

SHOSCOMBE PARISH COUNCILS STANDING ORDERS

MEETINGS

1. The Statutory Annual Meeting in an election year shall be held on or within 14 days following the day on which the Councillors elected take office. In a year, which is not an election year, the Annual Parish Meeting shall be held on such day in May as the Council may direct.
2. In addition to the Statutory Annual Parish Council Meeting at least three other statutory meetings shall be held in each year on such dates and times and at such places as the Council may direct.

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.

QUORUM

4. Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.

VOTING

5. If a member so requires, the Clerk shall record the names of the members 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.
- 6.1 Subject to 6.2 and 6.3 below the Chairman may give an original (first) vote on any matter put to the vote, and in any case of equality (tie) of votes may give a casting vote whether or not he gave an original vote.
- 6.2 If the person presiding at the annual meeting has 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.
- 6.3 The person presiding must give a casting vote whenever there is an equality of votes in an election for the Chairman.

ORDER OF BUSINESS

7. At each Annual Parish Council Meeting the first business shall be:
 - (a) To elect a Chairman of the Council Council.
 - (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 and written undertakings to observe the code of conduct adopted by the Council (which have not been received as provided by law) shall be received.

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8. At every meeting other than the Annual Parish Council 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) 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.
9. (a) After consideration, to approve the signature of the Minutes by the person presiding as a correct record. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.

(b) To deal with business expressly required by statute to be done.

DISORDERLY CONDUCT

10. All members must observe the Code of Conduct, which was adopted by the Council on 19th September 2013 a copy of which is available from the Clerk.

INTERESTS

11. If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 19th September 2013 then he/she shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.
12. If a member who has declared a personal interest then considers the interest to be prejudicial, he/she must withdraw from the room during the consideration of the item to which the interest relates.
13. The Clerk may be required to compile or hold a Register of Members' Interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

INSPECTION OF DOCUMENTS

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

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

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

"That in the view of the special and/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 are instructed to withdraw."

As the above Standing Orders have been taken from NALC model Standing Orders and are in fact those that have been printed in bold type, none of the above may be suspended by resolution in relation to any specific item of business.

STANDING ORDERS TO BE GIVEN TO MEMBERS

A copy of these standing Orders shall be given to each member of the Council by the Clerk upon delivery of the Member's Declaration of Acceptance of Office.