

Nuffield Parish Council

Standing Orders

1. Meetings

- a. The Council will endeavor to meet 6 times a year. Unless previously agreed meetings to start at 8pm in the months of January, March, May, July, September, and November.
- b. Meetings will be on a Thursday where possible but shall be convened at a date when due to work commitments the maximum number of councillors can attend.
- c. The Statutory Annual Meeting in an election year will be held in May, after the Election. The Annual Electors Meeting shall be held in March.

2. Chairman of Meeting

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

3. Proper Officer

- a. Where a statute, regulation or order confers functions or duties on the Proper Officer of the Council that person shall be the Clerk.

4. Quorum

- a. 3 members shall constitute a quorum.
- b. If a quorum is not present when the Council meets or if the number of Councillors present falls below the quorum (e.g. due to a pecuniary interest being declared) then the business of that meeting shall be transacted at the next meeting or on such a day as the chairman shall fix.

5. Voting

- a. Members shall vote by a show of hands or, if at least 2 members request it by signed ballot.
- b. If members so request the clerk shall record the names of members who voted on any question so as to show whether they voted for or against it.
- c. The Chairman shall have the casting vote on any matter put to the vote.
- d. The person presiding at a meeting must give a casting vote whenever there is an equality of votes in an election for Chairman.

6. Order of Business

- a. In an election year the signing of the Declaration of Acceptance of Office shall take place as the first item of business.

b. Members will complete the necessary documents as prescribed in the Code of Conduct.

c. At the Annual Meeting:

- i) The Chairman shall be elected
- ii) The Vice Chairman shall be elected
- iii) Council representatives will be appointed to sub-committees, associations, or areas of responsibility.

d. At each meeting the council will agree the minutes of the previous meeting and they shall be initialed on each page and signed and dated by the Chairman or acting Chairman.

e. The names of those councillors present shall be recorded at each meeting together with the number of parishioners present.

f. At each meeting the following will be considered

- i) To deal with matters arising
- ii) To deal with financial matters
- iii) To deal with planning matters
- iv) To deal with all correspondence received
- v) To deal with matters relating to the playground
- vi) To deal with matters raised by councillors
- vii) To accept comment/questions from the public
- viii) To deal with business expressly requested by statute to be done.

g. A motion to vary the order of business may be proposed by any member and agreed by majority.

7. Conduct

a. No member shall at a meeting persistently disregard the ruling of the Chairman, willfully obstruct business, or behave irregularly, offensively, improperly in such a way to scandalise the Council or bring it into contempt or disrepute.

b. If in the opinion of the Chairman a member has broken the above provision a motion may be placed and if seconded asking that councillor to leave. If that member chooses to disobey then the chairman may suspend the meeting.

8. Voting on Appointments

a. When 2 or more persons are nominated for a position to be filled by the Council and there is not an absolute majority, the person with the least number of votes shall be struck off and a fresh vote taken until a majority in favour of one person is reached.

9. Discussions and Resolutions Affecting Employees of the Council

a. If a question arises relating to the appointment, conduct, dismissal, salary or conditions of service of any person employed by the Council it shall not be considered until the Council has decided whether or not to exclude the public.

10. Finance

a. Expenditure shall be authorised and signed by two agreed signatures of approved councillors.

b. All financial matters shall be in as agreed in the Financial Regulations adopted by the Council on

11. Committees and Sub-Committees

a. The Council may at its Annual Meeting appoint standing committees or at any time thought necessary in that year but:

- i) That committee shall only hold office until the next Annual Meeting, but by resolution the membership may be dissolved or altered.
- ii) These standing orders will apply to all members of sub-committees.

12. Interests

a. Members will declare any pecuniary interests, direct or indirect in any matter (contractual, business, personal or family related) and shall withdraw from the meeting for the period of time it is discussed. This will be written into the minutes of the meeting.

b. Members will register and complete the General Notice of Registrable Interests on taking office, and maintain the register whilst in office.

c. Any gift over the value of £25 received by a member in connection with council business shall be placed in the Gift of Hospitality Register which the Clerk will hold and which shall be open for public inspection.

13. Inspection of Documents

a. A councillor may for the purpose of their duty (but not otherwise) inspect any document in possession of the Council.

b. All minutes by the Council and committees shall be open for inspection by any member of the Council.

c. The minutes of the council may be inspected and copied by any member of the parish, once they have been formally agreed.

14. Admission of the Public and Press to Meetings

a. The public shall be admitted to all meetings of the council and its committees; however they may temporarily be excluded by means of the following resolution: *That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.*

b. The clerk shall afford to the press reasonable facilities for taking their report at any proceedings they are entitled to be present.

c. If a member of the public interrupts the proceedings at any meeting, the Chairman, after warning, may order that person from the meeting.

15. Confidential Business

a. No member shall disclose to any person not a member of the Council any business declared to be confidential.

16. Liaison with County and District Councilors

a. A notice of each meeting and invitation to report on the business of their councils will be sent to the District and County Councillor.

17. Planning

a. The clerk shall record each planning application on receipt and forward to the councillor responsible for planning matters as soon as is practicable with the appropriate registration form attached.

18. Standing Orders

a. All councillors to be given a copy of the Standing Orders upon taking Office and signing the Declaration of Office.

Signed by Chairman of Nuffield Parish Council

Dated