

Addendum to Lyneham and Bradenstoke Parish Councils Standing Orders in accordance with the Coronavirus Act 2020.

This Addendum shall remain in place in place until 6th May 2021, (unless withdrawn by legislation or extended by legislation), after which time Lyneham and Bradenstoke Parish Councils shall revert to their normal Standing Orders.

All entries in bold are Mandatory Requirement and may only be amended by Government legislation.

Standing Order Number	Current	Proposed	Authority
3a	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.	Suspended in full	The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020
3e	Meetings shall take place on the second Tuesday of each month with meetings only being held in January and August if required and two meetings per year being held in Bradenstoke in November and February. Extraordinary Meetings will be called in accordance with Standing Order 6. All meetings and venues will be notified in the usual way by Notices in Parish Council noticeboards in Lyneham and Bradenstoke, in the Library and on the Parish Councils website at least three clear working days before the meeting.	Meeting shall take place as required at a time and on a date notified. Extraordinary meetings will be conducted in accordance with Standing order 6. All meeting will be advertised on the Parish Council Website only (though the Parish Council Notices boards may be used) at least three clear working days before the meeting.	The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

Standing Order Number	Current	Proposed	Authority
3f	Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.	Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. These make representations, answer questions and give evidence may be requested to be submitted in electronic format prior to the meeting and within a defined time frame. This will be stipulated on the agenda for that meeting	The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020
3q	The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) 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.	The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting or part of the meeting due to technical difficulties, the Vice-Chairman of the Council (if there is one) 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. In the event of technical difficulties, the meeting facilitator shall stop the meeting until such time as either the technical difficulties can be rectified or if needed a replacement chairman can be agreed by the councillors. If agreement cannot be reached the meeting shall be abandoned.	The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 Transparency and accountability to the public.

Standing Order Number	Current	Proposed	Authority
3t	<p>Unless standing orders provide otherwise, voting on a question shall be by a show of hands. 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 his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.</p>	<p>All voting shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.</p>	<p>The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 Transparency and accountability to the public.</p>
3u(i)	<p>The minutes of a meeting shall include an accurate record of the following:</p> <p>i. the time and place of the meeting;</p>	<p>The minutes of a meeting shall include an accurate record of the following:</p> <p>i. the time, date and method of recording the meeting, such as Microsoft Teams, Zoom, Skype</p>	<p>The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020</p>
4d(ii)	<p>The Council may appoint standing committees or other committees as may be necessary, and:</p> <p>ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;</p>	<p>The Council may appoint standing committees or other committees as may be necessary, and:</p> <p>ii. Meeting shall take place as required at a time and on a date notified. Extraordinary meetings will be conducted in accordance with Standing order 6. All meeting will be advertised on the Parish Council Website only (though the Parish Council Notices boards may be used) at least three clear working days before the meeting.</p>	<p>The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020</p>

Standing Order Number	Current	Proposed	Authority
5b	In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.	Suspended in full	The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020
5c	If no other time is fixed, the annual meeting of the Council shall take place at 6pm.	Suspended in full	The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020
5d	In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.	Suspended in full.	The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

Standing Order Number	Current	Proposed	Authority
5e	The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council.	Suspended in full.	The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020
7	Previous Resolutions	Suspended in full.	The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020
9	Motions for a meeting that require written notice to be given to the proper officer	Where reference is made to ‘written notice’ this now be served by electronic means, such as by email. However, the information required shall remain the same.	Transparency and accountability to the public.

Standing Order Number	Current	Proposed	Authority
12c	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.	The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman at the first full physical meeting of the parish Council of the meeting and stand as an accurate record of the meeting to which the minutes relate.	The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020
		The minutes shall be marked as ‘signed electronically’ after they have been confirmed by resolution and the date and time of electronic signature shall be made clear.	Transparency and accountability to the public.
12e	If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.	All draft minutes shall be published on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.	The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020
12f	Subject to the publication of draft minutes in accordance with standing order 10(e) and standing order 20(a) and following 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.	All draft minutes shall be retained until such time as ‘electronically signed’ minutes have been physically signed by the chairman. This will normally occur at the first available public physical meeting. Once the electronically signed’ minutes have been physically signed by the chairman, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.	Transparency and accountability to the public.

Standing Order Number	Current	Proposed	Authority
13b	Unless he has been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.	Unless he has been granted a dispensation, a councillor shall disconnect from a virtual meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may reconnect to the meeting after it has considered the matter in which he had the interest.	Transparency and accountability to the public.
13c	Unless he has been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.	Unless he has been granted a dispensation, a councillor shall disconnect from a virtual meeting when it is considering a matter in which he has another interest if so, required by the Council's code of conduct. He may reconnect to the meeting after it has considered the matter in which he had the interest.	Transparency and accountability to the public.

Standing Order Number	Current	Proposed	Authority
15b(i)	<p>at least three clear days before a meeting of the council, a committee,</p> <ul style="list-style-type: none"> • serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and • Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them). 	<p>at least three clear days before a meeting of the council, a committee,</p> <ul style="list-style-type: none"> • serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and • Provide, on the Parish Council Website, public notice of the time, method and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is electronically signed by them). 	<p>The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020</p>
15b(iv)	<p>facilitate inspection of the minute book by local government electors;</p>	<p>facilitate electronic inspection of the minute book by local government electors, save for those minutes already publicly available of the Parish Council Website or by other means;</p>	<p>The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020</p>