

THORPE PARISH COUNCIL

STANDING ORDERS

Meetings

- 1a. Meetings of the Parish Council will be held in the Village Hall every 6-8 weeks. The meetings will commence at 7-30pm.
 - 1b. Meetings will close at 9-30pm unless there are extenuating circumstances. If it is felt necessary an extra-ordinary meeting will be called.
 - 1c. At the beginning of the meeting members of the public will be given up to 30 minutes to speak on matters which concern them.
2. The Annual Meeting will be held in May. In an election year the meeting will be held the week following the election.

Chairman of the Meeting

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

Proper Officer

4. Where a statute, regulation or order confers functions or duties on the Proper Officer of the Council, in the following cases that shall be the Clerk.
 - a) To receive Declaration of Acceptance of Office
 - b) To receive and record notices disclosing pecuniary interests
 - c) To receive & retain plans & documents.
 - d) To sign notices or other documents on behalf of the Council
 - e) To receive copies of by-laws made by a District Council
 - f) To certify copies of by-laws made by the Council
 - g) To sign summonses to attend meetings of the Council.

In any other cases the Proper Officer shall be the person nominated by the Council or if there is no nomination, the Clerk.

Quorum

5. Three members shall constitute a quorum. If a quorum is not present when the Council meets, the business due to be transacted at that meeting shall be carried forward to the next meeting, or if necessary a special meeting will be called.

Voting

6. Members will vote by a show of hands unless requested by at least two members present in which a signed ballot will be held. If requested the Clerk

will record the names of the members who voted on any question to show whether they voted for or against.

The Chairman may vote on any question, and if there is an equal number for and against, he may make a casting vote.

- 6.1 If the person presiding at the Annual Meeting would have ceased to be a member of the Council, but for the statutory provision which preserves the membership of the Chairman and Vice-Chairman until the end of their term of office, he may not give an original vote on the election of the Chairman.
- 6.2 The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

Order of Business

In an election year, Councillors should complete Declaration of Acceptance of Office in the presence of the Proper Officer before the Annual Meeting commences.

7. At each Annual Meeting the first business shall be:-
 - a. To elect a Chairman
 - b. To receive the Chairman's Declaration of Acceptance of Office
 - c. To fill any vacancies left unfilled at the election
 - d. To obtain signed Declaration of Acceptance of Office forms from all the Councillors
 - e. To elect a Vice-Chairman.
8. At every meeting other than the Annual Meeting the first business will be to appoint a Chairman if the Chairman & Vice-Chairman are absent. A Declaration of Acceptance of Office is to be obtained from the Chairman at the start of the meeting.
9. In every year at the Precept meeting the Council must review the pay and condition of service of employees.
10. The order of business of meetings is to be as follows:-
 - a. To note any apologies of absence
 - b. To deal with reports from District and County Councillors and the Community Policeman if present or previously notified.
 - c. To note any pecuniary interests
 - d. Public Speaking
 - e. To read & consider the minutes of the previous meeting and agree them to be a correct record.
 - f. To complete any business remaining from the last meeting
 - g. To deal with any planning applications
 - h. To authorise payments of invoices
 - i. To deal with any business which has been previously notified to the Clerk.

The order of business can be changed with the agreement of the Chairman.

No discussion is to take place on the minutes except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chairman.

Resolutions must be properly proposed and seconded before they can be discussed. Amendments to resolutions must be proposed and seconded, but the amendments must not have the effect of negating the resolution before the Council. Amendments can either leave out words, leave out words & insert others, or insert or add words. The amendment, if carried will take the place of the original resolution and after discussion the vote must be taken.

Disorderly Conduct

11. All members must observe the Code of Conduct which was adopted by the Council

No member will persistently disregard the ruling of the Chairman, wilfully obstruct business or behave irregularly, offensively or in such a manner as to bring the Council into disrepute. If a member has acted in such a manner the Chairman can move that the member leaves the meeting, and if the motion is seconded the member will have to leave the meeting, and if considered that the member is in breach of the Code of Conduct such breach will have to be reported to the Standards Board. The Chairman has the authority to suspend the meeting if the member refuses to leave the meeting.

Voting on Appointments

12. When more than two persons have been nominated for any position to be filled by the Council, and if the votes given, there is not an absolute majority in favour of one person, the name of the person having the least votes shall be struck off the list and a fresh vote taken, and so on until the majority of votes is given in favour of one person.

Discussion and Resolution effecting employees of the Council

13. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service of any person employed by the Council, it shall not be considered until the Council has decided whether or not the public shall be excluded.

Expenditure

14. Orders for the payment of money must be authorised by resolution of the Council, and cheques must be signed by two members of the Council and Clerk, unless agreed otherwise (e.g. One member and Clerk). A detailed list of payments must be shown in the minutes of the relevant meeting.

Committees

15. a. If thought necessary, the Council should at its Annual Meeting appoint standing committees and sub committees.
- b. Membership of these committees will continue for the year, until the next Annual Meeting
- c. People other than members of the Council may be appointed to a committee

- d. Committees may be dissolved or membership altered at any time during the year.
- e. The Chairman and Vice- Chairman ex officio shall be voting members of every committee
- f. At the first committee meeting members must elect a Chairman who will hold office until the next Annual Meeting of the Council
- g. Special additional meetings may be called at any time provided the summons is signed and agreed by a quarter of the members of that committee.
- h. Voting shall be by show of hands, or by signed ballot if at least two members so request. In the case of equality, the Chairman of the committee shall have a second casting vote.

Expenditure

- 16 The Clerk or RFO must supply to every member at the first Council meeting after the end of the financial year, a statement of receipts and payments.

Budgets

- 17. The Council shall approve written estimates for the coming financial year at its meeting in November, so that details of the amount required can be forwarded to the District Council.

Inspection of Documents

- 18. A member may, for the purpose of his duty, inspect any document in the Council's possession and if copies are available will be supplied with one.
- 19. All minutes kept by the Council shall be open for inspection by any member of the Council.

Admission of the Public & Press to Meetings

- 20 The public shall be admitted to all meetings of the Council, but they may be temporarily excluded 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.
N.B. The special reasons should be stated.
- 21. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
- 22. If a member of the public disrupts the meeting, the Chairman may, after warning order that he/she be removed from the meeting

Confidential Business

23. No member of the Council shall disclose to any person not a member of the Council, any business declared to be confidential by the Council. Any member in breach of this shall be removed from the Council

Liaison with County & District Councillors

24. A notice of meeting shall be sent with an invitation to attend that meeting to the County & District Councillors. Copies of any correspondence can be sent to the District or County Councillor if the Council so wishes.

Planning Applications

25. The Clerk shall keep full details of any planning applications received. Every planning application must be referred to the Chairman of the Council as soon as possible in order that a site meeting can be arranged if required.

Variation, Revocation and Suspension of Standing Orders

26. Any or every part of these Standing Orders may be suspended by resolution in relation to any specific item of business
27. A resolution permanently to add, vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council

Standing Orders to be given to Members

28. A copy of these Standing Orders shall be given to each member by the Clerk upon completion of the member's Declaration of Acceptance of Office.

January 2009.

THORPE PARISH COUNCIL

AMENDMENT TO STANDING ORDERS

Section

ORDER OF BUSINESS

7a — Election of Chairman

- (i) The Chairman remains in office until a successor is elected
- (ii) Cllrs can nominate themselves
- (iii) Nomination of Chairman requires a seconder. Proposed Cllr A. Wager
Seconded Cllr C. Lomas
Unanimously agreed
- (iv) If no seconder nomination, the retiring Chairman continues in office.
- (v) Nominees can vote. In a direct vote a Cllr can only vote for one candidate
- (vi) All Cllrs are to express willingness before being nominated.

September 14th, 2009.

AMENDMENT TO STANDING ORDERS

Section

MEETINGS

2(a) The Annual Parish Meeting will be held before the Annual Parish Council meeting. However if the Annual Parish Council meeting is not held between 1st March to 1st June (inclusive) then the Annual Parish Meeting will be held at 7:30pm on the 2nd Monday in May.

September 2011.