

QUATT MALVERN PARISH COUNCIL.

STANDING ORDERS

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1. MEETINGS:

- a) Meetings will normally be held on the fourth Thursday of every other month at 7.30pm in the Quatt Village Hall, or some other suitable place should this not be available.
- b) Smoking is not permitted at any Meeting of the Council.
- c) No member of the Public shall speak in a Meeting (exception - Open Forum), unless invited to do so by the Chairman on direction of the Council, and then only by a resolution to temporarily adjourn the Business of the Meeting.

2. THE STATUTORY ANNUAL MEETING:

- a) In an Election year the Annual Parish Council Meeting 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 shall be held on such a day in May as the Council have decided i.e. the fourth Thursday.
- c) In addition to the Statutory Annual Parish Council Meeting, at least five other Statutory Meetings must be held.

3. CHAIRMAN OF THE MEETING:

The person presiding at a Meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the Meeting.

4. PROPER OFFICER:

Where a statute, regulation, or order confers function or duties on the proper Officer of the Council in the following cases, he shall be the Clerk and Responsible Financial Officer or similar nominated Officer:-

- a) To receive Declarations of Acceptance of Office.
- b) To receive and record Declarations of Interest at Meetings.
- c) To receive and retain Plans and documents.
- d) To sign notices and other documents on behalf of the Council.
- e) To receive copies of bylaws made by a higher Local Authority.
- f) To certify copies of bylaws made by the Council.
- g) To sign and issue the summons to attend the Meetings of the Council.
- h) To keep proper records for all Council Meetings.

5. QUORUM OF THE COUNCIL:

THREE Members or one-third of the total membership, whichever is the greater, shall constitute a quorum at Meetings of the Council.

If a quorum is not present or if during the Meeting the number of Councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the Meeting shall be adjourned and any business not completed shall be transacted at the next Meeting or on such other day as the Chairman may fix.

For a quorum relating to a Committee or Sub-Committee, except where ordered by the Council, the quorum shall be one-half of its members.

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6. VOTING:

- a) Members shall vote by a show of hands, or if at least two Members so request, by a signed ballot.
- b) If a Member so requires, the Clerk shall record the names of the Members who voted on any matter to show whether they voted for or against. Such a request should be made BEFORE moving on to the next item of business.
- c) The Chairman 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 he / she gave an original vote.
- d) If the person presiding at the Annual Meeting of the Council would have ceased to be a Member of the Council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of Office (i.e. after they have been replaced), the Chairman may not give an original vote in the election for Chairman, but the person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

6. ORDER OF BUSINESS:

At each Annual Parish Council Meeting the first business shall be:

- a) To elect a Chairman of the Council.
 - b) To receive the Chairman's Declaration of Acceptance of Office.
 - c) In the 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 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.
 - e) To elect a Vice-Chairman.
 - f) To deal with appointments as required by the Financial Regulations.
 - g) To appoint representatives to outside bodies.
 - h) To appoint Committees and Sub-Committees.
 - i) To consider any payment of Subscriptions falling to be paid annually.
 - j) To inspect any deeds and trust investments in the custody of the Council.
- At every meeting other than the Annual Meeting, the first business shall be:
To appoint a Chairman, if the Chairman and Vice-Chairman are both absent.

7. EMPLOYMENT:

In every year, and not later than the Meeting at which the Precept for next year is settled, the Council shall consider and review the pay and conditions of Service for any Employee.

8. OTHER BUSINESS:

After the first business has been completed, the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:

- a) To approve and consider the Minutes of the last Meeting provided that a copy of the Minutes has been circulated to each Member not later than the day of issue of the summons to attend the Meeting.
- b) After consideration to approve the Minutes, the signature of the person presiding shall be added to the correct record.
- c) To deal with the business expressly required by statute to be done.
- d) To dispose of any business remaining from the previous Meeting.
- e) To receive and consider any reports and Minutes of Committees.
- f) To authorise and sign any Orders / Direct Payments / Cheques for payment.

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9. URGENT BUSINESS:

A motion to vary the order of the remaining business on the grounds of urgency may be proposed by the Chairman or by any Member and shall be put to the vote without discussion.

10. RESOLUTIONS MOVED ON NOTICE:

Except where provided for in the Standing Orders, NO resolution may be moved UNLESS the business to which it relates has been put on the Agenda by the Clerk, or put on as a result of notice to the Clerk at least 7 clear days before the next Meeting of Council. Any resolution or recommendation shall be relevant to some subject over which the Council has power or duties to act.

11. RESOLUTIONS MOVED WITHOUT NOTICE:

- a) To appoint a Chairman of the Meeting.
- b) To correct the Minutes.
- c) To approve the Minutes.
- d) To alter the order of Business.
- e) To appoint a Committee or any members thereof.
- f) To exclude the Public or Press.
- g) To silence or eject from the Meeting a Member named for misconduct.
- h) To suspend Standing Orders.
- i) To adjourn the Meeting.

12. RULES OF DEBATE:

- a) No discussion shall take place on the previous Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman and the Clerk.
- b) A Member shall direct his / her speech to the question under discussion, or to a personal explanation, or to a question of order.
- c) No speech by a mover of a resolution or any speech shall exceed 5 minutes.
- d) A motion or amendment may be withdrawn by the proposer with the consent of the Council.
- e) When a resolution is under debate no other resolution shall be moved excepting the following:
 - i. To amend the resolution.
 - ii. To proceed to the next business.
 - iii. To adjourn the debate.
 - iv. That the question be now put.
 - v. That a Member named be not further heard.
 - vi. That the Member named do leave the Meeting.
 - vii. To exclude the Public and / or the Press.
 - viii. To adjourn the Meeting.
- f) All Members shall address the Chairman rather than the Public (if present).
- g) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- h) Closure: At the end a speech a Member may, without comment, propose "that the question be now put."
If there is no amendment the Chairman shall put the motion to the vote.

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13. DISORDERLY CONDUCT:

- a) All Members must observe the Code of Conduct which was adopted by the Council and occasionally amended – a copy of which should be provided to all Members.
- b) No Member shall at a Meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
- 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 Member may move that the Member named shall no longer be heard or that the Member named do leave the Meeting, and the motion shall be put forthwith and without discussion.
- d) If the motion is disobeyed, the Chairman may adjourn the Meeting forthwith.

14. VOTING ON APPOINTMENTS:

Where more than two people have been nominated for any position to be filled by the Council and of the votes given there is not an ABSOLUTE majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken and so on, until a majority of votes are given in favour of one person.

15. EMPLOYEES:

If at a 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 and / or the Press shall be excluded.

16. FINANCIAL REGULATIONS:

All financial transactions, keeping of financial records, financial procedures, the acquisition of goods and services and the disposal of assets shall be carried out as specified in the approved financial regulations of the Council.

17 MEMBERS INTERESTS:

- a)) The Clerk may be required to compile and hold a Register of Members Interests, or a copy thereof, in accordance with an agreement reached with the Responsible Authority and as required by statute. Every councillor must complete and review annually the online register of interests held by Shropshire Council
- b)) Canvassing by Members of the Council or any Committee, directly or indirectly, for any appointment or Contract for work is not allowed, although a Member may give a written testimonial of a Candidates or Suppliers worth, in relation to a Contract of Employment or engagement.
- a) No Member of the Council or of any Committee shall in the name of the Council:
 - i. Inspect any lands or premises which the Council has a right or duty to inspect; or
 - ii. Issue any orders, instructions or directions:

UNLESS authorised to do so by the Council or the relevant Committee.

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18 ADMISSION TO MEETINGS:

The Public and Press shall be admitted to all Meetings of the Council and its Committees, but may be temporally excluded by means of the appropriate resolution, and with the reasons for exclusion stated in the Minutes.

19 .CONFIDENTIAL BUSINESS:

No Member of the Council or any Committee shall disclose to any person not a Member of the Council, any business declared to be CONFIDENTIAL by the Council or Committee of the Council. Any Member in breach of this ruling may be subject to the necessary discipline of the appropriate Authority.

20 LIAISON WITH THE SHROPSHIRE COUNCILLOR(S):

An Agenda for each Meeting should be sent to the Shropshire Councillor(s) with an invitation to attend [should he / she so require]. Also Minutes, as appropriate. Unless the Council shall so decide, a copy of any letter to the County should be sent to the relevant Councillor(s) involved regarding any important matter.

21. VARIATION OF STANDING ORDERS:

Any amendment or variation to these Standing Orders shall be, when proposed, stand adjourned until the next Meeting of the Council for ratification.

22. STANDING ORDERS TO MEMBERS:

A copy of these Standing Orders shall be given to every Member by the Clerk.

THE AMENDED STANDING ORDERS WERE ADOPTED AT THE MEETING OF THE QUATT MALVERN PARISH COUNCIL HELD ON THE TWENTY SEVENTH DAY OF SEPTMBER 2017 AT MINUTE 56 and further approved 20.05.2021, 26.05.22 and 25.05.2023 and 30.05.24.