

BURTON SALMON PARISH COUNCIL

Standing Orders

1. Meetings

- a. Council 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.
- b. 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 reason for the public's exclusion.
- c. Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business on the agenda.
- d. The period of time in accordance with standing order 1.c. as above shall not exceed 5 minutes.
- e. Each member of the public is entitled to speak only once in respect of business itemised on the agenda.
- f. Members of the public are permitted to record and report the proceedings of meetings as per the Openness of Local Government Bodies Regulations 2014.
- g. A record of the public participation session at each meeting shall be included in the minutes of that meeting.
- h. Any person speaking at a meeting shall address his/her comments to the Chairman.
- i. Only one person is permitted to speak at a time. If more than one person wishes to speak the chairman shall direct the order of speaking.
- j. 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 from the meeting, a Councillor, chosen by the Councillors present at the meeting, shall preside at the meeting.
- k. The chairman of a meeting 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.
- l. 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 have his/her vote for or against the question. No names to be divulged in the voting process unless requested by individual Councillors.

- m. The minutes of a meeting shall record the names of Councillors present and absent.
- n. The Code of conduct adopted by the Council shall apply to the Councillors in respect of the entire meeting.
- o. An interest arising from the code of conduct adopted by the Council, to the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.
- p. 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 three.
- q. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned.
- r. Meetings shall not exceed a period of three hours.
- s. Minutes of the meeting are to be recorded and numbered using the year to which they relate in the numbering.

2. Annual Council Meeting

- a. In an election year the Annual Meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.
- b. In a year which is not an election year the Annual Meeting of the Council shall be held on such a day in May which is usually on the same date as the Ordinary Council Meeting in that month.
- c. If no other time is fixed, the Annual Meeting of the Council shall take place at 6:30pm.
- d. The election of the Chairman and Vice Chairman of the Council shall be the first business completed at the Annual Meeting of the Council.
- e. The Chairman of the Council, unless he/she has resigned or become disqualified, shall continue in office and preside at the Annual Meeting of the Council until his successor is elected.
- f. The Vice Chairman of the Council, unless he/she has resigned or become disqualified, shall continue in office until his successor is elected at the next Annual Meeting of the Council.
- g. In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he/she shall preside at the meeting until a successor Chairman of the Council is 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.
- h. In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he/she shall preside at the meeting until a new

Chairman of the Council is elected. The current Chairman of the Council shall have an original vote in respect of the election of the new Chairman of the Council.

- i. Following the election of the Chairman and Vice Chairman at the Annual Meeting of the Council the order of business shall include:
 - i. In an election year, delivery by Councillors of their declarations of acceptance of office
 - ii. Delivery by Councillors of their register of interests forms.
 - iii. Appointment of Council representatives on current committees and forums.
 - iv. Review and adopt the standing orders and financial regulations
 - v. Review of other council policies as required
 - vi. Review of financial risk assessment including arrangements for insurance cover and asset inventory.

3. Ordinary Council Meetings

- a. Ordinary Council meetings are to be held on a Wednesday of every second month unless otherwise directed by the Council.

4. Code of Conduct

- a. All Councillors shall observe the code of Conduct adopted by the Council.
- b. No person shall obstruct the transaction of business at a meeting, or behave offensively or improperly.
- c. If, in the opinion of the Chairman, a member has acted in a manner contrary to that required, the Chairman shall express that opinion to the Council and thereafter any Councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forth with and without discussion.
- d. A Councillors failure to observe standing orders more than three times in one meeting may result in him/her being excluded from the meeting in accordance with standing orders.
- e. A Councillor with a disclosable pecuniary interest in relation to any item of business being transacted at a meeting shall withdraw from the discussion when the Council is considering that matter, but may stay to hear the discussion as a member of the public.
- f. A Councillor shall also withdraw from a discussion, as outlined in 4e. when it is considering a matter in which he has another interest, if so required by the councils code of conduct.

5. Voting on Appointments

- a. When more than two people have been nominated for a position to be filled by the Council and none of these have received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes

is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

6. Agendas

- a. A Councillor may request an item of business or question be put on the agenda providing they have given written notice to the Clerk at least 4 clear days before the meeting. Clear days do not include the day of the notice, the day of the meeting Sundays or bank holidays.
- b. The meeting agenda will be circulated with the notice of the meeting at least 3 clear days prior to the meeting.
- c. Questions not relating to items of business on the agenda shall only be asked during the part of the meeting set aside for minor matters.
- d. Minor matters are defined as minor issues to be delegated to the clerk for action at meetings or in between meetings or items of business raised for inclusion on the agenda for the next meeting.

7. Extraordinary meetings

- a. The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- b. If the Chairman of the Council does not or refuses to call an extraordinary meeting within seven days of it being requested 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.

8. Financial Matters

- a. All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed annually.
- b. The Clerk shall be given the power to spend up to a maximum of £250 without the Councillors' authorisation for any emergency that requires immediate action.
- c. Any proposed contract for the supply of goods and services and the execution of works with an estimate of £30,000 or more shall be procured on the basis of a formal tender as required by The Public Contracts Regulations 2015 (see financial regulation 10.2.)
- d. Any formal tender shall comprise the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. The contract shall be advertised on the Contracts Finder Website

- iv. Tenders are to be sent, in a sealed marked envelope to the proper officer (clerk) by the stated date and time.
 - v. Tenders submitted are to be opened after the stated date and time, by the clerk and at least one member of the Council.
- e. The Council is not bound to accept the lowest tender, estimate or quote.

9. Standing orders generally

- a. The Chairman's decision as to the application of standing orders at meetings shall be final.
- b. All correspondence must go through the clerk

These Standing Orders have been reviewed and adopted at the meeting of Burton Salmon Parish Council held on 24th May 2023

Chairman: *D Foster*