

Wymeswold Parish Council and Burial Board

Procedural Standing Orders

1. Meetings

The meetings of the Council shall be held at such places, on such dates and at such times as may be fixed by Council. These will normally be on the first Monday of the month at 7.15 pm. Any change to the date of the meeting must be agreed by the chair and vice chair, and all councillors must be given at least 7 days' notice of such a change.

2. Chair of the meeting

The Chair of the Council shall preside at the meeting. If he/she is not present, a deputy shall be appointed. The person presiding at the meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting.

3. Proper Officer

The duties of the clerk are as follows:

- To receive declarations of acceptance of office
- To receive and record notices disclosing interests at meetings.
- To receive and retain plans and documents.
- To sign notices or other documents on behalf of the Council
- To sign and issue the summons to attend meetings of the Council.
- To keep proper records for all Council meetings

3. Quorum

3 Councillors shall constitute a quorum. If a quorum is not present when the Council meets or if during the 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 Chair may decide.

4. Voting

Voting will be by a show of hands unless the meeting decides otherwise. The Clerk shall record the names of the Members who object or abstain on any question. The Chair 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, whether an original vote was given.

5. Order of business

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

Items requiring a decision should normally be presented as a paper so that this may be circulated with the agenda.

Members will be expected to read the document and formulate an opinion.

Order of business shall be as follows:

- Apologies
- Declaration of interest
- To receive such communications as the person presiding may wish to lay before the Council.
- After consideration to approve the signature of the minutes by the person presiding as a correct record
- To authorise signing of orders for payment/receive a financial report.
- To consider planning applications
- To answer questions from Councillors
- To receive and consider resolutions or recommendations.

6. 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 in the agenda. Items for the agenda must be given to the Clerk at least 7 clear days prior to the meeting.

Wymeswold Parish Council and Burial Board

Procedural Standing Orders

7. Minutes

The Chair shall put the question that the minutes of the previous meeting be approved as a correct record. If no query is raised about the accuracy, the Chair shall sign the minutes. The minutes should attribute all members' proposals and should record at least in summary form sufficient detail to clarify the core intent or nature of proposals or debate each individual topic discussed by the council.

8. 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 the vote without discussion.

9. Disorderly conduct

- All members must observe the Code of Conduct.
- No member shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business or behave irregularly, offensively improperly or in such a manner as to bring the Council into disrepute.
- If a member reasonably believes another member is in breach of the code of conduct that member is under a duty to report the breach to the Standards Board.

10. Inspection of documents

All minutes kept by the Council shall be open for the inspection of any member of the Council.

11. Admission of the Public and Press to Meetings

The public shall be admitted to all meetings of the Council but may be temporarily excluded if the nature of the business is considered confidential. The press shall be allowed reasonable facilities for taking a report at any proceedings at which they are entitled to be present. If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that he/she leaves the meeting.

The public will be given an opportunity to speak before the meeting is opened. Where several people attend for the same issue or purpose one representative of the group should be selected by the group to speak on behalf of the whole group. Where a member wishes to give a presentation or speech to the council this will normally be limited to a maximum of 5 minutes, albeit that the chair may allow an overrun at his/her discretion.

In addition, the Chair may at his/her discretion and at a convenient time in the transaction of the business adjourn the meeting to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.

All requests put to or made of the council by members of the public shall be recorded in the minutes, and any decisions given, or actions agreed in consequence will be recorded. The names of members of the public attending meetings and/or raising issues at the meeting or in writing shall be recorded in the minutes as a matter of routine unless the individual concerned specifically requests that his or her name should not be so recorded. The Council can also agree not to record the name of the member of the public in the minutes should they consider it to be a sensitive issue.

Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted without the Council's prior written consent.

12. Confidential business

No member of the Council shall disclose to any person not a member of the Council any business declared to be confidential. The approval of the Clerk's salary is confidential business.

Wymeswold Parish Council and Burial Board

Procedural Standing Orders

13 Timing of meetings

Meetings shall be scheduled to end at 9.00 pm. Any unfinished business will be deferred to the following meeting.

14. Rules of Debate

- No discussion of the minutes shall take place except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chair.
- A resolution or amendment shall not be discussed unless it has been proposed and seconded.
- In the case of an agenda item requiring a decision at the meeting, a limit of 15 minutes will normally be put on the item under discussion.
- In the case of an update, a limit of 5 minutes will normally be put upon the item.
- Members shall address the Chair. If two or more members wish to speak the Chair shall decide who to call upon.

15. County and District Councillors

County and District Councillors who are not also Parish Councillors shall be invited to attend meetings and shall be sent copies of agendas, minutes, and other relevant documentation. They may be allowed to speak at the discretion of the Chair.

16. Variation and Revocation of Orders

Any motion to add to, vary or revoke these Standing Orders shall when proposed and seconded stand adjourned without discussion to the next meeting of the Council.

17. Issue of Standing Orders

A copy of these Orders shall be given to each Member by the Clerk upon delivery to him/her of the Member's declaration of acceptance of office on the Member's first being elected to the Council.

These standing orders were amended and adopted at the meeting on 4th May 2021.

Signed: Chair to Wymeswold Parish Council

Date: