair prior to making the payment. Such a payment will be reported to the next full council meeting.
- 61 The clerk shall supply each member at the second ordinary meeting following the end of the financial year a statement of receipts and payments for that past year.
- 62 The Council shall annually appoint an Internal Auditor

Estimates

- 63 The Council shall approve estimates for the coming financial year at its meeting in the month of December. Subject to District Council Timetables this item may be adjourned at any time during the discussion until the January meeting.

Interests

- 64 Any member having a Discloseable Pecuniary Interest in any item of business shall declare the interest and not take part in either an ensuing debate or vote, in accordance with the Council's Code

of Conduct.

- 65 The Clerk shall record each declaration of interest in the minutes and keep a separate list of such declaration, which shall form an appendix to the minute book.
- 66 Any candidate seeking an appointment to the council who is related to any member shall declare the relationship in writing to the clerk. A candidate subsequently appointed who fails to make such a declaration shall be liable to dismissal without notice. The clerk shall report any such disclosure to the Council.
- 67 Any canvassing by a candidate or member of any members of the council either directly or indirectly shall cause the candidate to be disqualified. This paragraph shall also apply to any person making a tender.

Inspection of Documents

- 68 Any member in carrying out his duty may inspect any relevant document in the possession of the council and shall be afforded a copy if he so wishes.
- 69 All minutes kept by the council shall be open for inspection by any member of the Council

Unauthorised Activities

- 70 No member of the Council shall in the name of the council inspect any lands or premises, which the council has a right or duty to inspect; or issue orders, instruction or directions unless authorised to do so by the Council.

Admission of the public

- 71 The public shall be admitted to all meetings of the council and may be temporarily excluded by means of the following resolution:

That in view of the nature of the business about to be transacted it is advisable in the public interest that the public and press be excluded and they are instructed to withdraw forthwith

- 72 The clerk shall afford members of the press reasonable facilities for taking their report of any proceedings.
- 73 If a member of the public interrupts the meeting the chairman may, without warning order that they be removed from the meeting.
- 74 Any member of the public wishing to address the council (Standing Order 14c) at the appropriate agenda item. In doing so, he / she will address the chairman. Whilst under no obligation to respond, should members respond then they shall do so by addressing the chair.

Confidential Business

- 75 No member of the Council shall disclose to any person, any council business that has been declared confidential. Any breach of these standing orders may result in the member being removed from the council.

Standing Orders

- 76 These Standing Orders (except the suspension of an order) shall be reviewed at the annual meeting of the Parish Council.
- 77 Amendments to these standing orders shall be notified to the Clerk at least ten days prior to the Annual Meeting.