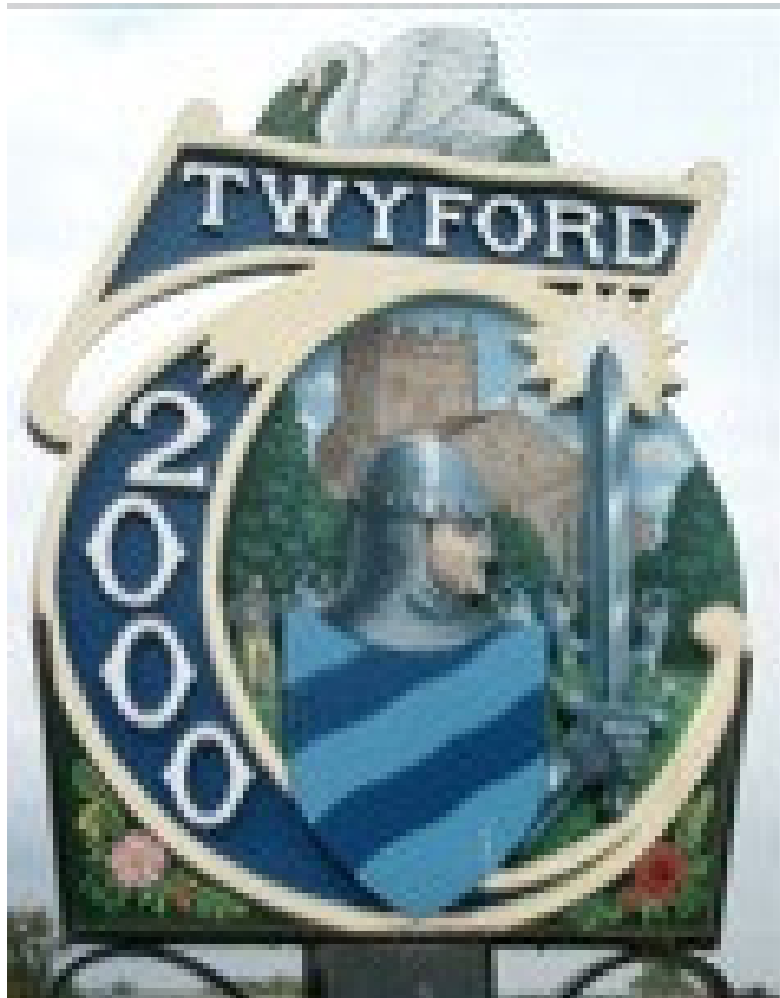


Twyford Parish Council

STANDING ORDERS



Record of Changes

Date	Change
10/02/09	Section 1.2 Tuesday amended to Monday.

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MEETINGS OF THE COUNCIL

1. Ordinary Meetings of the Council

- (1.1) The ANNUAL meeting of the Council shall be held:
in a year of ordinary elections, on the second Thursday in May at 7.30 p.m.
and in any other year, on the third Thursday in May.
- (1.2) The ORDINARY meetings of the Council shall be held on the second Monday of
each month (except the months of August and December when no meetings are
commonly held).
- (1.3) Save where the Council varies this, all meetings shall be held at the Village Hall
and shall commence at 8.00 p.m. and shall conclude no later than 10.00 p.m. at
which point any unfinished business shall be included in the agenda of the next
meeting unless dealt with in the interim.
- (1.4) The Council shall meet at least **SIX** times in each year.

2. Extraordinary Meetings of the Council

- (2.1) The Chairman of the Council may at any time call an extraordinary meeting of the
Council.
- (2.2) If the office of Chairman is vacant, or if the Chairman is unable to act for any
reason, the Vice-Chairman of the Council may at any time call an extraordinary
meeting of the Council.
- (2.3) Any two members of the Council may call an extraordinary meeting of the Council
if a requisition for such a meeting signed by those members has been presented to
the Clerk.
- (2.4) Where any person or persons decide to call an extraordinary meeting of the
Council, that decision shall be signified to the Clerk together with the business to be
transacted by the person or persons concerned. The Clerk shall thereupon ensure
that the notices and summonses giving three clear days' notice of the extraordinary
meeting are published and sent as soon as practicable.

3. Chairman of Meeting

- (3.1) The person presiding at a meeting may exercise all the powers and duties of the
Chairman in relation to the conduct of the Meeting.
- (3.2) If it is necessary to choose a member of the Council to preside in the absence of the
Chairman and Vice-Chairman the Clerk shall call for a nominee from the floor to
take the chair.
- (3.3) If discussion arises on that motion (in 3.2 above) the Clerk shall exercise the
powers of the person presiding to regulate that discussion, and to maintain order at

the meeting. In that event, for the avoidance of doubt, the Clerk shall not have the right to vote on any nomination or matter.

4. Proper Officer

- (4.1) Where a statute, regulation or order confers functions or duties on the proper officer of the Council, that person shall be the Clerk. This provision covers amongst other things the power:
- (a) To receive declarations of acceptance of office.
 - (b) To sign notices or other documents on behalf of the Council where this has been sanctioned by the Council
 - (c) To receive and retain plans and documents.
 - (d) To receive and record notices disclosing personal and prejudicial interests.
 - (e) To receive copies of byelaws made by the District/Borough Council.
 - (f) To certify copies of byelaws made by the Council.
 - (g) To sign summonses to attend meetings of the Council.

5. Quorum of Meetings of the Council

- (5.1) Four members of the Council shall constitute a quorum at a Council meeting and one third of the whole of members of a committee or subcommittee shall constitute a quorum at a committee or sub-committee meeting, subject to a minimum number of three constituting a quorum for a committee or sub-committee meeting.

6. Voting

- (6.1) Members shall vote by show of hands or, if at least two members so request, by signed ballot.
- (6.2) If a member so requires, the Clerk shall record the names of the members who voted in any question so as to show whether they voted for or against it.
- (6.3) (a) Subject to (b) and (c) below, the Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though he gave no original vote.
- (b) If the person presiding over 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 may not give an original vote in an election for Chairman.
- (c) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

(d) When an existing Chairman is put forward for re-election to that position, he must vacate the Chair prior to the election taking place and a Councillor - not put up for election - must take over the Chair until after the election.

7. Order of Business – Annual Meeting

7.1) 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) in the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- (d) to decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
- (e) to elect a Vice-Chairman.
- (f) to appoint committees.
- (g) to appoint representatives.

8. Appointment of Substitute Chairman

8.1) At every meeting other than the **Annual** meeting the first business shall be to appoint a Chairman for the meeting if the Chairman and Vice-Chairman be absent.

9. Review of Pay and Conditions of Employees

9.1) 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.

10. Order of Business – General Meeting

10.1) After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:

- 1. to receive apologies for absence.
- 2. to receive declarations of personal and prejudicial interests.
- 3. An open session under standing order 16.
- 4. to read and approve the minutes of the previous meeting(s) as a correct record, provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the minutes may be taken as read. After consideration to approve the minutes as a correct record which is signified by the person presiding signing a copy of the minutes.

5. to discuss matters arising, if any, from the last meeting.
6. to receive any reports from the Clerk or other person.
7. to receive any report from the Monitoring Officer of the District/Borough Council.
8. to receive communications, if any, from members of the public.
9. to authorise the signing of orders for payments.
10. to receive as read minutes of committees.
11. to consider any recommendations.
12. to receive petitions,
13. notice of which has been given under standing order 12.
14. to consider motions,
15. notice of which has been given under standing order 13.
16. to put any questions to the Chairman or Clerk under standing order 15.
17. any other business specified in the summons.

11. Urgent Business – General Meeting

11.1) A motion to vary the order of business on the ground of urgency:

- (a) may be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
- (b) shall be put to the vote without discussion.

12. Petitions

12.1) Any member of the Council may present a petition signed by persons other than members of the Council, which is relevant to some matter in relation to which the Council has functions, or which affects the area of the Council or its inhabitants or some of them. A member wishing to present a petition at a meeting shall give two clear days notice of the intention to do so to the Clerk. Presentation of the petition shall be limited to no more than three minutes and shall be confined to reading out or summarising the prayer of the petition indicating the number and description of the signatories and making such supporting remarks as the person presenting it shall see fit. The petition shall either be referred to a committee or sub-committee or given to the Clerk for onward transmission to the appropriate person or body or stand referred to the next meeting of the Council, but shall not be the subject of discussion at the Council meeting to which it is presented.

13. Motions Moved With Notice

13.1) Except as provided by these Standing Orders, no motion may be moved and no matter discussed unless the business to which it relates has been put on the agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the clerk at least eight clear days prior to the meeting.

14. Motions Moved Without Notice

14.1) Motions dealing with the following matters may be moved without notice:

1. to appoint a Chairman of the meeting
2. to approve the minutes
3. to correct the minutes
4. to alter the order of business
5. to proceed to the next business
6. to close or adjourn the debate
7. to refer a matter to committee
8. to appoint a committee or any members thereof
9. to adopt a report
10. to authorise the sealing of documents
11. to amend a resolution
12. to give leave to withdraw a resolution or an amendment
13. to exclude the public
14. to silence or eject from the meeting a member named for misconduct
15. to suspend any standing order
16. to adjourn the meeting

15. Questions

- 15.1) At a meeting of the Council, any member of the Council or of the public may ask a question of the Chairman or the Clerk which relates to a matter which affects a function of the Council or its area or the inhabitants of the area or some of them, provided proper notice has been given.
- 15.2) Notice of the question must be given in writing and delivered to the Clerk at least five clear days before the meeting, signifying to whom the question is put.
- 15.3) A reply to the question may be given orally at the meeting or by written reply or by indicating that the substance of the question will be referred to a future meeting of the Council or of a committee or sub-committee.

16. Open Session

- 16.1) At the start or end of each Council meeting if the Chairman is of the opinion that time permits, there shall be a period of no more than fifteen minutes during which any resident of the Council's area or anyone who practises any trade or profession or is employed within the area may raise any matter relevant to the Council, its functions or area, or inhabitants or some of them.
- 16.2) Any matter raised may after debate be further responded to in writing or may be referred to a committee or sub-committee if further consideration is deemed necessary.

17. Rules of Debate – Accuracy of Minutes

- 17.1) No discussion shall take place upon the minutes except upon their accuracy. Corrections to the minutes shall be made by inclusion in the minutes of the meeting which approves the minutes with corrections.

18. Rules of Debate – Motions

- 18.1) A motion shall not be discussed unless it has been proposed and seconded.

19. Procedure for Amendments

- 19.1) An amendment shall be either:
- (a) to leave out words
 - (b) to leave out words and insert or add others
 - (c) to insert or add words.

20. Amendment Becomes Motion

- 20.1) Any amendment shall first be put to the proposer of the original motion for acceptance as part of the motion. If accepted by the proposer it becomes part of the motion without debate.

21. Debate on Amendment

- 21.1) If not accepted by the proposer of the original motion, debate on the amendment takes place. If the amendment is carried, the motion, as amended, shall take the place of the original motion and shall become the motion upon which any further amendment may be moved. If no further amendment is moved, the motion as amended is deemed adopted by the meeting.

22. Effect of Amendment

- 22.1) An amendment shall not have the effect of negating the motion before the Council.

23. One Amendment at a time

- 23.1) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.

24. Discussion on Amendment

- 24.1) Discussion on a motion is suspended whilst an amendment is debated and voted on.

25. Withdrawal of a Motion or Amendment

- 25.1) A motion or amendment may be withdrawn by its proposer.

26. Discussion on Amendment

26.1) When a motion is under debate no other motion shall be moved except the following:

1. to amend the motion
2. to proceed to the next business
3. to adjourn the debate
4. that the question now be put
5. that a member named be not further heard
6. that a member named do leave the meeting
7. that the motion be referred to a committee
8. to exclude the public and press
9. to adjourn the meeting

27. Ruling of Chairman Final

27.1) The ruling of the Chairman on any point of procedure or interpretation of these standing orders is final.

27.2) Members shall address the Chairman.

28. Closure

28.1) At the end of any speech a member may, without comments, move that the question be now put', that the debate be now adjourned' or that the Council do now adjourn'. If such motion is seconded the Chairman shall put the motion to the vote. If the motion `that the question be now put' is carried, he shall call upon the mover of the original motion to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

29. Disorderly Conduct

29.1) (a) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such manner as to scandalise the Council or bring it into contempt or ridicule or act in such a manner as to breach the Code of Conduct adopted by the Council.

(b) If, in the opinion of the Chairman, a member has breached the provisions of paragraph (a) of this Order, 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 without discussion.

(c) If either of the motions mentioned in paragraph (b) is not observed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce the decision.

30. Right of Reply

30.1) The mover of a motion shall have a right to reply immediately before the motion is put to the vote. If an amendment is proposed the mover of the original motion shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matters. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

31. Alteration of Motion

31.1) A member may, with the consent of his seconder, move amendments to his own motion.

32. Rescission of Previous Resolution

32.1) (a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except by a special resolution, the written notice whereof, delivered to the Clerk at least eight days before a meeting at which it is to be considered, bears the names of at least half the number of members of the Council.

(b) When a special resolution moved following the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

33. Voting on Appointments

33.1) Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is no absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

34. Discussion and Motions Affecting Employees

34.1) 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 or Committee (as the case may be) has decided whether or not the public shall be excluded.

35. Expenditure

35.1) Subject to any provision within the Council's delegation arrangements, orders for the payment of money shall be authorised by resolution of the Council. Cheques shall be signed by the Chairman of the Council plus two other Councillors.

36. Sealing of Documents

36.1) (a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

(b) Any two members of the Council named in a resolution moved over the provisions of paragraph (a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal.

37. Committees and Sub-Committees

37.1) The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:

(a) shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.

(b) may appoint persons other than members of the Council to any committee.

38. Ex Officio

38.1) The Chairman and Vice-Chairman ex officio shall be members of every committee.

39. Committee Chairman and Vice Chairman

39.1) Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council.

40. Additional Meetings

40.1) The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that committee or Council as appropriate at any time by requesting the Clerk to issue a summons for the meeting. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

41. Sub-Committees

41.1) Every committee may appoint sub-committees for purposes to be specified by the committee with the terms of reference specified by the committee.

42. Committee Chairman and Vice Chairman Ex-Officio on Sub-Committees

42.1) The Chairman and Vice-Chairman of the committee shall be members of every subcommittee appointed by it unless they signify that they do not wish to serve.

43. Application of Standing Orders to Committees

43.1) The Standing Orders regarding the calling and procedures of meetings of the Council shall apply to committee and sub-committee meetings insofar as they can

be applicable unless they conflict with more particular standing orders relating to committees.

44. Voting in Committees – Show of hands

44.1) Members of committees and sub-committees entitled to vote shall vote by show of hands.

45. Casting Vote

45.1) The Chairman of any committee or sub-committee shall in the case of an equality of votes have a second or a casting vote whether or not he has exercised his original right to vote.

46. Non-members of Committees at Committee Meetings

46.1) A member who has proposed a motion which has been referred to any committee of which he is not a member, may explain his motion to the committee but shall not otherwise debate the matter and shall not vote.

47. Accounts and Financial Statement

47.1) Save as may be provided in the delegation arrangements, all accounts for payment and claims upon the Council shall be laid before the Council.

48. Statement of Receipts and Payments

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

49. Approval of Estimates

49.1) (a) The Council shall approve estimates for the coming financial year at its meeting in the month of November.

(b) Any committee desiring to incur expenditure shall, not later than October, give to the Clerk a written notice of the item of expenditure recommended for the coming year.

50. Members' Interests

50.1) Interests of members in contracts and other matters.

(1) Members shall observe the requirements of the Council's Code of Conduct which is annexed to these standing orders.

(2) (a) Where any member has given a general notice of a personal or prejudicial interest, the member shall nevertheless orally notify a meeting considering a contract or other matter affecting his interest of that interest. Any such reminder shall be recorded in the minutes of the meeting.

(b) The Clerk shall record in a book to be kept for the purpose, particulars of any general notice of interests given by a member. The book shall during the ordinary office hours of the authority be open to inspection by any member of the Council.

- (3) Where any member has declared a prejudicial interest in a contract, grant, proposed contract or other matter, whether by giving a general notice or by making an oral declaration at a meeting, the member shall withdraw from the room in which the meeting is being held while the matter is under consideration unless the disability to discuss, or vote upon any matter arising from, the contract or other matter has been removed by the Standards Committee of the District/Unitary Council.
- (4) The obligations and disabilities imposed by this standing order shall also apply to a member of a committee who is not also a member of the Council who has a personal or prejudicial interest in a matter under consideration at a meeting.

51. Disclosure of Relationships

- 51.1) If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate Committee any such disclosure.

52. Canvassing of and Recommendations by Members

- 52.1) (a) Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this subparagraph of this Standing Order to every candidate.
- (b) A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

53. Inspection of Documents

- 53.1) A member may for the purpose of his duty as such (but not otherwise), inspect any document in the possession of the Council or any committee.

54. Inspection of Minutes

54.1) All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council. Minutes shall also be open to the inspection of any local government elector of the parish as required by section 228 Local Government Act 1972.

55. Unauthorised Activities

55.1) No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:

(a) inspect any lands or premises which the Council has a right or duty to inspect; or

(b) issue orders, instruction or directives unless authorised to do so by the Council or the relevant committee or sub-committee.

56. Admission of the Public and Press to Meetings

56.1) The public 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 are instructed to withdraw.”

57. Press Facilities

57.1) The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

58. Restoring Order

58.1) If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the Council Chamber or otherwise take such action as necessary to restore order.

59. Planning Applications

59.1) The Clerk shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:

- (i) the date on which it was received
- (ii) the name of the applicant
- (iii) the place to which it relates
- (iv) a summary of the nature of the application.

60. Standing Order on Contracts

- 60.1) Where it is intended to enter into a contract exceeding £1,000 in value for the supply of goods or materials or for the execution of works, the Clerk shall obtain three quotations.

61. Variation and Revocation of Standing Orders

- 61.1) A motion 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. It will then become an agenda item and may be passed by a simple majority of all members present and voting at the meeting.

62. Standing Orders to be given to Members

- 62.1) A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him/her of the member's Declaration of Acceptance of Office.

Standing Orders of Twyford Parish Council

October 2008