

ITCHINGFIELD PARISH COUNCIL

STANDING ORDERS

Meetings

1. The Statutory Annual Meeting (a) in an election year shall be held between 4 and 18 days after the ordinary day of elections to the Council and (b) in a year which is not an election year shall be held on a day in May.
2. In addition to the Annual Meeting, a minimum of three meetings shall be held each year on such dates and at such times as shall be fixed by the Council.
3. Additional meetings shall be held each year on such dates and at such times as shall be fixed by the Council.
4. In the event of the necessity of holding a virtual Parish Council Meeting, the Clerk is authorised to request of the general public that questions/comments for the attention of the Parish Council are submitted to her at least 24 hours ahead of said Meeting.

Chairman of Meeting

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

Quorum

6. Four members shall constitute a quorum.

Voting

7. 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.
8. (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 a 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.

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

Order of Business

9. 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 or, 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.
 - (e) To elect a Vice-Chairman.
10. At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman 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.
11. (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.

Expenditure

12. Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

Voting in Committees

13. Chairman of committees and sub-committee shall in the case of an equality of votes have a second or casting vote. (Only required if committee established).

Interests

14. If any member has any pecuniary interest, direct or indirect, within the meaning of sections 94-95 of the Local Government Act, 1972, in any contract proposed contract or other matter, he shall, while it is under consideration by the Council, withdraw from the meeting unless the interest is trivial in the manner described in section 97(5) or;-

- (a) The disability imposed upon him by those sections has been removed by the District Council; or
 - (b) The council invite him to remain: or
 - (c) The contract, proposed contract or other matter is under consideration as part of the report of a committee and is not itself the subject of debate.
15. 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 of any member.
16. If any member has a non-pecuniary interest within the ambit of the National Code of Local Government conduct he shall declare it and thereupon be invited to withdraw from the meeting.

Inspection of Documents

17. 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

18. 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.)

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

Filming/Photographing/Audio Recording of meetings by members of the Public and Press to Meetings

20. We have a protocol for the use of media tools at meetings held in public which:
- (i) Allows filming and audio recording of meetings by both representatives of the media and members of the public using small media tools, provided that a request is submitted to the Clerk no later than 5.00pm two working days before the meeting (e.g. the deadline for requests for a

Monday meeting would be 5.00pm on the preceding Wednesday). The Clerk will then liaise with the Chairman of the meeting to determine whether the request accords with the general principle of transparency without disrupting the meeting or inhibiting community involvement in the proceedings.

- (ii) Any filming or audio recording must take place from fixed positions in the meeting room agreed with the Chairman of the meeting, in liaison with the Clerk.
- (iii) At the start of the meeting the Chairman will advise all persons present if filming or recording has been allowed. Visitors to a meeting, including persons registered to speak may, at this point, elect not to be filmed, recorded or photographed.

These Standing Orders were revised and passed by Itchingfield Parish Council on 27th April 2020.