

STANDING ORDERS FOR ORBY

PARISH COUNCIL

1. Meetings

- a) The Parish Council shall meet on at least six occasions in each year at the Village Hall, Orby. One of these meetings to be the Annual General Meeting of the Parish Council.
- b) The Annual General Meeting of the Parish Council shall be held:-
 - i. in the year of an election, within fourteen days following the day on which the councilors elected, take office.
 - ii. in non-election years, on any day in May.
- c) The Chairman or, in his absence, the Vice Chairman, may convene a Special Meeting of the Council at any time. In addition, if two members sign a requisition that the council be convened and the Chairman or Vice Chairman refuse to convene a meeting within seven days, any two members may convene a meeting.
- d) In addition to the six set meetings, an Annual Parish Meeting will be held in June of each year.
- e) A minimum of three clear days of any meeting must be given and the notice must specify the business to be transacted.

2. Chairman

- a) The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual general meeting until his successor is elected at the next annual general meeting of the council.
- b) The Vice Chairman of the Council, if any, unless he resigns or becomes disqualified shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- c) In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council must give a casting vote in the case of an equality of votes.
- d) In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a

new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

- e) If present, the Chairman shall preside at the meeting. In the absence of the Chairman, the Vice-chairman shall preside at the meeting. In the absence of the Chairman and Vice-chairman, the first business shall be to appoint a Chairman for the meeting.
- f) The person presiding at a meeting may exercise all the powers and duties of the Chairman relating to the conduct of the meeting.

3. Quorum

A quorum shall consist of three or one-third of the membership of the Council, whichever is greater. If a meeting becomes inquorate no business shall be transacted and the meeting shall be closed.

4. Voting

- a) Voting shall be by show of hands, or if at least two members so request, by signed ballot.
- b) If a member so demands, a recorded vote shall be taken, the Clerk recording who voted for and against the question for which it is demanded.
- c) The Chairman may give an original vote on any matter put to the vote.
- d) The person presiding may, in the case of an equality of voting, give a casting vote whether he or she gave an original vote except as in e) or f) below.
- e) If the person presiding at the opening of the 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 their successor is appointed, he or she shall not have an original vote in the election of Chairman
- f) The person presiding **must** give a casting vote in the election of Chairman where there is an equality of votes.

5. Orders of business

The first business at each Annual General Meeting shall be:-

- a) to elect a Chairman and Vice-chairman
- b) to receive the Chairman's Declaration of Acceptance of Office or decide when it shall be received
- c) to decide when any Declarations of Acceptance of Office of Parish Councilors which have not been received as provided by law shall be received

- d) to review the Council's insurance policy

At every meeting the following business shall be conducted:-

- a) after consideration, to approve the signing of the minutes by the person presiding as a correct record
- b) to deal with business expressly required by statute.

6. Expenditure

- a) Authorisation for expenditure shall be by the Parish Council
- b) All cheques shall be signed by 2 members of the Council.
- c) Any proposed works or contracts costing in excess of £50 shall be put out to tender by at least 2 firms but neither the Council nor its Committees shall be bound to accept the lowest tender.
- d) The Clerk shall supply to each member at the next meeting after the end of the financial year, a statement of receipts and payments.

7. Committees and Sub-Committees

- a) Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the Committee.
- b) The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.
- c) Unless the council determines otherwise, all members of an advisory committee or sub-committee may be non-councillors.
- d) Chairmen of Committees and Sub-committees shall have a second or casting vote.

8. Interests

- a) Members and officers shall declare as soon as practicable after commencement of the meeting any pecuniary interests, direct or indirect, they may have in any matter to be discussed by the Council.
- b) The clerk will compile and hold a register of interests in accordance with the Monitoring Officer of the Responsible Authority as required by statute.
- c) Declarations of Interest shall be recorded by the Clerk in the Minutes of the Meeting.
- d) any member who has declared a prejudicial interest in any matter under consideration shall leave the meeting while the item is being discussed and voted upon.
- e) A dispensation may be granted if without the dispensation the number of persons prohibited from participating in the particular business would be so

great a proportion of the meeting as to impede the transaction of the business.

9. Code of Conduct

- a) The Council has adopted the East Lindsey District Council Code of Conduct and all councilors shall abide by this Code of Conduct.
- b) Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

10. Inspection of Documents

- a) All minutes kept by the Council and its Committees shall be open for inspection by any member of the Council.
- b) All documentation will be made available to any member of the public upon giving notice in writing to the Clerk and stipulating which documents they would like to examine. The Clerk will set a convenient time for viewing.

11. Unauthorised Activities

- a) Unless authorised to do so by the Council, no member of the Council or Committee shall, in the name of or on behalf of the Council:-
 - i. Inspect any lands or premises
 - ii. Issue instructions or directions
- b) No member of the Council or Committee shall disclose to any person not a member of the Council, any business declared to be confidential.

12. Admission of public and press

- a) The public and press shall be admitted to all meetings of the Council and its Committees unless their presence is prejudicial to the public interest by reason of a confidential nature of the business to be transacted or for other special reasons.
- b) The public's exclusion from all or part of a meeting shall be 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 public and press be temporarily excluded and they are asked to withdraw'.
- c) Press and/or public will be allowed to make audio or video recordings of the proceedings.
- d) Fifteen minutes will be allowed at the beginning of each Parish Council Meeting for a public forum when members of the public can voice concerns, ask questions or make suggestions.

- e) If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he/she be removed from the meeting to restore order.
- f) In the case of persistent interruption, the Chairman is entitled to close the meeting and ask the offending parties to leave. In the case of refusal, ejection by the police would be permissible.

The above Standing Orders are the legal framework by which Orby Parish Council must abide. Any revision to these Orders must be reviewed at a Parish Council Meeting once a year.

Signed.....(On behalf of Orby Parish Council)

Position.....

Dated.....