

# Barnby in the Willows Parish Council

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## STANDING ORDERS

### MEETINGS

1. All Parish Meetings, Parish Council Meetings and Committee Meetings shall be held in Barnby Village Hall.
2. The Annual Parish Meeting shall be held on any day between 1<sup>st</sup> March and 1<sup>st</sup> June.
3. The Annual Parish Council Meeting shall be held on any day in May, except in an election year when it shall be held on the fourth day after the day of the election or within 14 days thereafter.
4. Ordinary Parish Council Meetings shall be held on any day on at least three other occasions in the year.
5. Parish Meetings shall not commence before 6pm. Parish Council Meetings shall commence at any such hour as may be determined.
6. Three clear days notice of every meeting shall be given by the Clerk, by circular delivered by hand or sent by electronic mail to each member of the Council to his usual or last known address.
7. Notice of the meeting and the agenda shall be published on the Parish noticeboard and on the village web site.
8. Only business as specified in the notice may be transacted at the meeting.
9. The Chairman, Vice-Chairman or any two members of the Council may, by written requisition, authorise the Clerk to summon a special meeting of the Council for any matter requiring immediate attention. Such requisition and notice convening the meeting shall set forth the business for which the meeting is summoned, and no other business other than that specified shall be transacted at the meeting.
10. Members of the press and public are welcome to attend meetings and have the right to participate during the designated session at the beginning of every full meeting, or at the discretion of the Chairman. If the meeting is to be recorded, the Council shall be informed of this at the start of the meeting.
11. Members of the press and public can be excluded if there is confidential business to discuss, or for some other valid reason (Local Government Act 1972, Section 100). The exclusion motion is to be voted for by a majority of Councillors present. The reason is to be stated in the signed exclusion proposal, recorded in the minutes of the meeting and the signed proposal attached to the minutes. It is important to exclude, even if no member of the public or press is actually present at the time, if the subject matter warrants exclusion. (The most likely cases will be when employment, contractual, legal, conduct or standards matters are to be discussed.)
12. Meetings of the Parish Council are to be terminated by 9:30pm.

### CHAIRMAN OF MEETING

13. At every meeting the Chairman or, in his absence the Vice-Chairman shall preside, but if at the commencement of any meeting the Chairman and Vice-Chairman are absent, the Members present shall elect one of their own number to preside at such meeting.
14. The person presiding at a meeting may exercise all the powers and the duties of the Chairman in relation to the conduct of the meeting.
15. The Chairman shall be granted expenses to pay for any reasonable expenditure of the unpaid office arising from duties on Council business and other activities expected by virtue of the public office

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## QUORUM

16. Four members shall constitute a quorum at a Parish Council Meeting.

## PROPER OFFICER

17. The Proper Officer of the Council shall be the named Clerk who has delegated powers to undertake such work, administrative or financial, as needs immediate attention to further the work of the Council, and to report at the next ordinary meeting any actions taken.
18. All correspondence shall be addressed to the Clerk and not to individual Members of the Council.

## VOTING

19. Members shall vote by a show of hands, or, if at least two members so request, by signed ballot.
20. If a member so requires, the Clerk shall record the names of the members who voted on any question to show whether they voted for or against it.
21.
  - i. 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 if s/he gave no original vote.
  - ii. If the person presiding at the Annual 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 Vice-Chairman until the end of their term of office, s/he may not give an original vote in an election for Chairman, but may give a casting vote.
  - iii. If the Chairman is present, the Vice Chairman may only vote if s/he is still a Councillor.

## ORDER OF BUSINESS

22. At the Annual Parish Council Meeting the first business shall be: --
  - a. To elect a Chairman for the year.
  - b. To elect a Vice-Chairman for the year.
23. The business of the Ordinary Council Meetings shall be conducted in the following order:
  - a. Minutes of the last Annual or Ordinary Meeting, and any special meeting held since shall be read, and signed by the Chairman;
  - b. The business arising out of the minutes so read shall be disposed of;
  - c. Authorisation of all payments to be made by the Council. All such orders to be signed by two Members and the Clerk, and all such payments to be entered in the minutes of the meeting;
  - d. All other business as specified in the summons;
  - e. To consider correspondence received;
  - f. Items of information.

## RESOLUTIONS

24. Every resolution considered at any meeting shall be determined by a majority of the votes of Members present and voting thereon.
25. A decision, whether affirmative or negative, of the Parish Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least two members of the Council, or by a resolution moved in pursuance of the report or recommendation of the Committee.  
When a special resolution has been disposed of, no similar resolution may be moved within a further six months.

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## INTERESTS

26. If any Member has a 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, s/he shall, while it is under consideration by the Council, withdraw from the meeting unless the interest is trivial in the matter described in section 97(b) or: --
- a. the disability imposed upon him by those sections has been removed by the district Council; or
  - b. the Council invite him/her to remain; or
  - c. the contract, proposed contract or other matter is under consideration as part of the report of Committee and is not itself the subject of debate.

## VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

27. Any Standing Order save those relating to the quorum or required by statute may be suspended by resolution in relation to any specific item of business.
28. A motion permanently to vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next Ordinary Meeting of the Council.

*Reviewed May 2019*

*Edited with minor grammatical changes, and Clerk contact details May 2020*