

# LEA & CLEVERTON PARISH COUNCIL

## STANDING ORDERS

### MEETINGS

1. The Statutory Annual Meeting (a) in an election year shall be held on the 9<sup>th</sup> day next following the fourth day after the ordinary day of elections to the Council and (b) in a year which is not an election year shall be held on the third Tuesday in May.
2. The three other statutory meetings shall be held on the third Tuesday in the months of July, November and March.
3. Three additional meetings, two of which shall be held on the third Tuesday in the months of September and January, with a third meeting which shall be optional being held on the third Tuesday in the month of December.
4. Notice of Meetings may be passed to Members by electronic means. Folders containing Agendas and all associated documents appertaining to Council meetings shall be delivered to Members at least three clear working days prior to the Meeting.

### CHAIRMAN OF MEETING

4. 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

5. Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he/she shall be the Clerk:
  - a) To receive declarations of acceptance of office.
  - b) To receive and record notices disclosing pecuniary interests.
  - c) To receive and retain plans and documents.
  - e) To sign notices or other documents on behalf of the Council.
  - f) To receive copies of byelaws made by a District Council.
  - g) To certify copies of byelaws made by the Council
  - h) To sign summonses to attend meetings of the Council.

In any other case the proper officer shall be the person nominated by the Council and, in default of nomination, the Clerk.

### QUORUM

6. THREE members shall constitute a quorum.

### VOTING

7. If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it.
8. Subject to (a) and (b) below the Chairman may give an original vote on any matter put to the vote, in the case of an equality of votes may give a casting vote even though he gave no original vote.
  - a) If the person presiding at 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 the Vice-Chairman until the end of their term of office he may not give an original vote in an election for Chairman.

- b) The person presiding must give a casting vote whenever there is an equality of votes in an election for a Chairman.

### **ORDER OF BUSINESS**

*(In an election year councillors should execute Declarations of Acceptance of Office in each other's presence, or in the presence of the proper officer previously authorized by the Council to take such declarations, before the annual meeting commences.)*

9. At each Annual Meeting the first business shall be:
- To elect a Chairman.
  - To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.
  - In the ordinary year of election of the Council to fill any vacancy left unfilled at the election by reason of insufficient nominations.
  - To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
10. At every meeting other than the Annual Council Meeting the first business shall be to appoint a Chairman if the Chairman or Vice Chairman be absent and to receive such declarations of acceptance of office (if any) as are required by law to be made, or if not then received to decide when they shall be received.
11. a) After consideration to approve the signature of the Minutes by the person presiding as a correct record.  
b) To deal with business expressly required by statute to be done.

### **VOTING IN COMMITTEES**

12. Chairmen of Committees and sub-committees shall in the case of equality of votes have a second or casting vote.

### **INTERESTS**

3. The Clerk shall record in a book to be kept for the purpose, particulars of any notice given by any member or any officer of the Council of a pecuniary interest in a contract, and the book shall be open during reasonable hours of the day for the inspection of any member.

### **INSPECTION OF DOCUMENTS**

14. All Minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

### **ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS**

15. The public shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public by means of the following resolution:

"That in view of the [special] [confidential] nature of business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and that they are instructed to withdraw."

*(Notes: The special reason should be stated. If a person's advice or assistance is needed they may be invited (by name) to remain after the exclusion resolution is passed.)*

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

### **CODE OF CONDUCT ON COMPLAINTS**

17. The Council shall deal with complaints with complaints of maladministration allegedly committed by the Council or by any officer or member in the manner recommended in Circular 2/86 issued by the National Association of Local Councils.

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

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

### **VARIATION AND REVOCATION OF STANDING ORDERS**

19. A resolution permanently to add, vary, or revoke a Standing Order shall be proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

**Approved by Council September 15<sup>th</sup> 2015**