

# Newnham Parish Council

## STANDING ORDERS

### 1. MEETINGS.

#### 1.1 The Statutory Annual General Meeting:

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

**1.2 Regular meetings:** In addition to the statutory Annual General Parish Council Meeting, the Council will meet at least three times, on such dates, times and at such place as the Council may direct, but meetings shall be no more than three months apart.

**1.3 Annual Parish Assembly:** The Council shall hold an Annual Parish Assembly in April of each year to which all electors are invited. The meeting shall be chaired by the Chairman, or in his absence, the Deputy Chairman of the Council. The agenda for the Assembly must include:

- Chairman's review of the past year.
- Presentation of the (un-audited) accounts for the past year.
- Budget for the following year.
- Discussion on expenditure for the next but one fiscal year.

**1.4 Chairman:** The person presiding at any meeting of the Council may exercise the powers and duties of the Chairman in relation to the conduct of the meeting.

**1.5 Quorum:** three Councillors shall constitute a quorum. If a quorum is not present or if during a meeting the number of Councillors present (not counting those debarred by reason of a declared interest) falls below three, the meeting shall be adjourned and the business not transacted 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 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:

- a) To receive declarations of office.
- b) To receive and record notices disclosing interests at meetings.
- c) To receive and record plans and documents on behalf of the Council.
- d) To sign notices or other documents on behalf of the Council.
- e) To receive copies of bylaws made by another local authority.
- f) To certify copies of bylaws made by the Council.
- g) To sign and issue the summons to meetings of the Council.
- h) To keep proper records for all the Council meetings.
- i) To carry out the function of the Responsible Financial Officer.

### **1.8 Voting:**

- a) Shall be either verbally, by show of hands or, if at least two members so request, by signed ballot.
- b) 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 on to the next business.
- c) Subject to the points below the Chairman 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 General Parish Council Meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chairman and Deputy Chairman until the end of their term of office he / she may not give an original vote in an election for Chairman.
  - The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

### **1.9 Order of Business.**

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

- To receive any apologies for absence.
- To elect the Chairman of the Council.
- To receive the Chairman'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 nominations.
- 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, shall be received.
- To elect a Deputy Chairman of the Council.
- To appoint representatives to outside bodies.
- To consider payment of any subscriptions falling to be paid annually.
- Thereafter to follow the order set out under c) below.

b) At every other meeting other than the Annual General Meeting, the first order of business shall be to appoint a Chairman if the Chairman and Deputy Chairman be 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 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.
- 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 8 pm and will close by 10 pm. Any business not completed by 10 pm will be carried over to the next meeting or to a reconvened meeting, if the Council so decides.

**1.11 Smoking policy:** smoking shall not be permitted at any meeting of the Council.

**1.12 Admission of the public and press:**

a) The public and press 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 are instructed to withdraw.’

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

c) If a member of the public interrupts the proceedings at any meeting, the Chairman 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.

**1.13 Minutes:** all Minutes kept by the Council shall be open for inspection by any member of the Council.

**2. General.**

**2.1 Conduct:** all members must observe the Code of Conduct which was adopted by the Council on 17<sup>th</sup> July 2007, a copy of which is annexed to these Standing Orders.

**2.2 Register of Interest:**

a) Members shall complete and return to Basingstoke and Deane Borough Council's Monitoring Officer a Register of Member's Interest on taking office. The Clerk shall retain a copy of the Register of Member's Interests for inspection only by the member concerned, any request from another member or member of the public to view the Register of Member's Interests shall be made to Basingstoke and Deane Borough Council's Monitoring Officer.

b) If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 17<sup>th</sup> 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 to be a prejudicial interest, then he / she must withdraw from the meeting during consideration of the item to which the interest relates.

**2.3 Expenditure:**

a) Orders for payment of money shall be authorised by resolution of the Council and all cheques shall be signed by two members plus the Clerk.

b) The Council shall approve written estimates for the coming financial year and agree the precept before the end of the preceding November.

c) **Competitive tendering.** At least 2 quotations shall be obtained for any proposed maintenance work or replacement of assets with a cost in excess of £200. The lowest cost estimate shall be accepted, unless a resolution of the Council has been passed, and recorded in the Minutes, to accept a higher quotation on the grounds of better value.

*July 2007*