

North Muskhams Parish Council

Adopted Standing Orders

Interpretation

In these Regulations words importing one gender include all other genders and the singular includes the plural and vice versa.

Powers and Duties of the Chairman

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

The Proper Officer of the Council is the Clerk. The responsible Financial Officer of the Council is the Clerk. Other duties of the Clerk are to be laid down in their Conditions of Contract and Job Description.

Notwithstanding those duties and responsibilities, it shall be the duty of the Clerk to advise Members on the content and interpretation of these Standing Orders.

Quorum

Three members shall constitute a Quorum.

If a Quorum is not present when the Council meets or if during a meeting the number of Councillors, for whatever reason, 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 decide.

Voting

Members shall vote by show of hands unless the meeting decides otherwise. If any member so requires, the Clerk shall record the names of the members who voted on any question and how they voted.

The Chairman may give an original vote on any matter put to the vote and, in the case of equality of votes, may give a casting vote, even though they gave no original vote.

Order of Business

The order of business shall be stated on an agenda paper, which shall be delivered to each member at least three clear days before the date of the meeting (not including the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a

day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning) along with the summons convening the meeting.

Declarations of Interest

A councillor with voting rights who has a disclosable pecuniary interest or another interest in a matter being considered at a meeting is subject to statutory limitations or restrictions on his right to participate and vote on that matter.

Resolutions Moved on Notice

Except as provided by these by these Standing orders, no resolution may be moved unless the business to which it relates has been included on the Agenda by the Clerk.

Members may put an item on the Agenda by giving the Clerk written notice of the resolution at least seven clear days before the next meeting of the Council. Every resolution, amendment or recommendation shall be relevant to some subject over which the Council has the power or which affects its area.

Resolutions Moved without Notice

Resolutions may be moved without notice on procedural matters, or to vary the order of business on the grounds of urgency. Such resolutions shall be put to the vote without discussion.

Rules of Debate

- All remarks shall be addressed to the Chairman.
- 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.
- A member shall, except as provided by these Standing Orders, only be entitled to speak once on any motion or amendment.
- A member shall direct their comments to the question under discussion or to a personal explanation or to a point of order.
- No speech by a mover of a resolution shall exceed three minutes and no other speech shall exceed two minutes except by consent of the Council.
- The mover of a resolution shall have a right of reply not exceeding one minute. The ruling of the Chairman on a point of order or on the admissibility shall not be discussed.
- A representative of the local Constabulary shall be allowed to speak at Council meetings at the discretion of the Chairman.

Closure

A motion of closure of a debate may be moved at any time, but must be proposed and seconded without comment. The Chairman may refuse such motion if they feel that the question before the Council has not been sufficiently debated.

Annual Meeting

In an election year, the annual meeting of the Council 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 meeting of the Council shall be held on such day in May as the Council decides.

Confidential Business

No member of the Council shall disclose to any person, not being a member of the Council, any business declared to be confidential by the Council.

County and District Councillors

County and District Councillors who are not also Parish Councillors, shall be invited to attend meetings and be sent copies of agendas, minutes and other relevant documents. They will have a designated section at the beginning of each agenda and will be invited to speak by the Chairman. A time slot of 10 minutes will be allowed.

Members of the Public

Members of the Public shall be admitted to all meetings of the Council. They may be temporary excluded if an item is declared as confidential. The public cannot take part in the proceedings on the Council.

A public 10 minute session shall be included on each agenda to allow members of the public to ask any questions of the Council not listed separately on the agenda. At the discretion of the Chair they may put questions or make observations during the consideration of items on the agenda. The Chair may limit the time of any speech.

Planning Applications

The Clerk shall as soon as it is received enter in a book details of any planning application and any resolutions of the council.

At an appropriate time during the debate on a planning application the chairman may ask those concerned, applicant and neighbours, for any information relating to the application.

Length of Meetings

Except at the Chairman's discretion, all meetings of the Council shall finish not later than two hours after their commencement. Any business not transacted shall be carried over to the next meeting or such other date as the Chair may decide.

Suspension of Standing Orders

Standing Orders may be suspended for a specified period of time by resolution.

Execution and Sealing of Legal Deeds

A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

The Chairman and one other councillor may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

Standing Orders to be given to Members

A copy of these Standing Orders shall be given to each member by the Clerk upon receipt of the member's declaration of acceptance of office.