

Stanford Parish Council  
STANDING ORDERS 2010

The following extract of elements of the NALC MODEL of 2010 was adopted as Standing Orders for Stanford Parish Council on 14 July 2010: resolution of any issues not covered by this document shall be determined by reference to this model. Elements in bold type are statutory requirements.

**1 Meetings**

- 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 a reasonable cost.
- When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.
- Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent.**
- In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman (if any).
- The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent ..., a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- Subject to model standing order 1 (y) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
- The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (*See also standing orders 2 (i) and (j) below.*)

Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.

- The minutes of a meeting shall record the names of councillors present.
- The code of conduct of the Council shall apply to councillors in respect of the entire meeting.
- An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.
- No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.

**2 Ordinary Council meetings: see also standing order no 1, above**

- In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
- In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.

- **The election of the Chairman and Vice-Chairman (if any) of the Council shall be the first business completed at the annual meeting of the Council.**
- **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**

### **3 Proper Officer**

The Council's Proper Officer shall be the clerk who shall do the following.

- Electronically serve on councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and a sub-committee at least 3 clear days before the meeting
- **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
- **Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office.**
- Make available for inspection the minutes of meetings.
- **Receive and retain copies of byelaws made by other local authorities.**
- **Receive and retain declarations of acceptance of office from councillors.**
- Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- Keep proper records required before and after meetings;
- Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- Arrange for legal deeds to be signed by 2 councillors and witnessed
- Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- Refer a planning application received by the Council to the Chair to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council.
- Action or undertake activity or responsibilities instructed by resolution or ... in standing orders.

### **4 Code of conduct (England)**

- **All councillors shall observe the code of conduct adopted by the Council.**
- All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- **If paragraph 12(2) of the code of conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by the Council or pursuant to relevant**

provisions in a statutory code of conduct in force at the time, councillors may exercise the rights contained in standing order 7(d) below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business.

- **Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.**

## **5 Minutes**

- If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5(a)(iv) above.
- Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

## **6 Disorderly conduct**

No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.

## **7 Expenditure**

- Any expenditure incurred by the Council shall be in accord with the Council's financial regulations.
- **The Council's financial regulations shall be reviewed once a year.**
- **The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

## **8 Execution and sealing of legal deeds**

In accordance with a resolution made under standing order 14(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

## **9 Extraordinary meetings**

- **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**

## **10 Accounts and Financial Statement**

- All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
- The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March, 30 September in each year a statement summarising the Council's receipts and payments for the half year The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

## **11 Estimates/precepts**

**The Council shall approve written estimates for the coming financial year at its meeting before the end of December.**

## **12 Power of well-being (England)**

- Before exercising the power to promote well-being, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
- The Council's period of eligibility begins on the date that the resolution under standing order 25 (a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.
- After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 25(b) above.

### **13 Matters affecting council employees**

If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council has decided whether or not the press and public shall be excluded ( see standing order 1(c).

### **14 Freedom of Information Act 2000**

All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.

### **15 Liaison with District and County or Unitary Councillors**

An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillor of the District and County representing its electoral ward.

### **16 Financial matters**

- The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - the accounting records and systems of internal control;
  - the assessment and management of financial risks faced by the Council;
  - the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
  - the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;
- Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £2000 shall be procured on the basis of a formal tender .
- Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

### **17 Variation, revocation and suspension of standing orders**

- Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

### **18 Standing orders to be given to councillors**

- The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- The Chairman's decision as to the application of standing orders at meetings shall be final.