

**SPALDWICK PARISH COUNCIL
STANDING ORDERS
Amended version adopted 18 June 2015**

1. Chairman and Vice-Chairman

The Chairman and Vice-Chairman are elected at the Annual Parish Council Meeting. Although elected every year, there is no restriction on the number of times a councillor may be elected to either office. At any other meeting, in the absence of the Chairman and Vice-Chairman, a chairman shall be appointed by those present and shall exercise all the powers and duties of the Chairman in relation to the conduct of that meeting.

2. Clerk

The Clerk is the Proper Officer and Responsible Financial Officer of the Council. Other duties and responsibilities 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.

3. Quorum

Three members shall constitute a quorum. 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.

4. Voting

Members shall vote by show of hands unless the meeting decides otherwise. If a member so requires, the Clerk shall record the names of the members who vote 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.

5. 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.

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 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.

7. 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.

8. 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 direct comments to the question under discussion or to a personal explanation or to a point of order.

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 a motion if he feels that the question before the Council has not been sufficiently debated.

9. Code of Conduct and Declarations of Interests

All councillors shall observe the Code of Conduct for Members of Spaldwick Parish Council which includes the action which must be taken when a member has a pecuniary or other interest in any item of business to be considered.

10. Public Participation in Meetings

Towards the start of all meetings of the Council the agenda shall include a Public Open Forum during which the Chairman may invite members of the public to address the meeting on any matter which may assist the Council in making informed decisions. If it is apparent that the matter to be raised concerns business on the agenda the Chairman may invite the member of the public to defer speaking until that item is reached.

The time allotted to any member of the public shall not exceed 5 minutes and the total time if more than one wishes to speak in respect of the same business shall not exceed 10 minutes. Members of the public are not permitted to speak except during the periods allocated for public participation.

11. 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.

12. Confidential Business

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

13. District and County Councillors

District and County Councillors who are not also Parish Councillors shall be invited to attend meetings when the Council so determines. They may be allowed to speak at the discretion of the Chairman.

14. Police and District and County Officials

Representatives of the Police and officials of the District and County Councils shall be invited to attend meetings when the Council so determines. They may be allowed to speak at the discretion of the Chairman.

15. 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.

16. Suspension of Standing Orders

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

17. Interpretation

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