

Uplyme Parish Council

Standing Orders



Certain matters have been laid down by Acts of Parliament and are therefore compulsory. These are printed in **bold type**.

1. Meetings

- (a) Meeting of the Parish Council shall be held in the Village Hall at 7.15 p.m. unless the Council decides otherwise at a previous meeting.
- (b) All Councillors must adhere to the current Code of Conduct as adopted by Uplyme Parish Council.
- (c) **Annual meeting of the Parish Council.** The statutory annual meeting of the Parish Council shall be held in May. In a council election year, the meeting must be held on or within 14 days following the day on which the Councillors elected take office.
- (d) **Annual Parish Meeting.** The Annual Parish Meeting shall be held between 1st March and 1st June inclusive.
- (e) Four members shall constitute a quorum at meetings of the Council.
- (f) The Chairman's decision as to the application of Standing Orders shall be final.

2. Voting

- (a) Members shall vote by a show of hands, or, if so requested by a member, by a ballot.
- (b) If a member so requests, the Clerk shall record the names of members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.
- (c) The Chairman may give an original vote on any matter* put to the vote, and in any case as to equality of votes may give a casting vote whether or not he or she gave an original vote. *Except if he or she would have ceased to be a member of the Council after an election, in which case he or she may not give an original vote for Chairman. However, the person presiding must give a casting vote whenever there is equality of votes in an election for Chairman.

3. Admission of the Public and Press to Meetings

- (a) **The public shall be admitted to all meetings of the Council (and its Committees) but may be temporarily excluded if business of a special or confidential nature is about to be transacted.** There will be an opportunity for the public to speak at some point in the meeting.
- (b) **The Clerk shall afford to the press reasonable facilities for taking their report for any proceedings of which they are entitled to be present.**

4. Order of Business

- (a) **At each Annual Meeting the first business shall be:**
- (i) **To elect a Chairman.** The Chairman shall hold office until his successor shall have been chosen, and all other persons appointed at the Annual meeting shall normally hold office until immediately after the election of the Chairman at the next Annual Meeting.
 - (ii) **To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
 - (iii) **In an ordinary year of election of the Council to fill any vacancies left unfilled at the elections by reason of insufficient nominations.**
 - (iv) **To decide when any acceptances of office that have not been received as provided by law shall be received.**
 - (v) To elect a Vice-Chairman.
 - (vi) To appoint the Responsible Financial Officer (who will normally be the Clerk).
 - (vii) To make such other appointments as may be required to fulfil the duties and responsibilities resting with the Council.
- (b) **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- (c) After the first business has been completed, the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:
- (i) To receive apologies for absence.
 - (ii) **After consideration, to approve the Signature of the Minutes by the person presiding as a correct record.**
 - (iii) To dispose of business, if any, remaining from the last meeting including any matters arising from the minutes.
 - (iv) To receive such communications as the person presiding may wish to lay before the Council.
 - (v) **To deal with business expressly required by statute to be done**
 - (vi) To deal with any other business specified in the summons to the meeting.
- (d) A motion to vary the order of business
- (i) 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
 - (ii) shall be put to the vote without discussion

5. Code of Conduct

- (a) All Councillors shall observe the Code of Conduct adopted by the Council.
- (b) Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may
 - (i) make representations,
 - (ii) answer questions, and
 - (iii) give evidence relating to the business being transacted,but must thereafter leave the meeting room.

6. Disorderly Conduct

- (a) No person shall obstruct the business of a meeting, or behave offensively or improperly.
- (b) If, in the opinion of the Chairman or person presiding, there has been a breach of Standing Order 6 (a) above, such Chairman or person presiding shall express that opinion, and thereafter any Councillor (including such Chairman) may move that the person considered as breaching such Standing Order be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- (c) If a resolution, made in accordance with Standing Order 6 (b) above, is disobeyed, such Chairman may take such further steps as may be reasonably be necessary to enforce it and/or may adjourn the meeting.

7. Committees

The Council may, at its Annual Meeting, appoint standing Committees and may at any other time appoint such other Committees as may be necessary, and

- (a) shall determine their terms of reference,**
- (b) may permit Committees to determine the dates of their meetings,**
- (c) shall appoint or determine the term of office of Councillor or non-councillor members of such a Committee (unless the appointment of such non-councillors is prohibited by law) so as to hold office no later than the next Annual Meeting,**
- (d) may appoint substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of a Committee have confirmed to the proper officer 2 days before the meeting that they are unable to attend,**
- (e) an ordinary member of a Committee who has been replaced at a meeting by a substitute member (in accordance with Standing Order 7 (d) above) shall not be permitted to participate in debate or vote in business at that meeting and may only speak during any public participation session during that meeting,**
- (f) may in accordance with Standing Orders, dissolve a Committee at any time.**

8. Sub-Committees

Unless there is a Council resolution to the contrary, every Committee may appoint a sub-committee whose terms and reference and members shall be determined by resolution of the Committee.

9. Working Parties

The Council may appoint Working Parties to deal with various matters; these Working Parties may include Councillors or non-councillors but the Chairman of such Working Parties will be appointed by the Council.

10. Expenditure, Accounts and Financial Statements

- (a) **Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.**
- (b) Except as provided in paragraph 10 (c) , all accounts for payment and claims upon the Council shall be laid before the Council. Cheques shall be signed by two Councillors from the list of authorised cheque signatories as amended from time to time and notified to the bank currently authorised for use by the Council. This list shall always include the Chairman and Vice-Chairman.
- (c) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the Clerk. Such payments shall be authorised by the Clerk for payment with the approval of the Chairman or Vice-Chairman of the Council.
- (d) All payments under paragraph 10 (c) shall be separately included in the next schedule of payments laid before the Council.
- (e) The Clerk shall supply to each member as soon as practicable after 31st March in each year a statement of receipts and payments for the completed financial year. A financial statement prepared on the appropriate accounting basis (receipts and payments) for a year to 31st March shall be presented to each member before the end of the following May. The statement of the accounts of the Council (which is subject to external audit) shall be presented to the Council for approval prior to the date it is due for submission to the Audit Commission.

11. Inspection of Documents

All minutes kept by the Council and by any Committee shall be open for inspection by any member of the Council.

12. Variation, Revocation and Suspension of Standing Orders.

Any or every part of the Standing Orders, except for those printed in **bold type**, may be suspended by resolution in relation to any specific item of business.

A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to the Clerk of the member's initial declaration of acceptance of office.