

# HIGHAM WITH WEST CLOSE BOOTH PARISH COUNCIL

## Standing Orders for Higham with West Close Booth Parish Council

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

### MEETINGS

- a) Meetings of the Council shall be held in the Village Hall at 7.30 pm unless the Council decides otherwise at a previous meeting
- b) Smoking is not permitted at any meeting of the Council
- c) All councillors should adhere to the Code of Conduct as adopted by Higham with West Close Booth Parish Council at the meeting held on 17<sup>th</sup> July 2007

#### 1. **The Statutory Annual Meeting**

- a) **in an election year shall be held on a Tuesday within fourteen days after the 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.**
- c) **The three other statutory meetings shall be held on the third Tuesday in the month.**

#### 2. **Eight additional meetings shall be held on the third Tuesday in the month.**

### CHAIRMAN OF MEETING

- 3. **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

- 4. The Proper Officer of the Council shall be the Clerk whose duties and functions shall included those listed at a-g in NALC Part II Section 6.

### QUORUM

#### 5. **Three members shall constitute a quorum**

- 6. If a quorum is not present when the Council meets or if during a meeting the number of councillors present, and not debarred by reason of a declared interest, falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.
- 7. Members shall vote by show of hands or, if at least two members so request, by signed ballot.
- 8. **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.**
  - 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 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 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) **Chairmen of committees and sub committees shall in the case of equality of votes have a second or casting vote.**

## ORDER OF BUSINESS

### 9. At each Annual Meeting the first business shall be:

- a) **To elect a Chairman.** The Chairman shall hold office until his successor has 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.
- b) **To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
- 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 that have not been received as provided by law shall be received.**
- e) To elect a Vice Chairman.
- f) To receive the Vice-Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.
- g) To appoint the Responsible Financial Officer (who will normally be the Clerk).
- h) To make such other appointments as may be required to fulfil the duties and responsibilities resting with the Council

### 10. At every meeting, other than the Annual Meeting, the first business shall be to appoint a Chairman if the Chairman and 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. 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:

- a) To receive apologies for absence.
- b) To receive declarations of interest.
- c) **After consideration, to approve the signature of the Minutes by the person presiding as a correct record.**
- d) To dispose of business, if any, remaining from the last meeting including any matters arising from the minutes.
- e) To authorise the signing of orders for payment.
- f) To receive such communications as the person presiding may wish to lay before the Council.
- g) **To deal with business expressly required by statute to be done.**
- h) To deal with any other business specified in the summons to the meeting.
- i) To answer any questions from and deal, where possible, with matters raised by Councillors.

### 12. A motion to vary the order of business

- (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

## EXPENDITURE, ACCOUNTS AND FINANCIAL STATEMENT

### **13. Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.**

- a) Except as provided in sub paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- b) 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 Responsible Financial Officer with the approval of the Chairman or Vice-Chairman of the Council.
- c) All payments ratified under sub paragraph (b) of this Standing Order shall be separately included in the next schedule of payments laid before the Council.

14. The financial year shall run from 1 April to 31 March.

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

## INSPECTION OF DOCUMENTS

### **16. All minutes kept by the Council and by any committee shall be open for inspection by any member of the Council.**

## ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

**17. 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.

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

## LIAISON WITH COUNTY AND BOROUGH COUNCILLORS

19. A notice of meeting shall be sent together with an invitation to the County Councillor and Borough Councillor.

- a) The Clerk shall refer every planning application to the Chairman or, in his absence, the Vice-Chairman, within 48 hours of receiving it.
- b) The Chairman (or the Vice-Chairman) shall discuss each planning application with at least two appropriate councillors. If the matter is not controversial the Chairman / Clerk will reply appropriately to the planning authority, otherwise the application shall be referred to the next ordinary meeting of the Council or, in urgent cases, to a special meeting of the Council for decision.
- c) The Clerk shall keep a separate file for planning applications and related papers.

## VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

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

21. A motion permanently 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.

22. A copy of these Standing Orders, together with a copy of '*Standing Orders and Chairmanship*', National Association of Local Councils (latest edition) shall be given to each member by the Clerk upon delivery to the Clerk of the member's declaration of acceptance of office.

12<sup>th</sup> February 2009