

## **MYDDLE AND BROUGHTON PARISH COUNCIL**

### **STANDING ORDERS**

#### **MEETINGS**

- 1. Meetings of the Council**
  - (a) Will be held in either Myddle or Harmer Hill Village Hall at 7.30pm on the first Wednesday in January and then on alternate months throughout the year.**
  - (b) Smoking is not permitted at any meeting of the Council**
- 2. The Statutory Annual Meeting of the Council:**
  - (a) In an election year shall be held on the Wednesday next following the fourth day after the election.**
  - (b) In a year when there is no election on the third Wednesday in May**

#### **CHAIRMAN OF THE MEETING**

**The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting,**

#### **PROPER OFFICER**

**Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, this shall be the Clerk**

- (a) To receive declarations of office**
- (b) To receive and record notices disclosing pecuniary interests**
- (c) To receive and retain plans and documents**
- (d) To sign notices or other documents on behalf of the Council**
- (e) To sign summonses to attend meetings of the Council**
- (f) To receive copies of bylaws made by Shropshire Council**

#### **QUORUM**

- (a) Three Members shall constitute a quorum**
- (b) If a quorum is not present when the Council meets or if, during the meeting, the number of Councillors present and not debarred by reason of declaring a pecuniary interest falls below the quorum, the business not transacted at that meeting shall be transferred to the next meeting or on such other day as the Chairman may determine.**

#### **VOTING**

- (a) Members shall vote by show of hands or, if at least two Members so request, by signed ballot**
- (b) If a Member so requires, the Clerk shall record the names of those who voted on any question as to show whether they voted for or against it.**
- (c) The Chairman may give an original vote on any matter put to the vote and in the case of an equal vote may give a casting vote, even though he gave no original vote.**
- (d) The person presiding at the election of a Chairman must give a casting vote whenever there is an equality of votes.**

## **ORDER OF BUSINESS**

- 1. In an election year Councillors shall execute Declarations of Acceptance of Office, in the presence of the Clerk, before the annual meeting begins.**
  
- 2. At each Annual Meeting the first business shall be**
  - (a) To elect a Chairman**
  - (b) To receive the Chairman's declaration of office.**
  - (c) To elect a Vice-Chairman**
  - (d) To receive the Vice Chairman's declaration of office**
  - (e) To appoint representatives and committee members**
  - (f) In the year of an election, to make arrangements to attempt to fill any vacancies left unfilled at the election.**
  
- 3. At every meeting other than the Annual Meeting the order of business shall be:**
  - (a) To appoint a Chairman if the Chairman and Vice Chairman are absent.**
  - (b) To receive apologies for absence.**
  - (c) To receive declarations of personal or prejudicial interests.**
  - (d) To receive a report from the police.**
  - (e) To read and consider the minutes from the previous meeting. Providing the minutes have been circulated prior to the meeting, they may be taken as read.**
  - (f) After consideration, the minutes must be signed by the Chairman of the meeting, declaring them to be a true copy.**
  - (g) To consider matters arising from the minutes.**
  - (h) To approve accounts for payment.**
  - (i) To receive and consider a financial statement.**
  - (j) To receive and consider any planning applications received.**
  - (k) To receive reports from committee/ representatives.**
  - (l) To receive details of any correspondence received by the Clerk in the period since the last meeting.**
  - (m) To consider matters for inclusion on the next agenda.**
  - (n) To consider any issues in the Parish that need urgent attention.**
  - (o) To confirm date and time of next meeting.**

**A motion to vary the order of business on the grounds of urgency may be proposed by the Chairman and put to the vote without discussion.**

## **RESOLUTIONS MOVED ON NOTICE**

**Except as provided in these Standing Orders, no resolution may be moved 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 such notice to the Clerk at least ten days before the date of the planned meeting.**

**Every resolution or recommendation shall be relevant to some subject over which the Council has power or affects the area.**

## **RESOLUTIONS MOVED WITHOUT NOTICE**

Resolutions dealing with the following may be moved without notice:

- (a) To appoint a Chairman for the meeting.
- (b) To correct the minutes.
- (c) To approve the minutes.
- (d) To alter the order of business.
- (e) To proceed to the next business.
- (f) To close or adjourn a debate.
- (g) To appoint a Committee or a Representative
- (h) To adopt a report
- (i) To amend a motion.
- (j) To exclude the public.
- (k) To invite a Member having an interest in the subject matter under debate to remain.
- (l) To give the consent of the Council.
- (m) To suspend any Standing Order.
- (n) To adjourn the meeting.

## **QUESTIONS**

- (a) Any Member may ask the Chairman or the Clerk any questions regarding the business of the Council, providing notice of the question has been given by the person before the meeting begins.
- (b) No questions not connected with the business under discussion shall be asked
- (c) The names of proposers and seconders will not be recorded unless a specific request is made.
- (d) Any amendment to a resolution shall not have the effect of negating the proposed resolution.
- (e) All Members should address the Chairman of the meeting at all times.

## **EXPENDITURE**

Orders for the payment of money shall be authorised by a resolution of the Council and all cheques signed by two authorised Members. The counterfoils of all issued cheques must be initialled by the same Members.

## **ADMISSION OF THE PUBLIC**

- (a) The public and the press shall be admitted to all Council meetings.
- (b) Members of the public may not participate in the business of the Council unless the Chairman has given prior approval and Members have been informed.
- (c) An opportunity will be given to members of the public to raise issues of concern at the start of the meeting. Any such observation will be minuted and appropriate action taken
- (d) At all meetings of the Council, the Chairman may at his discretion and at a convenient time in the transaction of the business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted .

- (e) The public and the press may be excluded from parts of the meeting by means of the following resolution:  
*'That in the view of the special or confidential nature of the business it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw'*
- (f) If a member of the public disrupts a meeting, the Chairman after giving a warning may ask the person to withdraw.

#### **LIAISON WITH SHROPSHIRE COUNCILORS**

- (a) A notice of the meeting and an invitation to attend should be addressed to the Shropshire Councillor representing the ward.
- (b) Where appropriate letters addressed to Shropshire Council should be copied to the relevant Councillor.

#### **PLANNING APPLICATIONS**

- (a) The Clerk should retain particulars of all received planning applications until a decision is made and where appropriate refer the application to the Chairman.
- (b) The Chairman can decide on what action needs to be taken.
- (c) Decisions must be forwarded to Shropshire Council within the stated time.

#### **CODE OF CONDUCT AND COMPLAINTS**

The Council shall deal with complaints of maladministration allegedly committed by the Council, its Officers or a specific Member in line with the Council's complaints policy and based on N.A.L.C's Circular 2/86

#### **LOCAL GOVERNMENT ACT 2000 (Amended 2007)**

All Members elected or co-opted have to:

- (a) Complete and abide by the Members 'Code of Conduct'
- (b) Complete a 'Registration of Interest' document. The original of this document is held by Shropshire Council and the Clerk is provided with a copy.
- (c) Complete a declaration of 'Acceptance of Office', which is held by the Clerk.

#### **STANDING ORDERS TO BE GIVEN TO MEMBERS**

A copy of these Standing Orders shall be given to every Member.

#### **COUNCIL VACANCIES**

When a vacancy for a Councillor occurs, the Clerk must inform the Elections Officer at Shropshire Council and follow the procedures given by that officer.

Dated January 2000

Amended April 2009