

Egginton Parish Council

Standing Orders

1) Meetings

1.1 **The Statutory Annual Meeting:**

In an election year the Annual Meeting of the Parish Council will be held on or within 14 days following the day on which the Councillors take office but in a year which is not an election year the Annual Meeting of the Parish Council shall be held on such a day as the Council may direct.

1.2 **Regular Meetings**

In addition to the annual meeting the Council will meet at least five times, on such dates, time and such place as the Council may direct, but meetings shall be no more than two months apart.

1.3 **Annual Parish Meeting**

The Council shall hold an Annual Parish Meeting in March of each year to which all electors and local organisations are invited. The meeting shall be chaired by the Chair, or in his or her absence, the Vice Chair of the Council. The Agenda for the meeting will include the Chair's review of the past year and reviews by local organisations of their year's work.

1.4 **Chair**

The person presiding at any meeting of the Council may exercise the powers and duties of the Chair in relation to the conduct of the meeting.

1.5 **Quorum**

Three councillors shall constitute a quorum. If a quorum is not present (not counting those debarred by reason of a declared interest) falls below three, the meeting shall be adjourned and the business shall be deferred to the next meeting.

1.6 **Notice**

The Clerk shall issue summonses to Councillors to attend meetings and place notices on the Council's Notice Boards, with details of the business to be transacted, at least seven days notice prior to any meeting of the Council.

1.7 **Proper Officer**

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

- To receive declarations of office
- To receive and record notices disclosing interests at meetings
- To receive and record plans and documents on behalf of the Council
- To sign notices or other documents on behalf of the Council
- To receive copies of bylaws made by another local authority.
- To certify copies of bylaws made by the Council
- To sign and issue the summons to meetings of the Council
- To keep proper records for all the Council's meetings
- To carry out the function of the Responsible Financial Officer.

1.8 **Voting**

Shall be either verbally, by show of hands or, if requested by at least two members, by signed ballot. If a member so requires, 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 onto the next business. Subject to the points below the Chair may give an original vote on any matter put to the vote, and in any case of equality of votes may give a casting vote whether or not he/she gave an original vote, except when:

- If the person presiding at the Annual Parish Council Meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chair and Vice Chair until the end of their term of office he/she may not give an original vote in an election for the position of Chair.
- The person presiding must give a casting vote whenever there is an equality of votes in an election for the position of Chair

1.9 Order of Business

(a) At each Annual Meeting of the Parish Council the order of business shall be:

- To receive any apologies for absence
- To elect the Chair of the Council
- To receive the Chair's declaration of acceptance of office
- In the ordinary year of elections of the Council to fill any vacancies left unfilled at the elections by reason of insufficient nominees
- To decide when any declarations of acceptance of office and written undertakings to abide by the Code of Conduct adopted by the Council, which have not been received as provided by law, should be received.
- To elect a Vice Chair of the Council
- To receive the Vice Chair's declaration of acceptance of office.
- To appoint representatives to outside bodies
- To consider payment of any subscriptions falling to be paid annually
- Thereafter to follow the order of business set out in (c) below.

(b) At every other meeting other than the Annual Parish Council Meeting, the first order of business shall be to appoint a Chair if the Chair and Vice Chair are absent.

(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:

- To receive such declarations of office (if any) and undertaking to observe the Council's Code of Conduct as are required by law to be made, or if not then received, to decide when they shall be received.
- To consider the Minutes of the previous meeting, which shall be circulated to each Member no later than the summons to the meeting.
- After consideration to approve the signature of the Minutes of the previous meeting by the person presiding as a true record.
- To deal with business expressly required by statute to be done.
- To dispose of business, if any, remaining from the last meeting.
- To dispose of business in the order given in the summons to the meeting.

1.10 Timing

All meetings of the Council will commence at 7:30pm and will close by 9:30 pm. Any business not completed by 9:30 pm will be carried over to the next meeting or to a reconvened meeting, if the Council so decides.

1.11 Admission of the Press and Public

The press and general public shall be admitted to all meetings of the Council, which may however, temporarily exclude the public and press by means of a resolution:

“That in view of the (special or confidential) nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw.”

At all meetings of the Council, the Chair at his/her discretion and at a convenient time in the transaction of business allow members of the public to address the meeting in relation to business to be transacted at that meeting.

If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that the person be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

1.12 Minutes

All minutes kept by the Council shall be open for inspection by any member of the Council. Part One minutes (excluding exempt items) will be available to any member of the public.

2 General

2.1 Conduct

All members must observe the Model Code of Conduct which was adopted by the Council on 16th July 2007, a copy of which is annexed to these Standing Orders.

2.2 Register of Interests

Members shall complete and return to South Derbyshire District Council's Monitoring Officer a Register of Member's Interests on taking office. The Clerk shall retain a copy of the Register of Member's Interests for inspection only by the member concerned, any public request from other Members or members of the public should be made to South Derbyshire District Council's Monitoring Officer.

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council on 16th July 2007, then he/she shall declare such interest as soon as it becomes apparent at any meeting of the Council. If any Member who has declared an interest then considers it a prejudicial interest, then he/she must withdraw from the meeting during consideration of the item to which the interest relates.

2.3 Expenditure

Expenditure by the Council shall be governed by the approved Financial Regulations which shall be reviewed annually.

Chair of the Council

January 2009