

# **HATHERLEIGH TOWN COUNCIL**

## **STANDING ORDERS**

**Town Council meetings** the meetings of Hatherleigh Town Council shall be held in the Community Centre at 7.00pm on the second Tuesday of each month (apart from the month of August) unless the Council otherwise decides at a previous meeting. At least three clear days will be given as notice.

**No meeting should last longer than three hours, unless an extension is agreed by all Councillors present.**

**Participation by the general public** the public and press shall be admitted to all meetings of the Council and its committees which may however temporarily exclude the public by means of the following resolution “that in the view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the press and public are temporarily excluded and they are instructed to withdraw”.

Photographing, recording or broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the council's prior written consent.

The total time allowed for public participation is three minutes per speaker – with a maximum time for the public session of 30minutes.

If considered necessary, discussion will take place during the meeting, but if a decision has to be made the matter will be put on the agenda for the next meeting.

If a member of the public wishes to speak on any item already on the agenda, he/she must inform the Clerk or the Chairman at the commencement of the meeting and only speak when called upon to do so.

An invited speaker may speak for up to 30minutes, or longer only at the discretion of the majority of councillors.

**The statutory annual parish meeting** shall be held between 1st March and 1st June, both inclusive, in every year

- a) the local government electors for the parish are entitled to attend, speak and vote
- b) the meeting may discuss any matter of relevance to the parish
- c) other parish meetings can be called at any time in accordance with the statutory procedures for so doing that being 7 days.

**The statutory annual/general town council meeting**

- a) in an election year the annual/general town council meeting shall be held on or within 14 days following the day on which the councillors elected take office and
- b) in a year which is not an election year, the annual/general town council meeting shall be held on such day in May as the council may direct
- c) in addition to the statutory annual/general town council meeting at least three other statutory meetings shall be held in each year on such dates and times and place as the council may direct.

**Procedure for the annual/general town council meeting**

Order of business at each annual/general town council meeting the first business shall be:

- a) to elect a chairperson of the council
- b) to receive the chairperson's declaration of acceptance of office or, if not then received to decide when it shall be received
- c) in an ordinary year of election of the council to fill any vacancies left unfilled at the election by reason of

insufficient nominations

- d) to decide when any declarations of acceptance of office which have not been received as provided by law shall be received
- e) to elect a vice chairperson of the council.

At every meeting other than the annual/general town council meeting the first business shall be to appoint a chairperson if the chair or vice chairperson are absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the council's code of conduct as are required by law to be made, or if not then received, to decide when they shall be received.

After the first business has been completed, the order of business, unless the council otherwise decides on the grounds of urgency shall be:-

- a) to read and consider the minutes, provided that a copy has been circulated to each member not later than the date of issues of the summons to attend the meeting, - the minutes may be taken as read
- b) after the consideration to approve the signature of the minutes by the person presiding as a correct record
- c) to deal with business expressly required by statute to be done.

### **Voting**

Members shall vote by a show of hands or, if at least two members so request by a signed ballot.

- a) if a member so requires, the clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business
- b) (1) subject to (2) and (3) below the chairperson may give an original vote on any matter put to the vote and in any case of an equality of votes may give a casting vote whether or not she/he gave an original vote
- b) (2) if the person presiding at the annual/general meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the chairperson and vice chairperson until the end of their term of office he/she may not give an original vote in an election of chairperson
- b) (3) the person presiding may give a casting vote whenever there is an equality of votes in an election for chairperson.

**Provision for handling planning applications** all planning applications will be considered at a town council meeting if the time scale for consultation responses allows. The Town Council may at the discretion of the chair or vice chair, deal with a request for comments on planning applications (or any other matter) by e.mail consultation among councillors if the papers are received/issued after a Town Council meeting and need to be returned/resolved before the next scheduled meeting. Any councillor may request an extraordinary meeting (published in the usual way) to consider any application/issue should he/she feel that discussion is required. Any decisions reached in this way are to be recorded as an item in the minutes of the next scheduled meeting.

**Quorum** three members shall constitute a quorum at meetings of the council. Any business not concluded because the number of councillors present falls below the quorum shall be conducted at the next meeting.

**Chairperson of the meeting** the person presiding at the meeting may exercise all the powers and duties of the Chairperson in relation to the conduct of the meeting. Chairpersons of committees and sub-committees shall in the case of an equality of votes have a second or casting vote. The chair may call an extra town council meeting with three days notice or a parish meeting with seven days notice.

### **Town councillors personal and prejudicial interests and disorderly conduct**

1. All members must observe the code of conduct which was adopted by the Council on 14<sup>th</sup> November 2014 No member shall at a meeting persistently disregard the ruling of the chairperson, wilfully obstruct business or behave irregularly, offensively, improperly or in such a manner as to bring the council into disrepute.
2. If a member has a personal or prejudicial interest as defined by the code of conduct adopted by the council then he/she shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required

3. If a member who has declared a personal interest then considers the interest to be prejudicial, he/she must withdraw from the room or chamber during the consideration of the item of which the interest relates.

**Inspection of documents**

All minutes kept by the council and by any committee shall be open for inspection of any member of the council.

No member of the Town Council shall in the name of the Council:-

- a) inspect any land or property or
  - b) issue orders
- unless authorised to do so by the town council.

No member of the town council shall disclose to any person not a member of the council any business declared to be confidential by the town council.

A copy of these standing orders shall be given to each town councillor when his/her declaration of acceptance of office form is completed.

**The Clerk** is the proper officer for any purpose in which a proper officer is mentioned in any statute, decisions may be delegated to the clerk after consultation with the chair and vice chair in circumstances of emergency or limited time scale.

Chair.....

Dated.....