NORTH BRADLEY PARISH COUNCIL

Standing Orders

MEETINGS

1. **The statutory Annual Meeting (a) in an election year shall be held on the Monday next following the fourth day after the ordinary day of elections to the Council and (b) in a year which is not an election year shall be held on the first Monday in May.**

2. **(England only). The three other statutory meetings shall be held on the first Monday in the months of March, April and May, unless a bank holiday falls on the date and then it would be the second Monday in the month.**

3. **A minimum additional six meetings shall be held on the first Monday in the months from June to February, unless a bank holiday falls on the date, and then it would be the second Monday.**

CHAIRMAN OF THE MEETING

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

QUORUM

5. **Four Members shall constitute a quorum.**

VOTING

6. **If a Member so required, the Clerk shall record the names of members who voted on any question so as to show whether they voted for or against it.**

7.

   (1) Subject to (2) and (3) below, the Chairman may give an original vote on any matter put to the vote and in the case of an equality of votes, may give a casting vote even though he gave no original vote.

   (2) If the person presiding at the annual meeting would have ceased to be a member of the council but for statutory provisions which preserve the membership of the Chairman and vice Chairman until the end of their term of their office he may not give an original vote in an election for Chairman.

   (3) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

ORDER OF BUSINESS

(In an election year Councillors should execute Declarations of Acceptance of Office in each other's presence, or in the presence of a proper officer previously authorised by the Council to take such declaration, before the annual meeting commences.)

8. At each Annual Meeting the first business shall be:-

- **a. To elect a Chairman**
- **b. To receive the Chairman's Declaration of Acceptance of Office, if not then received, to decide when it shall be received.**
- **c. In the ordinary 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 which have not been received as provided by law shall be received.**

9. At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Chairman or Vice Chairman may be absent and to receive such Declarations of Acceptance of Office (if any) as are required by law to be made, or if not then received to decide when they shall be received.

10.

- **a. After consideration to approve the signature of the Minutes by the person presiding as a correct record.**
- **b. To deal with business expressly required by statute to be done.**

VOTING IN COMMITTEES

11. Chairmen shall in the case of an equality of votes have a second or casting vote.

INTERESTS

12. The Clerk shall record in a book to be kept for the purpose, particulars of any notice given by any Member or any officer of the Council of a pecuniary interest in a contract, and the book shall be open during reasonable hours of the day for the inspection by any Member.

INSPECTION OF DOCUMENTS

13. All minutes kept by the council and by any committee shall be open for the inspection of any member of the Council.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

14. The Public shall be admitted to all meetings of the Council and its committees and sub committees, which may, however, temporarily exclude the public by means of the following resolution:

"That in the view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw".

(Notes: The Special Reasons should be stated. if a person's advice or assistance is needed they may be invited (by name) to remain after the exclusion resolution is passed.)

Members of the public can attend meetings for the purpose of making representations, giving evidence or answering questions.

15. The Clerk shall afford the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

CODE OF CONDUCT COMPLAINTS

16. The Council shall deal with complaints of maladministration allegedly committed by the Council or by an Officer or Member in the manner recommended in Circular 2/86 issued by the National Association of Councils.

STANDING ORDERS TO BE GIVEN TO MEMBERS

17. A copy of these Standing Orders shall be given to each Member by the Clerk upon delivery to him or her of the Member's Declaration of Acceptance of Office.

To be reviewed May 2022