

STANDING ORDERS

Standing Orders are the written rules of a Parish Council essentially to regulate the proceedings of a meeting.

They do not incorporate statutory requirements except where required for clarity.

Nothing in these Standing Orders allows for the Parish Council to act outside mandatory statutory or legal requirements including emergency legislation.

The statutory requirements to which the Council is subject apply whether or not they are incorporated in these standing orders.

1. Councillors

- 1.1 A "Councillor" is a person elected or co-opted to this Council.
- 1.2 The Council is entitled to have seven Councillors.
- 1.3 All Councillors will observe the adopted Code of Conduct at all times when on Council business and will not –
 - a. act in such a way that will bring the Council into disrepute,
 - b. behave offensively in meetings,
 - c. obstruct the Council's business.
- 1.4 A Councillor will declare an interest in an item for discussion at the earliest opportunity.

2. Meetings

- 2.1 The Annual Meeting will be held May except in an election year when it will be held within 14 days of the election.
- 2.2 Ordinary meetings will be held a minimum of four times per year. Provisional dates will be set at the May meeting.
- 2.3 Meetings will be held at the Room in the Rodings or any other accessible venue except planning meetings which may be held on site.

- 2.4 Meetings will start at 8.00 pm unless otherwise specified.
- 2.5 A meeting will not last longer than two hours.
- 2.6 Extraordinary meetings may be called as required.
- 2.7 The meeting is quorate if three Councillors are present.
- 2.8 Only agenda items, including amendments, can be considered and must be withdrawn or moved and seconded.
- 2.9 A majority vote is required with the Chairman having the casting vote.
- 2.10 Under the agenda item "Public Representation", members of the public may speak for a maximum of five minutes each, and for fifteen minutes in total. No decision will be made but the Council may decide a course of action.
- 2.11 The District Councillor and the County Councillor will be invited to attend and speak at each meeting.
- 2.12 Any councillor may request that an item is included on the agenda.
- 2.13 Before the publication of the agenda, a member of the public may request that an item is included on the agenda. The Parish Clerk will not accept anonymous requests. Confidentiality will be maintained as far as is possible to address the item.
- 2.14 A Councillor declaring a pecuniary interest in an agenda item must withdraw for that item.
- 2.15 The public may be excluded for an agenda item if it is considered sensitive but the reason for the exclusion and the resolution must be recorded.
- 2.16 A meeting may be cancelled at short notice if it is inquorate or in exceptional or unforeseen circumstances.
- 2.17 The Chairman may use his discretion in the progress of the meeting.
- 2.18 Although not a Parish Council meeting, the Council will host the Annual Parish Meeting in March.

3. **Emergency Business**

- 3.1 Where a decision is required and it is not practical to call a meeting, the Clerk; the Clerk with the Chairman, or the Chairman and one other Councillor may take the decision.

3.2 In view of the short time scale to consider planning applications, Councillors may decide not to call a meeting if no representations have been received.

3.3 The decision will be reported to the Council without delay and recorded at the next meeting.

4. Information

4.1 Freedom of Information

- a. The Parish Clerk will respond to requests under the FOI Act and keep a record of requests and responses.
- b. The Parish Council may charge a reasonable fee for dealing if the request if extra costs are incurred and/or the request is considered vexatious.

4.2 Data Protection

The Council is registered with the Information Commissioners Office. The Parish Clerk will deal with any requests under the Data Protection Act.

4.3 Publication

All items required by law to be published will be published in the specified format at the correct time.

5. Proper Officer

5.1 The Council will appoint a Parish Clerk who will also act as the Responsible Financial Officer.

5.2 The Parish Clerk will have a contract of employment.

5.3 The Council will review the salary annually.

Approved and adopted at the meeting on October 6th 2021

Terms of Reference

"Council" is Abbess Beauchamp & Berners Roding Parish Council

The Chairman of a meeting is the elected Chairman of the Parish Council or if not present, the elected Vice Chairman or if not present, a Councillor chosen at the meeting to act as Chairman.

*The word "Chairman" in this context is considered gender neutral.
Any reference to "he" etc applies equally to "she" etc. and is not intended to be disrespectful.*