



# Shenley Church End Parish Council

## STANDING ORDERS

Reviewed 12/02/2018	Minute ref 1802404
Reviewed 11/03/2019	Minute ref 19038-2

- 1. Meeting Premises**  
Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol; unless no other premises are available free of charge or at reasonable cost.
- 2. Public Attendance at Meetings**  
Meetings shall be open to members of the public and representatives of the press unless the item of business is considered to be confidential. The public and press's exclusion from part or all of a meeting shall be by resolution.
- 3. Public Participation**  
Subject to standing order 2 above, members of the public are permitted to make representation during the allocated time for questions and comments. Opportunities to speak in respect of other items on the agenda are at the discretion of the Chairman.
- 4. Filming, Recording and Photographing**  
Filming, recording and photographing a council meeting is permitted in accordance with the Filming and Recording of Parish Meetings policy.
- 5. Powers and Duties of the Chairman**  
The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.
- 6. Proper Officer**  
The Proper Officer of the Council is the Clerk. The Responsible Financial Officer of the Council is the Clerk. Other duties and responsibilities of the Clerk are as laid down in the Conditions of Service Contract and Job Description.  
  
Notwithstanding those duties and responsibilities, it shall be the duty of the Clerk to advise Members on the content and interpretation of these Standing Orders.
- 7. Notification of Committee Meetings to Councillors**  
A summons shall be issued by the Proper Officer advising of the date, time, venue and agenda of a meeting via electronic mailing 3 clear days before said meeting.
- 8. Notification of Committee Meetings to Members of the Public**  
Public notice will be given of the date, time, venue and agenda of a meeting by advertisement on the Parish Council website, Facebook page and in appropriate noticeboards, 3 clear days before said meeting.
- 9. Quorum**  
One third of the whole numbers of the Council shall constitute a quorum and in no case shall the quorum of a meeting be less than 3. If a quorum is not present when the Council meets or if during a meeting the number of Members, for whatever reason, falls below the quorum, the business not

transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may decide.

**10. Voting**

Members shall vote by show of hands unless the meeting decides otherwise.

If the meeting so requires, the Clerk shall record the names of the Members who voted on any question and how they voted.

The Chairman may give an original vote on any matter put to the vote and, in the case of equality of votes, may give a casting vote, whether or not an original vote was given.

**11. Order of Business**

The order of business shall be stated on an agenda paper which shall be delivered to each Member at least three clear days prior to the date of the meeting along with the summons convening the meeting.

**12. Resolutions Moved on Notice**

Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been included on the Agenda.

Members may put an item or notice of resolution on the Agenda by giving the Clerk written notice of the item or resolution at least seven clear days prior to the meeting to which that agenda relates.

Every resolution, amendment or recommendation shall be relevant to some subject over which the Council has the power or which affects its area.

**13. Resolutions Moved Without Notice**

Resolutions on procedural matters may be moved without notice including those to vary the order of business on grounds of urgency or procedural efficiency. Such resolutions shall be put to the vote without discussion.

**14. Rules of Debate**

All remarks shall be addressed to the Chairman.

No discussion shall take place on the minutes of previous meetings except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chairman.

A Member shall, except as provided by these Standing Orders, only be entitled to speak once on any motion or amendment.

A Member shall direct comments to the question under discussion or to a personal explanation or to a point of order.

No speech by a mover of a resolution shall exceed three minutes and no other speech shall exceed two minutes except by consent of the Council.

The mover of a resolution shall have the right of reply not exceeding one minute.

The ruling of the Chairman on a point of order or on the admissibility of an item shall not be discussed.

A representative of the local Constabulary shall be allowed to speak at Council meetings at the discretion of the Chairman.

Whenever the Chairman rises to his feet during a debate all other Members shall be seated and silent.

**15. Dispensations**

Unless a dispensation has been granted, members with a pecuniary interest may not participate in any discussion of the matter at the meeting nor participate in any vote on the matter.

**16. Closure**

A motion of closure of a debate may be moved at any time but must be proposed and seconded without comment. The Chairman may refuse such motion if he feels that the question before the Council has not been sufficiently debated.

**17. Rescission of Previous Resolutions**

A decision of the Council (whether affirmative or negative) shall not be reversed within six months except by a special resolution, the written notice of which bears the names of at least three Members of the Council. When such a resolution has been disposed of, no similar resolution may be moved within a further six months.

**18. Confidential Business**

No Member of the Council shall disclose to any person, not being a Member of the Council, any business declared to be confidential by the Council.

**19. Ward Councillors**

Ward Councillors shall be asked to provide a written report for the Council which should be received by the Clerk at least seven days prior to the meeting. Ward Councillors are welcome to attend the meetings and they may be allowed to speak at the discretion of the Chairman.

A maximum of 10 minutes will be allowed for all Ward Councillors in attendance. Additional time may be allowed at the discretion of the Chairman.

**20. Length of Meetings**

Except at the discretion of the Chairman, all meetings of the Council shall finish not later than two-and-a-half-hours after commencement. Any business not transacted shall be carried over to the next meeting or such other date as the Chairman may decide.

**21. Suspension of Standing Orders**

These Standing Orders may be suspended at any time and for any period of time by resolution.

**22. Smoking**

Smoking shall not be permitted during meetings.

**23. Standing Orders to be Given to Members**

A copy of these Standing Orders shall be given to all Members.

**24. Interpretation**

In these Standing Orders words importing one gender shall include all genders and the singular includes the plural and vice versa.

Signed

Signed

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Chairman

Parish Clerk