

PIDDINGTON & WHEELER END PARISH COUNCIL

STANDING ORDERS

(With effect from 12th July 2006, as RESOLVED at the Council Meeting on 12th July 2006)

For the purposes of this document, 'Chairman' means Chairman of the Council.

Dates of Meetings

1. The Ordinary Meetings of the Council shall be held on such days and at such times as shall be fixed by the Council at their Annual Meeting.

Quorum

2. One third of the Members, rounded up to the nearest whole number, shall constitute a quorum at any meeting of the Council or Committees, in the exception of the Planning Committee, at which a quorum shall be 3 Members. If a quorum is not present or the number falls below a quorum during the meeting, any agenda business not transacted shall be adjourned to the next meeting of the Council or Committee.

Chairman

3. The person presiding at a meeting shall exercise all powers and duties of the Chairman in relation to the conduct of the meeting.

Special Meetings

4. Special Meetings of the Council shall be called by the Clerk upon request by 3 members, or the Chairman, subject to three days' notice.

Voting

5. Members shall vote by a show of hands or by a ballot, by resolution of the Council. Voting may be completely recorded by agreement of the Council. On an equality of votes, the Chairman shall have a second (casting) vote.

Order of Business at the Annual Parish Council Meeting

6. The first business shall be:-
 - a) To elect a Chairman and Vice-Chairman.
 - b) To appoint Standing Committees.
 - c) To appoint representatives to Other Bodies.
 - d) To receive a statement of accounts.Thereafter shall follow the order set out below (at Ordinary Meetings).

Order of Business at Ordinary Meetings

7.
 - a) In the absence of the Chairman and Vice-Chairman, the Meeting shall first appoint a Member to preside.
 - b) To consider and approve the minutes of the previous meeting.
 - c) To dispose of any business remaining from the last meeting.
 - d) To receive reports from a) the Chairman, b) the Clerk, c) Committees.
 - e) To consider correspondence.
 - f) To conduct relevant business.

Proceedings at Meetings

8. To consider proposals in the order in which they shall have been received. Notice of agenda items, which must be in writing, shall be delivered to the Council Offices no later than 12.00 hours on the Monday of the week prior to the meeting, in order that they can be placed on the agenda. Agenda items should be as concise as possible. Where necessary, they may be supported by a separate paper to be circulated with the agenda. If this is not the case, the Clerk to precis the item, perhaps in conjunction with the Chairman of the Council, if the Clerk feels it necessary. Any papers pertaining to agenda items may only be tabled at Council Meetings with the prior permission of the Chairman, with reading time allowed. Every proposal shall be relevant to some question on which the Council has power to act, or which affects the Parish. Proposals for alterations to the minutes shall, if possible, be made in writing, stating clearly the new wording proposed, and be delivered to the Clerk no later than 12.00 hours on the Monday of the week prior to the meeting at which they are to be considered.

Public Questions

9.
 - a) A period, not to exceed thirty minutes, shall be permitted at the Chairman's discretion to receive questions from members of the public who may be attending a meeting.
 - b) A motion to vary the time allowed for public questions,
 - i) may be proposed by the Chairman or any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
 - ii) shall be put to the vote without discussion.

Standing Committees

10. Committees shall conduct their business in accordance with the Terms of Reference for Committees.

Suspension of Standing Orders

11. Standing Orders may be suspended only on a matter of urgency and by a two-thirds majority of the Members present.

Six Month Rule

12. A decision of the Council shall not be reversed within six months, save by a special resolution. The written notice thereof shall contain the signatures of four Members.

Limit on Agenda Items

13. No Councillor may make more than three proposals or request more than three items to be placed on the agenda. No Councillor may ask more than three questions, including supplementaries, concerning past business, in the course of any one meeting.

Time Limit on Speeches and Meetings

14. No Councillor may speak for more than five minutes on any one subject at any one time. At 10.30pm the Chairman shall put to the Members whether they wish to continue or adjourn the meeting.

Right of Reply

15. The proposer shall have the right of reply at the close of the debate on the proposal before it is put to the vote.

Behaviour of Members

16. All members must observe the Code of Conduct which was adopted by this Council on 12th March 2002.

If any member reasonably believes that another member is in breach of the Code of Conduct, that member is under a duty to report that breach to the Standards Board.

- a) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business or behave irregularly, improperly, or in such a way as to bring the Council into disrepute. If any member contravenes these rules, the Chairman or any other member may move that 'The member named be not further heard', and the motion, if seconded, shall be put and determined without discussion.
- b) If a member continues his/her misconduct after a motion under the foregoing paragraph has been carried, the Chairman shall:
Either move that the member leaves the meeting (in which case the motion shall be put and determined without discussion)
Or
Adjourn the meeting of the Council for such a period as his/her discretion shall consider expedient.
- c) In the event of a general disturbance which in the opinion of the Chairman renders the due and orderly dispatch of business impossible, the Chairman, in addition to any other power vested in him/her, may without question put, adjourn the meeting of the Council for whatever period he/she shall by his/her discretion consider expedient, and may take such further steps as may be reasonably considered.

Public Statements

17. No Councillor, whether or not serving on any external bodies, shall make any statement or cause any publicity to arise, in the name of, or on behalf of, the Parish Council, unless the approval of the full Parish Council has previously been given. The Clerk to the Council is the Proper Officer for the issuing of such material.

Miscellaneous

18. Any questions of a purely administrative nature shall be dealt with by written response from the Clerk.

19. The Council may refer any item to a Committee for further discussion.

20. The Parish Council authorises the Clerk to arrange emergency repairs, if possible after consultation with the Chairman or Vice Chairman, up to a value of £300.

Interpretation of Standing Orders

21. The ruling of the Chairman on the interpretation or application of these Standing Orders shall be final.