

WICKWAR PARISH COUNCIL

STANDING ORDERS

1 MEETINGS

- 1.1 Regular meetings of the Parish Council shall be held each year on such dates and times and at such place as the Council may direct.
- 1.2 In addition to the Statutory Annual Parish Council Meeting (see below) at least three other Statutory Parish Council Meetings shall be held in each year on such dates and times and at such place as the Council may direct.
- 1.3 Smoking is not permitted at any meeting of the Council.
- 1.4 Chairperson of the Meeting. The person presiding as Chairperson at a meeting may exercise all the powers and duties of the Chairperson in relation to the conduct of the meeting.

THE STATUTORY ANNUAL MEETINGS

- 1.5 In an election year, the Annual Parish Meeting shall be held within 14 days following the day on which the Councillors elected take office. In each year, which is not an election year the Annual Parish Council Meeting shall be held on such day in May as the Council may direct.

2 QUORUM OF THE COUNCIL

- 2.1 Three Councillors or one third of the total Councillors membership, whichever is the greater, shall constitute a quorum at meetings of the Council.
- 2.2 If a quorum is not present or if during a meeting the number of Councillors present (not counting those debarred by reason of declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or such other day as the Chairperson may arrange.
- 2.3 For a quorum relating to a committee of the Parish Council, please refer the Standing Order 2.1

3 VOTING

- 3.1 Councillors shall vote by a show of hands.
- 3.2 If a Councillor so requires, the Clerk shall record the names of the Councillors who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving to the next business.
- 3.3 Subject 3.4 and 3.5 below the Chairperson may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.
- 3.4 If the person presiding at the Annual Parish Meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chairperson and the Vice Chairperson until the end of term of office, he may not give an original vote in the election for Chairperson.
- 3.5 The person presiding must give a casting vote whenever there is an equality of votes in the election for Chairperson.

4 ORDER OF BUSINESS FOR THE ANNUAL MEETING OF THE PARISH COUNCIL

- 4.1 The Business shall be dealt with in the following order: -
 - 4.1.1 To receive declaration of acceptance of office from all elected Councillors or, if not then received to decide when they shall be received, to be no later than 28 days following the Annual Meeting of the Parish Council.
 - 4.1.2 In the year of election of the Council to fill any vacancies left unfilled at the election by reasons of insufficient nominations.
 - 4.1.3 To elect a Chairperson of the Council.
 - 4.1.4 To elect a Vice Chairperson of the Council.
 - 4.1.5 To appoint representatives to outside bodies.
 - 4.1.6 To appoint working groups.
 - 4.1.7 To inspect any deeds, and trust investments in the custody of the Council as required, and shall thereafter follow the order set out in the Standing Order 5.3 (below).

5 ORDER OF BUSINESS FOR REGULAR MEETINGS

- 5.1 The first business shall be to appoint a Chairperson if the Chairperson and Vice Chairperson are absent.
- 5.2 To receive such declarations of acceptance of office (if any) from newly elected or co-opted Councillors and their undertaking to observe the Councils Code of Conduct as are required by law.
 - 5.2.1 In every year, not later than the meeting at which estimates for next year's Precept are settled, the Council shall review the pay and conditions of existing employees.
- 5.3 The order of business, after 5.1 and 5.2 have been completed, unless the Council otherwise decides on the ground of urgency (see 5.4), shall be as follows: -
 - 5.3.1 To read and consider the Minutes
 - 5.3.2 No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairperson.
 - 5.3.3 After consideration to approve the signature of the Minutes by the person presiding as a correct record.
 - 5.3.4 To deal with business expressly required by statute to be done.
 - 5.3.5 To dispose of business, if any, remaining from the last meeting.
 - 5.3.6 To discuss such communications as received by the Council since the previous meeting. See Standing Order 19.1 for items of a confidential nature.
 - 5.3.7 To receive and consider reports and minutes from Committees and working parties.
 - 5.3.8 To receive and consider resolutions recommended in the chronological order in which they have been notified.
 - 5.3.9 To authorise the sealing of documents.
 - 5.3.10 To Authorise the signing of orders for payment.

5.4 URGENT BUSINESS

- 5.4.1 A motion to vary the order of business on the ground of urgency may be proposed by the Chairperson or by any Councillor. If proposed by the Chairperson, it may be put to the vote without being seconded, and shall be put to the vote without discussion.

6 PROPER OFFICER

- 6.1 Where statute, regulation or order confers function or duties, on the Proper Officer of the Council in the following cases, that person will be the Clerk or nominated Officer:
- 6.1.1 To receive declarations of acceptance of office.
 - 6.1.2 To receive and record notices disclosing interests at meetings.
 - 6.1.3 To receive and retain plans and documents.
 - 6.1.4 To sign notices and or other documents on behalf of the Council.
 - 6.1.5 To receive copies of bylaws made by another local authority.
 - 6.1.6 To certify copies of bylaws made by the Council.
 - 6.1.7 To sign and issue summons to attend meetings by the Council.
 - 6.1.8 To keep proper records for all Council meetings.
 - 6.1.9 To keep records of the Declaration of personal/prejudicial interests (Code of Conduct) made by Parish Councillors at the Councils meetings.
 - 6.1.10 To keep records of grant applications made to the Parish council. Grant applications shall be subject to a satisfactory application.

7 RESOLUTIONS MOVED ON NOTICE

- 7.1 Except as provided by these Standing Orders, no resolution may be moved unless the business to which relates has been put on the Agenda by the Clerk,
- 7.2 The Clerk shall insert the summons for every meeting all notices of motion or recommendation properly given.
- 7.3 Every resolution or recommendation shall be relevant to some subject over whom the Council has powers and duties, which affects its area.
- 7.4 If there is an issue with the Councillor making the resolution, regarding the Code of Conduct and any possible personal/prejudicial interests then the resolution shall be suspended until such times as the Officer as to their position on this matter.

7.5 RESOLUTIONS MOVED WITHOUT NOTICE

- 7.6 Resolutions dealing with the following matters may be moved without notice: -
- 7.6.1 To appoint a Chairperson of the meeting
 - 7.6.2 To correct the Minutes
 - 7.6.3 To approve the Minutes
 - 7.6.4 To alter the order of business.
 - 7.6.5 To proceed to the next business
 - 7.6.6 To close or adjourn the debate
 - 7.6.7 To refer the matter to a committee or working party.
 - 7.6.8 To appoint a committee or order a working party thereof.
 - 7.6.9 To adopt a report.
 - 7.6.10 To authorise the sealing of documents.
 - 7.6.11 To amend a motion (subject to Standing order below).
 - 7.6.12 To give leave to withdraw a resolution or amendment.
 - 7.6.13 To exclude the press and public (see standing order 9).
 - 7.6.14 To silence or eject from the meeting a member named for misconduct. (see Standing Order 10.2 below).

8 RULES OF DEBATE

- 8.1 A resolution or amendment shall not be progressed unless it has been moved, proposed and seconded.
- 8.2 An amendment shall not have the effect of negating the resolution before the Council.
- 8.3 If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- 8.4 When the Chairperson is of the opinion that the resolution before the Council has been sufficiently debated, he shall put the motion to the vote.

9 CONDUCT OF COUNCILLORS

- 9.1 All Councillors must observe the latest Code of Conduct, adopted by the Council, a copy of which is available from the Clerk.
- 9.2 No Councillor at a meeting shall persistently disregard the ruling of the Chairperson, wilfully obstruct business, or behave irregularly, offensively improperly or in such a manner as to bring the Council into disrepute.
- 9.3 If, in the opinion, of the Chairperson a Councillor has contravened Standing Order (above) the Chairperson shall so state and thereafter the Councillor shall no longer be heard or may be instructed to leave the meeting
- 9.4 If a Councillor reasonable believes another Councillor is in breach of the Code of Conduct, that Councillor should report the breach to South Gloucestershire Council Monitoring Officer.

10 SEALING OF DOCUMENTS

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

10.2 The Councils common seal shall alone be used for sealing documents. It shall be applied by the Proper Officer in the presence of two Councillors who shall sign the document as witnesses.

11 COUNCIL WORKING PARTIES AND COMMITTEES

11.1 The Council may at any time appoint such Committees and working parties.

11.2 The Council may appoint persons other than Councillors of the Council to working parties.

13 ACCOUNTS AND FINANCIAL STATEMENTS

- 13.1 Except as provided in Standing order 13.2 below, all accounts and payments and claims upon the Council shall be laid before the Council.
- 13.2 Where it is necessary to make a payment before it can be authorised by the Council, the Clerk shall seek approval from two Councillors.
- 13.3 All payments made under paragraph 13.2 shall be separately included in the schedule of payments but before the next Council meeting.
- 13.4 The Clerk shall authorise to pay purchase goods and services (with the permission of two Councillors up to £100 out of her own purse. The Clerk shall receive payment from the Parish Council at the next Council meeting upon production of a receipt.
- 13.5 The Responsible Financial Officer (who for the Council is the Clerk) shall supply each Councillor as soon as practical after the 31st March in each year a statement of receipts and payments of the Council for the completed financial year. A financial statement prepared on the appropriate accounting basis (receipts and payments) for a year to 31st March shall be presented to each Councillor. The Statement of Accounts for the Council (which is subject to external Audit) shall be presented to the Council for formal approval before the end of July.

14 PRECEPT

- 14.1 The Council shall approve written estimates for the coming financial year

15 DECLARATIONS OF INTERESTS

- 15.1 If a Councillor has a personal interest as defined by the latest Code of Conduct adopted by the Council, then he shall disclose such interests as soon as it becomes apparent, disclosing the existence and nature of that interest as required.
- 15.2 Unless they have been granted dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. He may return to the meeting after it has been considered the matter in which he has an interest.
- 15.3 Unless they have been granted dispensation, a Councillor or non-Councillors with voting rights shall withdraw from a meeting when it is considering a matter which they have another interest if so required by the Councils Code of Conduct. He may return to the meeting after it has considered the matter in which he has an interest.
- 15.4 As required by statute the Clerk will compile and hold a register of Councillors interests.

16 ACCESSIBILITY OF INFORMATION

- 16.1 Access to information held by the Council is controlled by the adopted Policy in accordance with the Freedom of Information Act.
- 16.2 Any Councillor may have access to documents relevant to the Councils business.

17 UNAUTHORISED ACTIVITIES

- 17.1 Unless authorised by the Council no Councillor shall act in the name of or on behalf of the Council.
- 17.2 Inspect any lands or premises which the Council has a right or duty to inspect.
- 17.3 Issue orders, instructions or directions.

18. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

- 18.1 All meetings of the Council are open to the Public and Press. Except when the following resolution has been passed. "That the view if the (special) (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. The Council shall state the reason for exclusion.
- 18.2 At all meetings of the Council the Chairperson may at his discretion allow any member of the public to provide additional information in relation to the business under discussion.
- 18.3 The press shall be afforded reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present.
- 18.4 If a member of the public interrupts the proceedings at any meeting, the Chairperson may, after warning order they be removed from the meeting and may adjourn the meeting for such a period as is necessary to restore order.
- 18.5 If, in the Chairman's opinion, a person filming or recording a meeting or taking photographs is interrupting proceedings or causing a disturbance for parishioners attending or the Clerk and Councillors, under the Council's Standing Orders the person can be ordered to stop their activity, or to leave the meeting. Guidance is provided by the Recording and use of Social Media Policy.

19 CONFIDENTIAL BUSINESS

- 19.1 No Councillor of the Council or any of its Committees shall disclose to any person not a member of the Council any business declared confidential by the Council.

20. LIAISON WITH COUNTY AND DISTRICT COUNCILLORS

- 20.1 A summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the ward Councillor.
- 20.2 When the Council deems appropriate a copy of any correspondence sent to the Council shall be copied to the Ward Councillor.

21 PLANNING APPLICATIONS

- 21.1 The Clerk shall record as soon as received the following particulars of every planning application notified to the Council: -

- Date it was received
- Applicants name and address
- Place to which it relates
- Purpose of application
- Application number
- Comments on any decisions by the Parish Council and District Council

21.2 The Clerk shall refer every planning application received to the Council so that a response is made by the date required by the Planning Authority.

21.3 The Council can nominate no less than two Councillors to consider and provide a response for the application. The response should be minuted at the next Parish Council meeting.

22 **FINANCIAL MATTERS**

22.1 In compliance with the relevant statute, The Council will have procedures for the following: -

- The accounting records and systems of internal control.
- The assessment and management of risks faced by the Council.
- The work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually.

PROCUREMENT POLICY

22.2 Any proposed contract for the supply of goods, materials, services and the execution of works with an estimate value in excess of £1000 shall be procured on the basis of tender.

22.3 Invitation for tenders will be advertised on the Parish Notice Board at least three weeks before the tender is due, and elsewhere as deemed appropriate by the Council for tenders.

22.4 Where it is necessary to commission work urgently before it has been authorised by the Council, approval will be given by two Parish Councillors and minuted at the next Parish Council meeting along with receipts for any works undertaken.

23 **COMPLAINTS**

23.1 The council shall deal with complaints in such a manner as decided by the Council except for those complaints, which should be properly directed to South Gloucestershire Council Monitoring Officer.

23.2 Complaints, including abusive persistent or vexatious communications. Abusive, persistent or vexatious will not be tolerated. Such persons will be barred from attendance of Council meetings until the next Council is formed. Guidance is provided by the vexatious requests policy.

24 VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- 24.1 Any part of these Standing Orders may be suspended by resolution in relation to any specific item of business.
- 24.2 A resolution to add, vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion until the next ordinary meeting of the Council, unless otherwise agreed.

25 STANDING ORDERS TO BE GIVEN TO COUNCILLORS

- 25.1 A copy of these Standing Orders shall be given to each Parish Councillor by the Clerk upon receipt of the Councillors Declaration of Acceptance of Office and written undertaking to observe the Code of Conduct adopted by the Council.