



**Stroud Parish Council
Standing Orders**

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Introduction

The following Standing Orders are intended to facilitate the efficient and expeditious conduct and management of the Council's business. Nothing contained in or omitted from these Standing Orders supersedes, removes, replaces or reduces any powers, duties, responsibilities and obligations laid down in the several Acts of Parliament and/or Government Orders and Regulations concerning Local Councils. Press statements, where necessary, will be issued by the Chairman and or The Clerk to the Council.

Meetings

1. Meetings of the Council shall normally be bimonthly (every 2 months) on the first Tuesday of the month in Langrish School Hall at 7:30pm unless the Council decides otherwise. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no premises are available free of charge or at a reasonable cost.
2. The Statutory Annual Meeting of the Council shall be held in the month of May but in an election year shall be held within fourteen days of the date that the new Council takes office.
3. The Annual Parish Meeting shall be held between 1 March and 1 June inclusive on a day and at a time (but not earlier than 6pm) determined by the Council.
4. The Chairman may call an extraordinary meeting of the Council or a Parish Meeting at any time.

Chairman

5. The Chairman if present shall preside at the meeting or in his/her absence the Vice-chairman shall preside.
6. In the absence of both the Chairman and the Vice-chairman from the meeting the first business shall be to appoint a Chairman for the meeting and the person so presiding may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

Quorum

7. Three members of the Council shall form a quorum.
8. If a quorum of members of the Council is not present when the meeting convenes or if during a meeting the number of members present falls below the quorum all business not transacted at that meeting shall be carried forward to the next meeting of the Council to such a day as the Chairman may designate.

Order of Business

9. At each Annual Meeting of the Council and after receiving apologies for absence, the first business shall be:
 - a. To elect a Chairman and to receive his/her declaration of acceptance of office;
 - b. To elect a Vice-chairman;
 - c. To appoint committees and advisory panels and similar bodies;
 - d. To appoint representatives to other bodies.
10. After the business has been completed at the Annual Meeting and after receiving any apologies for absence at other meetings unless the Council so decides for good reason the Council shall then receive declarations of disclosable pecuniary interest(s) (DPIs) or Declaration of Other Interests (DOIs), outlining the precise nature of the declared interest(s), relating to item(s) outlined on the Agenda of the Meeting.

Agenda

11. Any member who wishes to request that an item of business be include in the agenda for a meeting of the Council shall do so to the Clerk not later than seven days before the date of the meeting.

Conduct of Business

12. All business and discussion at meetings shall be conducted through the Chair.

Decisions

13. Every matter requiring decision shall be decided by a majority of those present and voting.

Voting

14. Voting shall be by a show of hands unless, and exceptionally, a majority of members request a ballot.
15. If any member so requests the Clerk shall record the name of the member so as to show whether the member voted for or against the question.
16. The Chairman or person presiding at the meeting may give a first vote and in the case of an equality of votes may give a second or casting vote even though he/she gave no first vote.

17. Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person the name of the person having the least number of votes shall be struck off the list and a fresh vote taken and so on until a majority of votes is given in favour of one person.

Reversal of Previous Decision

18. a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least four members of the Council or by a resolution moved in pursuance of a report or recommendation of a committee or advisory panel.
- b) When a special resolution has been disposed of no similar resolution may be moved within a further six months.
- c) Re-visiting resolutions. When additional information has been received after a decision has been made and both the Chairman and Vice-Chairman feel that the additional information, now available, would have been vital to the discussions, the Council will be permitted to discuss the agenda item again within the six month period and possibly reverse the original resolution, if the majority of councillors are in agreement.

Disorderly Conduct

19. a) No member shall at a meeting persistently disregard the ruling of the Chairman of the meeting, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to breach the adopted code of conduct.
- b) If in the opinion of the Chairman a member has broken the provisions of paragraph a) of the Order the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting and the motion if seconded shall be put forthwith and without discussion.
- c) If either of the motions mentioned in paragraph b) is disobeyed the Chairman may suspend the meeting or take such further steps as may be reasonably necessary to enforce them.

Matters Affecting Employees of the Council

20. If at a meeting there arises any matter relating to the appointment, conduct, promotion, dismissal, salary or conditions of service of any person employed by the Council it shall not be considered until the Council or Committee as the case may be has decided whether or not the public should be excluded.

Committees and Advisory Panels

21. a) The Council may at the Annual Meeting and at any other time and subject to any statutory provision appoint such committees and advisory panels as are necessary.
- b) Subject to the provisions of Order 18 the Council may dissolve or alter the membership of a committee or advisory panel.
- c) The Chairman and Vice-chairman shall be ex-officio members of every committee and advisory panel.
- d) The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.

Code of Conduct

22. Stroud Parish Council adopts and approves of, the Code of Conduct issued by East Hampshire District Council. All SPC Members are required to conduct themselves according to this code.

Unauthorised Activities

23. No member of the Council shall in the name of the Council or on behalf of the Council:
 - a) Inspect any lands or premises which the Council has a right or duty to inspect
or
 - b) Issue orders or
 - c) Undertake any other activity unless authorised to do so by the Council.

Inspection of Documents

24. All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.

Public Participation at Meetings

25. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for any other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution that shall give reasons for the public's exclusion.
26. Subject to standing order 25 above, members of the public are permitted to make representations, answer questions and give evidence in respect of any

- item of business included in the agenda, or on any matter that may be of mutual interest.
27. There shall be a period of time designated for public participation and it shall not normally exceed 10 minutes. The Chairman may at his or her discretion allow further time.
 28. Normally this will be before the start of the meeting where an elector of the parish may speak on any matter for not more than 3 minutes. The Chairman may at his or her discretion allow further time.
 29. Filming, photographing, recording or transmitting the proceedings of any meeting of the Council should be conducted in accordance with the Council's Protocol for Reporting at Meetings.

Complaints

30. Any complaint received from a member of the public against a Parish Councillor/Clerk to the Council will be investigated by the Chairman and the Vice-chairman, or other Councillors. The Clerk will then report the matter to the EHDC Standards Committee if they should wish to do so.

Proper Officer and Responsible Finance Officer

31. The Clerk to the Council shall be the Council's Proper Officer and Responsible Finance Officer (RFO) and shall carry out any function or duty conferred on the Proper Officer by statute, regulation or order. Planning decisions that fall outside the normal meetings of the council may, in an emergency, be deferred to the Clerk. The Clerk shall issue statutory notices and summonses of meetings in accordance with statutory provisions.

Financial Management

32.
 - a) The Council shall make appropriate orders for the conduct and management of its financial affairs and for the supervision and audit of accounts.
 - b) When a contract is to be sought for the supply of goods or services with an estimated value in excess of £500, 3 quotes shall be sought. The lowest quote shall not necessarily be accepted but the Council shall at all times seek to obtain best value for money.
 - c) Any councillor shall declare his or her disclosable pecuniary interest(s) when taking part in a council meeting. The appropriate action should then be taken.

Variation Revocation and Suspension of Standing Orders

33. Any or every part of these Standing Orders except those concerning matters laid down in Acts of Parliament and which are therefore compulsory may be suspended by resolution in relation to any specific items of business.
34. A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Council.

Draft Minutes

35. a) If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read
b) There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy.
c) The accuracy of the draft minutes, including any amendments made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

Standing Orders to be Given to Members

36. A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him/her of the member's Declaration of Acceptance of Office.

Adopted by the Parish Council

[Date]

[Name]
Chairman