

LACOCK PARISH COUNCIL

STANDING ORDERS



Lacock Parish Council Standing Orders updated and approved by Lacock Parish Council at a meeting held on 08/01/ 2018.

1. Meetings

- a) Meetings will be held on the second Monday monthly, except during August.
- b) Meetings will be held in the Manor Room at 7.30pm, unless otherwise notified.
- c) 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.
- d) The Clerk will consult with the Chair and prepare the agenda for Full Parish Council meetings in advance of the meeting.
- e) A public copy of the agenda will be displayed prominently in the Parish and on the Lacock Parish website at least 3 days prior to the meeting.
- f) The Chair will preside at all meetings. In the absence of the Chair, the Vice- Chair will preside.
- g) In the absence of both the Chair and the Vice-Chair, the meeting will elect a Chair for the purpose of that meeting. This will be agreed as the first item prior to the start of the meeting.
- h) All members are expected to attend the meetings.
- i) In the case of unavoidable absence, the member is to tender their apology either to the Clerk or the Chair, as soon as possible, in any event before the meeting. Members who do not tender their apologies will be deemed to be absent. If a member fails to

attend a meeting for a period of six consecutive months, they shall, unless the failure was due to some reason approved by the Parish Council before the expiry of that period, cease to be a member.

j) The Clerk will take the minutes of the meeting. In the absence of the Clerk, a suitable deputy shall be appointed by the Chair.

k) Before the formal business of the meeting, for not more than fifteen minutes in total public question time will allow the public to refer to any parish matter. The public participation does not form part of the meeting and hence, will not be part of the minutes.

l) All persons present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates him or her. There should be no reference to personal views of any person.

Please note that offensive or threatening behaviour will not be tolerated. If a member of the public interrupts the proceedings of any meeting the Council reserves the right to curtail the contribution of that person and to exclude a disorderly person

m) Four members of the Parish Council shall constitute a quorum.

n) The Chair shall have an ordinary vote and, if an equal number of votes are cast 'for' and 'against', a casting vote.

o) The code of conduct adopted by the Parish Council shall apply to members in respect of the entire meeting.

p) The Council may exclude members of the public and the Press, by means of an appropriate statement, that, in view of the special/confidential nature of the business about to be transacted, the public and Press may be temporarily excluded. At the Chair's discretion, if a person's advice or assistance is needed, they may be invited by name, to remain after the exclusion resolution is passed.

q) No member of the Council shall disclose to any person not a member of the Council, any business declared to be confidential by the Council.

r) No member of the Parish Council or employee will make statements to the press or media, on matters relating to Parish Council business, without first consulting with the Chair or his/her Vice Chair.

s) Any allegation of breaches of the code of conduct or other inappropriate behaviour concerning a Parish Councillor or employee shall be referred to the Chair, who will select one appropriate Parish Councillor to sit with him/her and the Clerk to consider the

breach, and recommend appropriate action. Pending such action, alleged breaches will remain confidential. Where an allegation relates to the Clerk, the Chair will select two appropriate Parish Councillors to set with him/her to consider the breach.

2. Interests

a) Members will declare pecuniary and non-pecuniary interests in any matter that the Council may wish to discuss, and the Clerk will note any such declaration in the minutes of that meeting. Guidance on declaration and registration of interests, and the scope of pecuniary and non-pecuniary interests are contained in appendix A of the Code of Conduct for Lacock Parish Council.

b) If there is any uncertainty as to whether an interest should be declared, the member should always err on the side of caution and declare the interest.

c) If a member has declared an interest at a meeting the Parish Council Chair may request the member leave the room during discussion of the item to which it refers.

3. Gifts and hospitality

- a) Members must provide written notification of any gift or hospitality received relating to their duties and responsibility as a Parish Councillor to the Parish Clerk, and any gift or hospitality over the value of £25 to the Parish Clerk and the Monitoring Officer at Wiltshire Council.
- b) All gifts and hospitality will be logged on the Parish Council register and will be made available on the Council website.

4. Sub Committees & Working Groups

- a. The Council may appoint such sub committees and working groups as are deemed necessary.
- b. The members of a Sub Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Council.
- c. For each sub committee or working group the Council :-
 - Shall approve the terms of reference proposed by the Sub Committee or Working group;
 - shall permit a Sub Committee or Working Group, to determine the number and time of its meetings;
 - shall, subject to standing orders 4(b) above, appoint and determine the terms of office of members of such a Sub Committee or Working Group;
 - shall permit a Sub Committee, to appoint its own Chairman at the first meeting of the Committee;
 - shall approve the place, notice requirements and quorum for a meeting of a Sub-

Committee which shall be no less than three;

- shall determine if the public may participate at a meeting of a Sub Committee;

5. Annual meeting of the Parish Council

a) The Annual Meeting of the Council will be held in May. The Chair and Vice Chair will be proposed and seconded from the list of volunteers at the Annual Meeting of the Council.

6. Finance

a) All accounts for payment will be paid by cheque and signed by any two of the three authorised signatories.

7. Inspection of Documents

a) A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

b) All minutes kept by the Council shall be open for the inspection of any member of the Council.

8. Expenses

a) Members may by prior arrangement with the Clerk or Chair claim Travelling allowance and Subsistence allowance when required to travel beyond Parish boundaries on Council business. Payments will be in accordance with the rates laid down by Wiltshire Council.

9. Voting on Appointments

a) Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has 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.

b) This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.

10. Draft Minutes

a. If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they

shall be taken as read.

- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved.
- c. The accuracy of draft minutes, including any amendment(s) made to them, 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.
- d. If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect: "The Chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e. Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

11. Handling of Confidential or Sensitive Information

- a. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.
- c. No individual Councillor should be the sole custodian of any correspondence or information in the name of the parish council, or a committee, or working party. In particular, Councillors do not have a right to obtain confidential information/documentation unless they can demonstrate a 'need to know'.

12. Standing Orders General

- a. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 6 Councillors to be given to the Clerk .

- c. The Clerk shall provide a copy of the Council's standing orders to a Councillor as soon as possible after he has delivered his acceptance of office form.
- d. The decision of the Chairman of a meeting as to the application of standing orders at the meeting shall be final.