



## **LANE END PARISH COUNCIL STANDING ORDERS**

### **As Adopted at the Parish Council Meeting on Monday 7<sup>th</sup> November 2016**

1. The Parish Council shall observe the requirement to hold an Annual Parish Council Meeting and a minimum of three other Full Parish Council Meetings in each year. These meetings shall be on such dates and times as the Council directs.
2. A Full Parish Council Meeting shall normally be held at 7-30 on the first Monday of every month, unless this date falls on a Bank Holiday, then if possible it will normally be held on the second Monday. At the discretion of Council any normal meeting times/dates may be changed and meetings may also be cancelled or additional meetings held, if the Council so decides.
3. The Chairman reserves the right to change the time/date of any meeting with agreement of the Clerk.
4. The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
5. Two Councillors may also convene an extraordinary meeting of the Council if the Chairman of the Council does not, or refuses, to call such a meeting within 7 days of having been requested to do so by the two Councillors. The statutory public notice giving the time, venue and Agenda of such a meeting must be signed by the two Councillors.
6. 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.
7. Notification of a Council Meeting, providing details of the time, date and venue, and the Agenda shall be announced on the Parish Notice boards with three clear days of notice. Councillors shall have Notification of the Meeting and the Agenda issued to them by email, or where not expedient for the Member delivered to their home address, with three clear days of notice.
8. Proceedings at Meetings: - Notice of Agenda items must be confirmed to the Clerk no later than the 5 days prior to the posting of the Agenda for the meeting. Where necessary Agenda items may be supported by a separate paper to be circulated with the Agenda. If this is not the case then, where appropriate, the Clerk may produce a supporting paper, consulting as necessary with the Chairman of the Council. Any papers pertaining to Agenda items may only be tabled at Council Meetings with prior permission of the Chairman and with reading time allowed.
9. 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, a bank holiday or a day appointed for public thanksgiving or mourning shall not count.
10. In an election year the Annual Parish Council Meeting shall be held at 7-00pm on or within 14 days following the day on which the Councillors elected take office. In a non-election year the Annual Parish Council meeting shall be held at 7-00pm on such a day in May as the Council may direct.
11. The order of first business at the Annual Parish Council Meeting shall be: -
  - a. To elect a Chairman and Vice-Chairman and to sign and receive the Chairman's declaration of acceptance
  - b. In the ordinary year of election of Council to fill any vacancies left unfilled at the election by reason of insufficient nominations
  - c. To decide when any declarations of acceptance of office and written undertakings to observe the Code of Conduct adopted by the Council which have not been received as provided by law, shall be received.
12. 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.



13. Council should be notified prior to the start of the meeting if a member of the public or a Councillor wishes to Photograph, record, broadcast or transmit the proceedings of a meeting.
14. 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.
15. 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).
16. 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 a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
17. 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.
18. 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 their vote for or against that question.
19. The minutes of a meeting shall record the names of councillors present.
20. All members must observe the Model Code of Conduct for Parishes.
21. If any member reasonably believes that another member is in breach of the Code of Conduct, that member should in the raise these concerns with the Chairman and/or the Clerk.
22. If, at a meeting, any member persistently disregards the ruling of the Chairman, wilfully obstructs business or behaves either irregularly or improperly, the Chairman may at his/her discretion adjourn the meeting of the Council for such a period as he/she considers expedient.
23. In the event of a general disturbance which in the opinion of the Chairman renders the due and orderly dispatch of business impossible, the Chairman, may at his/her discretion adjourn the meeting of the Council for such a period as he/she considers expedient and take such further steps as may be considered reasonable.
24. If a member has a personal interest as defined by the Code of Conduct then he/she shall declare such an interest as soon as it become apparent, disclosing the existence and the nature of that interest as required. In addition, if this member also considers this personal interest to be prejudicial, he/she must withdraw from the room during consideration of the item to which the interest relates.
25. The Clerk will be required to compile and hold a register of Member's Interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of Wycombe District Council as required by statute.
26. All open session minutes kept by the Council shall be open to inspection by any member of the Council.
27. A Councillor who does not attend for six consecutive Parish Council meetings or at least 50% of the meetings per year ceases automatically to be a member of the Council unless either he/she has a 'statutory excuse' or his/her failure to attend is due to a reason approved by the council e.g. ill health; attendance at WDC/BCC meetings.
28. 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.



The Parish Council

29. If a meeting is, or becomes, inquorate no business shall be transacted and the meeting shall be adjourned.
30. Public Questions: - A period of time not normally exceeding twenty minutes shall be permitted at the Chairman's discretion to receive questions or representations from members of the public who may be attending a meeting.
31. 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.
32. Should a meeting still be in session at 10.00pm the Chairman shall put to the Members whether they wish to continue or adjourn the meeting.
33. Press and Media: - All requests for public statements or comments shall normally be processed by the Clerk in consultation with the Chairman.
34. Miscellaneous: - Any questions of a purely administrative nature shall be dealt with by written response from the Clerk.
35. The Standing Orders of Lane End Parish Council should be used in association with the Financial Regulations adopted on 3 November 2008.
36. The Parish Council authorises the Clerk to arrange emergency repairs or immediate payments for necessary/urgent works up to a value of £1500.00 but, if at all possible, this should be after prior consultation with the Chairman or Vice Chairman.
37. On any matters arising which are not covered within the Standing Orders, the Parish Council will in the first instance be guided by the NALC Model Standing Orders of June 2011.
38. The Standing Orders of Lane End Parish Council should be reviewed every three years unless NALC revises its Model Standing Orders or Councillors feel it's appropriate to review them earlier.
39. Interpretation of the Standing Orders: - The ruling of the Chairman on the interpretation or application of these Standing Orders at meetings shall be final.