

PILNING & SEVERN BEACH PARISH COUNCIL

Standing Orders

Adopted June 1972

Edition revised & reprinted

5/11/2015

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**STANDING ORDERS, ADOPTED JUNE 1972
(WITH REVISIONS)**

1. The Annual Meeting of Council shall be held on the first Tuesday of May (the first Monday being a Bank Holiday), except in a Parish Council Election Year, when the Annual Meeting must be held within the time limit laid down by law, i.e. – on the fourth day after the date of the election or within fourteen days thereafter. In addition to the Annual Meeting, and any other meeting convened by the Chairman, or by members of the Council, a meeting shall be held each month, except August, on the first Monday of the month, or, if a Bank Holiday, on the first Tuesday of the month (adopted 20/05/85).
2. The Council shall, at the Annual Meeting, appoint a Chairman and Vice Chairman. The voting system for the appointments shall be by Exhaustive Ballot. In the final vote a majority of 1 vote will suffice (revised 06/02/2012).
3. Any power or duty of the Chairman, relating to the conduct of a meeting, may be exercised by the person presiding at the meeting.
4. The order of business on the Agenda may be varied:
 - a) At the discretion of the Chairman:
 - b) By a resolution proposed and seconded by the members of Council with shall be put without discussion.
5. No decision may be made on matters put forward under Any Other Business, other than matters carried forward from a previous meeting.
6.
 - a) The ruling of the Chairman on a point of order, or on the admissibility of a personal explanation, shall not be open to discussion.
 - b) When the Chairman rises during a debate any member then speaking shall be silent.
7. Where Council wishes to discuss business *In Camera* it shall do so by 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 and/ or the press be temporarily excluded and they are instructed to withdraw’; provide that the business to be discussed falls within the provisions of the Public Bodies (Admission to Meetings) Act 1960.

 - a) It would be helpful if any Councillor wishing to discuss business *In Camera* informs the Chairman or Clerk of the contents before the meeting, and as early as possible.
 - b) Any business to be discussed *In Camera* is to be marked on the Agenda so the public know they are liable to be asked to leave the meeting (adopted 14.05.85).
8. Councillors may speak only once on any subject for discussion, unless deemed necessary as the right to reply, or at the discretion of the Chairman (adopted 03/09/79).

9. Councillors may bring to the attention of Council matters of urgency with they consider Council should discuss as soon as possible. If necessary a further meeting should be convened (adopted 03/09/79).
10. The District Councillor shall be allowed to speak, after Councillors have completed their discussion on subjects on the Agenda, when he has indicated to the Chairman he has pertinent and authoritative information on the subject under discussion.
11. Agenda time will be allocated for members to report back on any meetings attended, or any representations made, on behalf of the Council, not otherwise provided for on the Agenda. At this time Councillors will be able to raise any questions relative to the report, but no discussion will take place (adopted 01/03/93).
12. Any Parishioner may participate in the business of Council at a time set aside for the purpose at each ordinary meeting of Council. Up to fifteen minutes may be allowed for contributors to speak on items in the published Agenda. Any intention to speak must be notified to the Clerk, or the Chairman, prior to the commencement of the meeting. The meeting will stand adjourned for the duration of the contribution. Members of the public may not speak at any other time during the meeting, unless invited by Council to do so (adopted 06/02/95).
13. Contracts costing in excess of £500 for the supply of goods to, and the execution of works for, Council, where most, or all, of the cost will be met by Council, will be allocated on the basis of the best available quote.
Three quotes should be sought to a specification agreed by a prior meeting of council, and an appointed Councillor, or the Clerk, will oversee the contract.
Contractors whose goods, or works, have been less than satisfactory in the past will not be eligible to submit quotations (adopted 06/12/93).
14. If, at any meeting, any member of Council, in the expressed opinion of the Chairman, conducts himself in a manner unbecoming, by persistently disregarding the ruling of the Chair, or behaves irregularly, improperly or offensively, or wilfully obstructs the business of Council, the Chairman, or any member, may move 'That the member (as named) be not further heard', and the motion, if seconded, shall be put, and determined without discussion. If the member named continues his misconduct, after a motion under the foregoing paragraph has been carried, the Chairman shall:
EITHER, move 'That the member (as named) do leave the meeting':
OR, adjourn the meeting for such period as he, in his discretion, shall consider expedient.
In the event of a general disturbance, which, in the opinion of the Chairman renders the due and orderly despatch of business impossible, the Chairman, in addition to any other power vested in him, without question put, shall be able to adjourn the meeting of Council for such period as, in his discretion, he shall consider expedient.
15. Should a member of public interrupt the proceedings at any meeting the Chairman shall warn him. If he continues with the interruption the Chairman shall order his removal from the meeting. In the case of general disturbance in any part of the room open to the public, the Chairman shall order that part of the room to be cleared.

16. A motion to rescind any resolution passed within the preceding 12 months shall not be carried, except by the unanimous vote of Councillors present. Any motion to rescind a resolution must appear on the order paper and carry the name of the person proposing and the person seconding.
17. The names of those voting on any topic shall be recorded, as shall the names of any members who abstain from voting. Voting shall be by a show of hands. Should any member, because of the delicate nature of the topic, wish the vote to be held in secret, that member has a right to demand this secret ballot. In such a case the numbers only will be declared (revised 06/02/2012).
18. The names of all Councillors present at any meeting of Council shall be recorded in the Minutes, and the first name shall be that of the person in the Chair.
19. Canvassing of members of Council, or any Committee of Council, directly or indirectly, or any appointment under, or with Council, shall disqualify the candidate concerned for that appointment. The purport of the paragraph shall be included in every advertisement inviting applications for appointments.
20. Committees of Council, and their membership, shall be reviewed at the Annual Meeting. The Chairman shall be, *Ex-Officio*, a member of every Committee.
21. No member of Council shall hold the office of Chairman for more than 4 years consecutively. (Revised 03.06.13)
22. Any motion to add to, vary, or revoke those Standing Orders, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of Council.
- 23. Any of these Standing Orders may be suspended in regard to any business at the meeting where the suspension is moved, provided not less than half the members of full Council vote in favour of the suspension (see SO 5).**
24. A printed copy of these Standing Orders, and of such statutory provisions as regulate the proceedings and business of Council, shall be given to each member of Council, by the Clerk, upon delivery to him of the member's Declaration of Acceptance, and on that member's election to Council.
25. The ruling of the Chairman as to the construction, or application, of any of these Standing Orders, or to any proceedings of Council, shall not be challenged in any meeting.

- ❖ No recommendations have been made for Standing Orders relating to any of the following items, because:
 - a) There is already some form of legal requirement to be observed;
 - b) Common sense would dictate the correct procedure;
 - c) Workings of Council would be obstructed unnecessarily by rules.

(No recommendations for standing orders)

Quorums at meetings

Notices of Motions

Questions to Chairman or Committees

Signing of Minutes

Rules of Debate at meetings

Motions concerning Employees of Council

Voting on Appointments

Interests of Members in Contracts and/or Other Matters

Interests of Officers in Contracts

Relative of Members and/or Relative of Officers

Staff Establishment

Custody of Seal

Sealing of Documents

Inspection of Land or Premises

Proceedings of Committees to be Confidential

Constitution of Committees

Sub-Committees

Quorum/ voting in Committees

Movers of Motions: Right to attend Committee meetings

26. Equality & Diversity Policy and a Safeguarding Children & Vulnerable Adults Policy (11.05.15)