

**BRADENHAM PARISH COUNCIL STANDING ORDERS AND PROCEDURES  
FOR THE CONDUCT OF PARISH COUNCIL MEETINGS as agreed at a parish  
council meeting 11<sup>th</sup> January 2021**

1. 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. In a year which is not an election year the Annual Parish Council meeting shall be held at 7.00pm on such day in May as the Council may direct.
2. There shall be a Council meeting on Monday every other month, with the exception of August under normal circumstances. Such a meeting may be called or changed if the Council so decides. An extra meeting may be called by the Chairman at any time.
3. The person presiding at the meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.
4. A quorum shall consist of three. Where more than one third of the members are disqualified to vote e.g. through declaration of interest, then until the number in office is increased to not less than two thirds, the quorum is determined by reference to the number of councillors remaining qualified to act. In no case can the quorum be less than three.
5. 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.
6. Subject to a) and b) below, 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 gave an original vote.
  - a) If the person presiding at the annual meeting 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 he may not give an original vote in an election for Chairman.
  - b) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.
7. At each Annual Parish Council meeting, the first business shall be
  - a) To elect a Chairman and to receive the Chairman's declaration of acceptance of office;
  - b) In the ordinary year of election of Council to fill any vacancies left unfilled at the election by reason of insufficient nominations;
  - c) 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.
8. At every meeting other than the Annual Parish Council Meeting the first business shall be to appoint a Chairman if the Chairman and Vice Chairman are absent.
9. After consideration to approve the signature of the Minutes by the person presiding as a correct record.

10. To deal with business expressly required by statute to be done.
11. If a member has a pecuniary or personal interest as defined by the Code of Conduct adopted by the Council on 10th September 2012 then he/she shall declare such an interest as soon as it become apparent, disclosing the existence and the nature of that interest as required.
12. If a member who has declared a pecuniary or personal interest then considers the interest to be prejudicial or personal, he must withdraw from the room during consideration of the item to which the interest relates.
13. All minutes kept by the Council and by any committee shall be open to inspection by any member of the Council.
14. 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 resolutions: - "that 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 the public be temporarily excluded and that they are instructed to withdraw"
15. Filming and recording of meetings. If circumstances arise where the likelihood of filming or recording of the meeting by members of the public is considered possible, the Chairman will remind the public that data protection and if relevant, the protection of vulnerable adults or children is of paramount importance. On 6 August 2014, the 1960 Act was amended by the Openness of Local Government Bodies Regulations 2014("the 2014 Regulations"). The amended 1960 Act provides that a person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council, or its committees, but otherwise may:
  - a) Film, photograph or make audio recording of the meeting
  - b) Use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
  - c) Report or comment on the proceedings in writing during or after the meeting or orally report or comment after the meeting.
16. Every Councillor has one vote each. In the event where the number of votes are the same whether for or against, the Chairman shall cast a second vote.
17. All proposals that have been seconded must be written down accurately, clearly without ambiguity, and read to the meeting before the votes are cast.
18. Amendments must be proposed, written down and read out before any votes are cast.
19. The amendment must be voted on before the proposal or amended proposal is voted upon.
20. If there be more than one amendment, then they must be voted upon in reverse order.
21. A Councillor who does not attend for six consecutive months Parish Council meetings ceases automatically to be a member of the Council unless either he has a 'statutory excuse' or his failure to attend is due to a reason approved by the council e.g. ill health; attendance at BC meetings.
22. A Council meeting and its agenda should be announced on the Parish Council's web site and notice boards with three clear days of notice.

Councillors should have the agenda delivered to their postal and or electronic addresses as they wish with three clear days of notice

- 23. All members must observe the Code of Conduct, which was adopted by the council on the 10th September 2012.
- 24. The ruling of the Chairman on the interpretation or application of these Standing Orders shall be final.

The Chairman..... Date