

BOW PARISH COUNCIL

ADOPTED STANDING ORDERS

MEETINGS

1. (a) The Council shall hold not less than four meetings in each year one of which shall be the Statutory Annual Meeting which (i) in an election year shall be held on theday next following the fourth day after the ordinary day of elections to the Council and (ii) in a year which is not an election year shall be held on any day in May. The Council may, in addition to the above, hold meetings for the transaction of general business at such hours or place as they shall from time to time resolve.

(b) Smoking is not permitted at any meeting of the Council.

CHAIRMAN OF MEETING

5. 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

6. Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he 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.
 - (d) To sign notices or other documents on behalf of the Council.
 - (e) To receive copies of byelaws made by a District Council.
 - (f) To certify copies of byelaws made by the Council.
 - (g) To sign summonses to attend meetings of the Council.
 - (h) *(Wales only)* To provide a minute book for recording the proceedings of community meetings.
- In any other case the proper officer shall be the person nominated by the Council and, in default of nomination, the clerk.

QUORUM

7. Three * members shall constitute a quorum.

(insert "three" or the number equal to one-third of the membership whichever is the greater)

8. 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 pecuniary 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.

VOTING

9. Members shall vote by a show of hands, or, if at least two members so request, by signed ballot.

10. 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.

11. (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 even though he gave no 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 for Chairman.

ORDER OF BUSINESS

(In an election year councillors should execute Declarations of Acceptance of Office in each others presence, or in the presence of a proper officer previously authorised by the Council to take such declaration, before the annual meeting commences.)

12. At each Annual 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.
- (e) To elect a Vice-Chairman.
- (f) To appoint school governors.
- (g) To appoint committees.
- (h) To consider the payment of any subscriptions falling to be paid annually.
- (i) To inspect any deeds and trust instruments in the custody of the council:
and shall thereafter follow the order set out in Standing Order 15.

13. 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.

14. In every year not later than the meeting at which the estimates for next year are settled the council shall review the pay and conditions of service of existing employees *(See Standing Order 38, below.)*

15. 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 read and consider the minutes: provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- (b) After the consideration to approve the signature of the Minutes by the person presiding as a correct record.
- (c) To deal with business expressly required by statute to be done.
- (d) To dispose of business, if any, remaining from the last meeting
- (e) To receive such communications as the person presiding may wish to lay before the Council.
- (f) To answer questions from the Councillors
- (g) To receive and consider reports and minutes of committees.
- (h) To receive and consider reports from officers of the Council.
- (i) To authorise the sealing of documents.
- (j) To authorise the signing or orders for payment. *(This will be unnecessary if there is a finance committee.)*
- (k) To consider resolutions or recommendations in the order in which they have been notified.
- (l) Any other business specified in the summons. *(See above, paragraph 37.)*

16. A motion to vary the order of business on the ground of urgency

- (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.

RESOLUTIONS MOVED WITHOUT NOTICE

23. Resolutions dealing with the following matters may be moved without notice:-

- (a) To appoint a Chairman of the meeting.
- (b) To correct the minutes.
- (c) To approve the minutes.
- (d) To alter the order of business.
- (e) To proceed to the next business.
- (f) To close or adjourn the debate.
- (g) To refer a matter to a committee.
- (h) To appoint a committee or any members thereof.
- (i) To adopt a report.
- (j) To authorise the sealing of documents.
- (k) To amend a motion.
- (l) To give leave to withdraw a resolution or amendment.
- (m) To extend the time limit for speeches
- (n) To exclude the public
(See Order 66 below.)
- (o) To silence or eject from the meeting a member named for misconduct.
- (p) To invite a member having an interest in the subject matter under debate to remain.
(See Order 57 below.)
- (q) To give the consent of the Council where such consent is required by these Standing Orders.
- (r) To suspend any Standing Order. (See Order 75 below.)
- (s) To suspend the meeting.

RULES OF DEBATE

28. 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.

DISORDERLY CONDUCT

33. (a) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.

(b) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (a) of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

(c) If either of the motions mentioned in paragraph (b) is disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

RIGHT OF REPLY

34. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF RESOLUTION

35. A member may, with the consent of his seconder, move amendments to his own resolution.

RESCISSION OF PREVIOUS RESOLUTION

36. (a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least six members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.

(b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of no similar resolution may be moved within a further six months.

VOTING ON APPOINTMENTS

37. Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

DISCUSSION AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

38. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be conducted until the Council or committee (as the case may be) has decided whether or not the public shall be excluded. (*See Standing Order No. 66.*)

RESOLUTIONS ON EXPENDITURE

39. Any resolution [which is moved otherwise than in pursuance of a recommendation of the Finance Committee or of another committee after recommendation by the Finance Committee] and which, if carried, would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon [and the Finance Committee shall report on the financial aspect of the matter].

(The words in square brackets must be deleted if there is no Finance Committee.)

EXPENDITURE

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

SEALING OF DOCUMENTS

41. (a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

(b) *[The Council's Common Seal shall alone be used for sealing documents. It shall be applied by the proper officer in the presence of two members who shall sign the document as witnesses.]

~~*[Any two members of the Council named in a resolution moved under the provisions of paragraph (a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal.]~~

These two alternatives are mutually exclusive. A Council with a seal **must delete the second. A Council without **must** delete the first.*

COMMITTEES AND SUB-COMMITTEES

42. The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-

(a) shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.

(b) may appoint persons other than members of the Council to any Committee; and

(c) may subject to the provisions of Order 36 above at any time dissolve or alter the membership of a committee.

45. The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

VOTING IN COMMITTEES

51. Members of committees and sub-committees entitled to vote shall vote by show of hands, or, if at least two members so request, by signed ballot.

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

ACCOUNTS AND FINANCIAL STATEMENT

54. (a) Except as provided in 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 appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer for payments 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 Council.

INTERESTS

57. If any member has any pecuniary interest, direct or indirect, within the meaning of sections 94-95 of the Local Government Act, 1972, in any contract proposed contract or other matter, he shall, while he is under consideration by the Council, withdraw from the meeting unless the interest is trivial in the manner described in section 97(5)

(a) The disability imposed upon him by those sections has been removed by the District Council; or

(b) The Council invite him to remain; or

(c) The contract, proposed contract or other matter is under consideration as part of the report of a committee and is not itself the subject of debate.

58. 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.

60. If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed Standing Order 59 shall apply. The Clerk shall make known the purport of this Standing Order to every candidate.

INSPECTION OF DOCUMENTS

63. A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

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

UNAUTHORISED ACTIVITIES

65. No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council

- (a) Inspect any lands or premises which the council has a right or duty to inspect; or
- (b) issue orders, instructions or directions

unless authorised to do so by the Council or the relevant committee or sub-committee.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

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

(Notes: The special reasons 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.)

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

68. If a member of the public interrupts the proceedings at any meeting, the chairman may, after warning, order that he be removed from the Council Chamber.

CONFIDENTIAL BUSINESS

69. (a) No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.

(b) Any member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

LIAISON WITH COUNTY AND DISTRICT COUNCILLORS

70. A notice of meeting shall be sent together with an invitation to attend to the County Councillor for the county division and to the District Councillor for the district ward.

71. Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County or District Council shall be transmitted to the County Councillor for the division or to the District Councillor for the ward as the case may require.

PLANNING APPLICATIONS

72. (a) The Clerk shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:-

- (i) the date on which it was received;
- (ii) the name of the applicant;
- (iii) the place to which it relates;
- (iv) a summary of the nature of the application.

(b) The Clerk shall refer every planning application to the *[Chairman] *[Chairman of the Planning Committee] or in the Chairman’s absence to the Vice-Chairman within 48 hours of receiving it.

* *Delete one or the other*

STANDING ORDER ON CONTRACTS

73 (a) Where it is intended to enter into a contract exceeding £1,000 but not exceeding £10,000 in value for the supply of goods or materials or for the execution of works*, the clerk shall give at least three weeks public notice of such intention in the same manner as public notice of meetings of the Council is given.

Where the value of the intended contract exceeds £10,000, similar notice shall be given in addition *to all firms included in the appropriate standing approved list of contractors maintained by the District Council, or if no such list is maintained then*** in such newspapers circulating in the district as the Council shall direct.

(b) Notice of a contract exceeding £10,000 shall state the general nature of the intended contract and state the name and address of the person to whom tenders are to be addressed and the last date by which those tenders should reach that person in the ordinary course of post.

(c) Tenders shall be opened by the Clerk or other person to whom tenders are required to be addressed on the date specified pursuant to paragraph (b) of this Order and shall be reported by the person who opened them to the Council or, where the tenders have been sought by a committee or sub-committee to that committee or sub-committee.

(d) Neither the Council nor any committee, or sub-committee is bound to accept the lowest tender.

(e) If no tenders are received or if all the tenders are identical the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.

(f) A notice issued under this standing order shall contain a statement of the effect of Standing Orders Nos. 60, 61 and 62,

(Notes: *Some Standing Order must be made for contracts for the supply of goods or the execution of works: these standing orders can be extended to other contracts by specifying them at **.

*** Omit the words in italics if using the list would be inappropriate.*)

CODE OF CONDUCT ON COMPLAINTS

74. The Council shall deal 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.

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

75. 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.

76. A resolution 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.

STANDING ORDERS TO BE GIVEN TO MEMBERS

77. 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.

KEEPING OF DOCUMENTS

All books, deeds and other documents, papers, plans etc. belonging to the Council shall be safely kept by the Clerk and they shall not be taken therefrom without leave and resolution of the Council, other than for the temporary use of members or officers of the Council only and any book, document or paper so taken shall be returned on demand by order of the Council.