

1.MEETINGS

1.1 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.

1.2 The minimum three clear days for notice of a meeting to councillors and the public does not include the day on which notice was issued, the day of the meeting, a Sunday, a day during the Christmas and Easter breaks, or a public holiday.

1.3 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.

1.4 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.

1.5 The time designated for public participation at a meeting shall not exceed 15 minutes in total unless directed by the Chair and subject to this a member of the public shall not speak for more than 3 minutes in total.

1.6 A question shall not require a response at the meeting nor start a debate on the question. The Chair may direct that a written or oral response be given.

1.7 A person shall raise a hand when requesting to speak, and then direct comments to the Chair.

1.8 The Chair shall direct the order of speaking.

1.9 Without permission of the Chair a person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place.

1.10 The Chair of the Council, if present, shall preside at a meeting and if absent, a councillor as chosen by the councillors present at the meeting shall preside as Chair.

1.11 No business may be transacted at a meeting unless at least three councillors are present . Subject to a meeting being quorate, all motions at a meeting shall be decided by a majority of the councillors present and voting.

1.12 The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise a casting vote. .

1.13 The minutes of a meeting shall include an accurate record of the following:

- the time and place of the meeting;
- the names of councillors who are present and the names of councillors who are absent;
- interests that have been declared by councillors ;
- the grant of dispensations (if any) to councillors;
- whether a councillor left the meeting when matters that they held interests in were being considered; and
- the resolutions made.

1.14 A meeting shall not exceed 1 1/2hours unless permitted by the Chair.

2. RULES OF DEBATE AT MEETINGS

2.1 Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair.

2.2 A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

2.3 A motion on the agenda that is not moved by its proposer may be treated by the Chair as withdrawn.

2.4 An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

2.6 If an amendment to a motion is carried, the original motion as amended becomes the substantive motion upon which further

amendment(s) may be moved.

2.7 An amendment shall not be considered unless early verbal notice of it is given at the meeting, and if requested by the Chair, is expressed in writing.

2.8 Only one amendment shall be moved and debated at a time.

2.9 The mover of the original motion shall have a right of reply before it is put to the vote. The mover of an amendment has no right of reply.

2.10 During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which it is considered has been breached or specify the other purported irregularity in the proceedings of the meeting .

2.11 Application of standing orders at the meeting and points of order shall be decided by the Chair whose decision shall be final.

2.12 When a motion is under debate, the contributions or speeches by a councillor shall relate only to the motion under discussion and no other motion shall be moved except amendments or procedural motions.

2.13 Before an agenda motion is put to the vote, the Chair shall be satisfied that it has been sufficiently debated and that the mover of the motion has exercised or waived right of reply.

3. CONDUCT AT MEETINGS

3.1 No person shall obstruct the business of a meeting or behave offensively or improperly. If this standing order is ignored, the Chair shall request such person to moderate or improve their conduct.

3.2 If a person disregards the request of the Chair to moderate or improve their conduct, any councillor or the Chair may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

3.3 If a resolution made under standing order 3.2 is ignored the Chair shall take all further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

4.COMMITTEES, ADVISORY GROUPS AND WORKING PARTIES

4.1 At the date of adoption of these Standing Orders it is not the intention of the Council to delegate any of its functions to or conduct any of its business through Committees or Sub-Committees and nor are any of its functions delegated to advisory groups or working parties.

4.2 The Council may appoint advisory groups and working parties as it thinks appropriate and may determine their composition, including the Chair thereof, and the matters they are requested to advise the Council on. An advisory group or working party is otherwise responsible for how it conducts itself.

5. ORDINARY COUNCIL MEETINGS

5.1 In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.

5.2 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. If no other time is fixed, the annual meeting of the Council shall take place at 6pm.

5.3 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.

5.4 The first business conducted at the annual meeting of the Council shall be the election of the Chair of the Council. A Chair of the Council, who does not resign or become disqualified, shall continue in office and preside at the annual meeting until a successor is elected at the next annual meeting of the Council.

5.5 In an election year, the current Chair of the Council if not been re-elected shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.

5.6 Following the election of the Chair of the Council at the annual meeting the business shall include:

- in an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date;
- in a year which is not an election year, delivery by the Chair of the Council of an acceptance of office form unless the Council resolves for this to be done at a later date;
- confirmation of the accuracy of the minutes of the last meeting of the Council;
- review of delegation arrangements;
- review and adoption of standing orders, financial regulations and other governance and standing arrangements;
- review of inventory of land and other assets;
- confirmation of arrangements for insurance cover;
- review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence; and
- determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY COUNCIL MEETINGS

6.1 The Chair of the Council may convene an extraordinary meeting of the Council at any time.

6.2 If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.

7. CLERK

7.1 The Proper Officer for the purposes of the Local Government Act 1972 shall be either (i) the Clerk or any other person nominated by the Council to undertake the work of the Clerk when the Clerk is absent.

7.2 The Clerk shall:

- at least three clear days before a meeting of the council serve on councillors by delivery or post at their residences or by email (unless objected to by the councillor) authenticated in such manner as the Clerk thinks fit, a signed summons confirming the time, place and the agenda, and
- provide, in a conspicuous place, public notice of the time, place and agenda.
- facilitate inspection of the minute book by local government electors;
- receive and retain copies of bye laws made by other local authorities;
- carry out and implement all Council policies and resolutions unless otherwise determined by the Council;
- receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- handle, in the first instance, all complaints regarding the Council's business, except where the complaint relates to the Clerk, which should be referred to the Chair of the Council; and
- act as the Council's Data Protection Officer with responsibility for the Council's compliance with Data Protection and Freedom of Information legislation.

8. MOTIONS

8.1 A motion shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents and unless procedural must be included on the Agenda.

8.2 If the Clerk considers the wording of a motion received for inclusion is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing so that it can be understood at least two days in advance of the mandatory notice period for the meeting.

8.3 If the wording or subject of a proposed motion might be considered improper or unnecessary the Clerk shall consult with the Chair of the forthcoming meeting to consider whether the motion shall be included in the agenda or rejected. The decision of the Clerk as to whether or not to include the motion on the agenda shall be final.

8.4 Motions received shall be recorded and numbered in the order that they are received. Motions rejected shall be recorded with an explanation for so doing.

8.5 Procedural motions may be moved at a meeting without being on the agenda as follows:

- to correct an inaccuracy in the draft minutes of a meeting;
- to move to a vote;
- to defer consideration of a motion;
- to appoint a person to preside at a meeting;
- to change the order of business on the agenda;
- to proceed to the next business on the agenda;
- to require a written report;
- to appoint an advisory group or working party ;
- to extend the time limits for speaking;
- to exclude the public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- to not hear further from a councillor or a member of the public;
- to exclude a councillor or member of the public for disorderly conduct;
- to temporarily suspend the meeting;
- to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- to adjourn the meeting; or
- to close the meeting.

8.6 A resolution shall not be reversed within six months except by a special motion, which requires written notice by at least two councillors to be given to the Clerk.

9. CODE OF CONDUCT

9.1 All councillors shall observe the Council's Code of Conduct and follow the procedures for registration and disclosure of interests, and participation at meetings set out therein.