

Limpley Stoke Parish Council.

Procedural Standing Orders

Ordinary Meetings of the Council.

1. a) In a year which is not an election year, the Annual Meeting of the Council shall ordinarily be held on the first Tuesday of May at 7 pm or such day as the council may direct.
b) In an election year, the Annual meeting shall be held on or within 14 days following the day on which the new councillors elected take office.
2. The Ordinary meetings of the Council shall ordinarily be held on the first Tuesday of each month at 7 pm. Meetings of the Council will ordinarily take place at the Limpley Stoke Village Hall.
3. Members of the council have a duty to attend council meetings.

Extraordinary Meetings of the Council.

1. The Chairman of the Council may at any time call an extraordinary meeting of the Council.
2. The full circumstances in which an extraordinary meeting of the Council may be called are as set out in Schedule 12 of the Local Government Act 1972.

Notice of Meetings.

Three clear working days (including Saturdays) at least before a meeting of the Parish Council- not including day of notice or day of meeting, Bank Holidays and Maundy Thursday. Notice of the time and place of the intended meeting shall be fixed in some conspicuous place in the parish and a summons to attend the meeting shall be sent to every member of the Council. Also, details of the meeting shall appear on the Limpley Stoke village website.

The Powers and Duties of the Chairman.

1. At a meeting of the Parish Council the chairman of the Council, if present, shall preside,
2. If the Chairman is absent the vice chairman, if present, shall preside,
3. If both are absent such councillor as the members of council present shall choose shall preside.
4. The person presiding at a meeting may exercise all the powers and duties of the Chair in relation to the conduct of the Meeting.

The Proper Officer of the Council

1. The Proper Officer of the Council is the Clerk to the Parish Council and is also its Responsible Financial Officer.
2. It is the duty of the Clerk to advise as necessary or as requested on all matters of practice and procedure affecting the conduct of councillors and the discharge of council business.

Pecuniary and personal Interests.

1. Councillors are bound by the Code of Conduct published by Wiltshire Council ('the Authority') and in particular must fulfil the requirements of the law and of the Authority in registering their interests in the Register of Interests. This is a continuing requirement and places every councillor under a duty to notify the Authority of any material change in their circumstances. Full details of the Code can be accessed via this link:

<http://cms.wiltshire.gov.uk/>

2. At the commencement of council meetings Councillors shall declare if they have any disclosable pecuniary interest in any item on the Agenda. Equally, if councillors become aware in the course of the meeting of their having a disclosable pecuniary interest in the matter(s) under discussion they should immediately declare that interest.
3. Where a pecuniary interest has been disclosed a councillor must not participate in the discussion of the matter or participate in any vote. This prohibition applies to any form of participation including speaking as a member of the public. A councillor who had declared a pecuniary interest should leave the room and remain outside until that business is concluded.
4. Other Interests. In addition to the requirements of the preceding paragraphs if a councillor attends a meeting at which any item of business is to be considered and becomes aware that they have a "non disclosable pecuniary interest or non-pecuniary interest" in that item then they should
 - make a verbal declaration of the existence and nature of that interest at or before the consideration of that item of business or as soon as the interest becomes apparent and
 - consider whether their participation in the consideration of that item of business would be reasonable, particularly if the interest may give rise to a perception of a conflict of interests in that item of business.

Where the councillor decides to withdraw from participation in the consideration of that item of business then they should act in accordance with Para 3 above.

Open Forum.

1. At each council meeting and as indicated by the Agenda there shall be set aside a period in Open Forum where members of the public in attendance may raise any matter of interest or concern to them and which can properly be described as being of relevance to the council's work and remit. Each speaker may speak for up to three minutes. Prior notice is not required to be given to the Clerk to the Parish Council but members of the public are encouraged to make early contact to ensure as far as possible the smooth conduct of the business of the meeting.

2. No discussion on the matters raised shall ensue unless the Chairman either deems appropriate a brief clarification of the issues or the topic comes up later on the Agenda.

3. Any matter raised may be the subject of further response in writing and/or deferred for consideration to a subsequent meeting of the Council.

4. Any request made by a member of the public in Open Forum for the Council to give 'a preliminary view' on any matter will be declined if it conflicts with the duty placed on the council to not pre-judge any intended or likely application which will later fall to be determined by council either at this or a subsequent meeting of the council.

5. The Ward District Councillor is invited to attend all meetings of the parish council and may be invited by the Chairman to contribute information, guidance and advice on any matters relevant to the parish. The District Councillor has no vote and takes no part in the decision making process.

The photographing, recording, broadcasting or transmitting of council proceedings.

A person may not orally report or comment about a meeting of the parish council as it takes place if he is present at the meeting but may otherwise:

- film, photograph or make an audio recording of a meeting;
- use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

These requirements are as set out in the Public Bodies (Admission to Meetings) Act 1960 as amended.

The conduct of Council business.

1. No business may be transacted at a meeting unless at least one-third of the whole number of members of the council is present. In no case shall the quorum of a meeting be less than three.

2. All meetings of these councils are open to the public, except in limited defined circumstances. These councils can only decide, by resolution, to meet in private when discussing confidential business or for other special reasons where publicity would be prejudicial to the public interest. A decision to exclude the public must be accompanied by giving reasons.
3. If at any meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service of any person employed by the Council it shall not be considered until the Council has decided whether or not the public shall be excluded.
4. The order of business is as set out on the published Agenda. The Chairman may with the consent of councillors change the order in which the business is taken.
5. All remarks shall be addressed to the Chairman.
6. The key purpose of council meetings is to take decisions. This is done by vote of council members present. Councillors are asked to vote either for or against a motion. Councillors may abstain from voting but should do so only infrequently so as not to undermine the decision making process. The manner of voting shall be by a show of hands. On the requisition of any member of council the voting on any question shall be recorded so as to show whether each member present and voting gave his vote for or against that question.
7. In the case of an equality of votes the person presiding at the meeting shall have a second or casting vote.
8. The business of the meeting shall ordinarily be concluded within 2 hours of commencement. At the discretion of the Chairman this may be extended by 30 minutes after which any business not transacted shall be carried over to the next meeting or such other dates as council may determine.
9. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. Where reason has failed the chairman of the meeting may take further steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

General

Where the Standing Orders are silent the council may have regard to the current Model Standing Orders published by the National Association of Local Councils (NALC) and adopt or apply those Orders as it sees fit.

B Kohn

July 2020

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