

ST IPPOLYTS PARISH COUNCIL

MANDATORY STANDING ORDERS

The Statutory Annual Meeting

In an election year the Annual Parish Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office and in a year which is not an election year it shall be held on such day in May as the Council may direct.

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 place as the Council may direct.

Chairman of the Meeting

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

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

Voting

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. Such a request must be made before moving on to the next business.

- 1) Subject to 2) and 3) 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 whether or not he gave an original vote.
- 2) 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.
- 3) The person presiding must give a casting vote whenever there is an equality of votes in an election

Order of Business

At each Annual Parish Council Meeting the first business shall be :-

- a) To elect a Chairman.
- 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 which have not been received as provided by law shall be received.

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.

After consideration to approve the signature of the Minutes by the person presiding as a correct record.

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

Disorderly Conduct

- a) All members must observe the Code of Conduct (Order 2007 No. 1159) which was adopted by the council on 2nd July 2007, a copy of which is annexed to these Standing Orders.
- b) No member shall at a meeting behave in such a manner as to bring the Council into disrepute.
- c) If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Standards Board for England.

Expenditure

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

Voting in Committees

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

Interests

If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 2nd July 2007 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates.

The Clerk maybe required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute

Inspection of documents

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

The public and press shall be admitted to all meetings of the Council and its committees which may, however, temporarily exclude them.

The above Standing Orders are compulsory as they are laid down in Acts of Parliament. These Standing Orders cannot be altered.

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