

SHAWBURY PARISH COUNCIL

STANDING ORDERS

MEETINGS

1. Meetings of the Council

Will be held in Shawbury Village Hall at 7.00pm, normally on the second Tuesday of each month.

2. The Statutory Annual General Meeting of the Council:

(a) In an election year shall be held on the Tuesday next following the fourth day after the election.

(b) In a year when there is no election on the second Tuesday in May.

CHAIRMAN OF THE MEETING

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

PROPER OFFICER

Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, this shall be the Clerk

- (a) To receive declarations of office.
- (b) To receive and record notices disclosing pecuniary interests.
- (c) To receive and retain plans and documents.
- (d) To sign notices or other documents on behalf of the Council.
- (e) To sign summonses to attend meetings of the Council.
- (f) To receive copies of bylaws made by Shropshire Council.

QUORUM

- (a) Four Members shall constitute a quorum
- (b) If a quorum is not present when the Council meets or if, during the meeting, the number of Councillors present and not debarred by reason of declaring a pecuniary interest, falls below the quorum, the business not transacted at that meeting shall be transferred to the next meeting or on such other day as the Chairman may determine.

VOTING

- (a) Members shall vote by show of hands or, if at least two Members so request, by signed ballot.
- (b) If a Member so requires, the Clerk shall record the names of those who voted on any question, as to show whether they voted for or against it.
- (c) The Chairman may give an original vote on any matter put to the vote and in the case of an equal vote may give a casting vote, even though (s) he gave no original vote.
- (d) The person presiding at the election of a Chairman must give a casting vote whenever there is an equality of votes.

ORDER OF BUSINESS

- 1. In an election year Councillors shall execute Declarations of Acceptance of Office, in the presence of the Clerk, before the annual meeting begins.**
- 2. At each Annual Meeting the first business shall be:**
 - (a) To elect a Chairman.**
 - (b) To receive the Chairman's declaration of office.**
 - (c) To elect a Vice-Chairman.**
 - (d) To receive the Vice Chairman's declaration of office.**
 - (e) To appoint representatives and committee members.**
 - (f) In the year of an election, to make arrangements to attempt to fill any vacancies left unfilled at the election.**
- 3. At every meeting, other than the Annual General Meeting, the order of business shall be:**
 - (a) To appoint a Chairman if the Chairman and Vice Chairman are absent.**
 - (b) To receive apologies for absence.**
 - (c) To receive declarations of personal or prejudicial interests.**
 - (d) To read and consider the minutes from the previous meeting. Providing the minutes have been circulated prior to the meeting, they may be taken as read.**
 - (e) After consideration, the minutes must be signed by the Chairman of the meeting, declaring them to be a true record.**
 - (f) To consider matters arising from the minutes.**
 - (g) To receive and consider details of any correspondence received by the Clerk in the period since the last meeting.**
 - (h) To approve accounts for payment.**
 - (i) To receive and consider a financial statement.**
 - (j) To consider matters for inclusion on the next agenda.**
 - (k) To consider any issues in the Parish that need urgent attention.**
 - (l) To receive reports from the Police, RAF Shawbury and the Shropshire Councillor.**
 - (m) To receive and consider planning applications.**
 - (n) To receive and consider reports from committees and representatives.**
 - (o) To decide on press releases.**
 - (p) To confirm date and time of next meeting.**

A motion to vary the order of business on the grounds of urgency may be proposed by the Chairman and put to the vote without discussion.

RESOLUTIONS MOVED ON NOTICE

Except as provided in these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk, or the mover has given notice in writing of its terms and has delivered such notice to the Clerk at least ten days before the date of the planned meeting.

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

RESOLUTIONS MOVED WITHOUT NOTICE

Resolutions dealing with the following may be moved without notice:

- (a) To appoint a Chairman for the meeting.
- (b) To correct the minutes.
- (c) To approve the minutes.
- (d) To alter the order of business.
- (e) To proceed to the next business.
- (f) To close or adjourn a debate.
- (g) To appoint a Committee or a Representative.
- (h) To adopt a report.
- (i) To amend a motion.
- (j) To exclude the public.
- (k) To invite a Member having an interest in the subject matter under debate to remain.
- (l) To give the consent of the Council.
- (m) To suspend any Standing Order.
- (n) To adjourn the meeting.

QUESTIONS

- (a) Any Member may ask the Chairman or the Clerk any questions regarding the business of the Council, providing notice of the question has been given by the person before the meeting begins.
- (b) No questions not connected with the business under discussion shall be asked.
- (c) The names of proposers and seconders will not be recorded unless a specific request is made.
- (d) Any amendment to a resolution shall not have the effect of negating the proposed resolution.
- (e) All Members should address the Chairman of the meeting at all times.

EXPENDITURE

Orders for the payment of money shall be authorised by a resolution of the Council and all cheques signed by two authorised persons. The counterfoils of all issued cheques must be initialled by the same Members.

ADMISSION OF THE PUBLIC

- (a) The public and the press shall be admitted to all Council meetings.
- (b) Members of the public may not participate in the business of the Council unless the Chairman has given prior approval and Members have been informed.
- (c) An opportunity will be given to members of the public to raise issues of concern at the start of the meeting. Any such observation will be minuted and appropriate action taken.
- (d) At all meetings of the Council, the Chairman may at his/her discretion and at a convenient time in the transaction of the business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted .
- (e) A person may not orally report or comment about a meeting as it takes place if s/he is present at the meeting of the parish council or its committees but otherwise may;
 - (i) Film, photograph or make an audio recording of the meeting:

- (ii) Use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later:
- (iii) Report or comment on the proceedings in writing during or after the meeting or orally report or comment after the meeting.
- (f) The public and the press may be excluded from parts of the meeting by means of the following resolution:
'That in the view of the special or confidential nature of the business it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw.'
- (g) If a member of the public disrupts a meeting, the Chairman, after giving a warning, may ask the person to withdraw.

LIAISON WITH SHROPSHIRE COUNCILORS

- (a) A notice of the meeting and an invitation to attend should be addressed to the Shropshire Councillor representing the ward.
- (b) Where appropriate letters addressed to Shropshire Council should be copied to the relevant Councillor.

PLANNING APPLICATIONS

- (a) When received, planning application details will be forwarded to all Members for consideration and then responded to at the next advertised Council Meeting, unless a response has to be made to Shropshire Council before that date.
- (b) If a return has to be made prior to the next meeting, Members will be asked to send comments to either the Clerk or the Chairman and the Chairman can then decide on what action needs to be taken.
- (c) The Clerk should retain particulars of all received planning applications until a decision is made.
- (d) Decisions must be forwarded to Shropshire Council within the stated time.
- (e) The Clerk will retain details of the application until a decision is made by Shropshire Council's Planning Department.

CODE OF CONDUCT AND COMPLAINTS

The Council shall deal with complaints of maladministration allegedly committed by the Council, its Officers or a specific Member, in line with the Council's complaints policy and based on N.A.L.C's Circular 2/86

LOCAL GOVERNMENT ACT 2000 (Amended 2007)

All Members elected or co-opted have to:

- (a) Complete and abide by the Members 'Code of Conduct'.
- (b) Complete a 'Registration of Interest' document. The original of this document is held by Shropshire Council and the Clerk is provided with a copy.
- (c) Complete a declaration of 'Acceptance of Office', which is held by the Clerk.

STANDING ORDERS TO BE GIVEN TO MEMBERS

A copy of these Standing Orders shall be given to every Member.

COUNCIL VACANCIES

When a vacancy for a Councillor occurs, the Clerk must inform the Elections Officer at Shropshire Council and follow the procedures given by that officer.

ATTENDANCE

Under Section 85 of the Local Government Act 1972, the failure of a Member to attend any meetings of the Council for a period of six months automatically means that he/she ceases to be a Member of the Council.

ANNUAL PARISH MEETING

This meeting, which is open to residents of the Parish, will be held in Shawbury Village Hall on the third Tuesday in May. Members of the public have an opportunity to raise items for discussion. The Chairman of the Parish Council or in his/her absence the Vice Chairman, will Chair the meeting and present a detailed report on the Councils activity in the previous year.

Dated January 2000

Amended April 2009

Further amended August 2014

Reviewed September 2015

Reviewed and amended September 2016