

GREAT LINFORD PARISH COUNCIL

STANDING

ORDERS

1. Meetings of the Parish Council shall be held on the Third Tuesday of every month except August when no meeting will be held. Meetings shall be held in such premises as the Parish Council decides within the boundaries of the Great Linford Parish Council and the Parish Council meetings and Sub-Committee meetings shall commence no earlier than 19.30 and shall close no later than 22.00hrs.
2. The Statutory Annual Meeting in an election year shall be held within 14 days of the Councillors taking office, and in a year that is not an election year on the Third Tuesday in May, in each case prior to the normal Council Meeting.
3. The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the Meeting.
4. Seven members shall constitute a quorum for the Full Parish Council meetings and three members shall constitute a quorum for committee meetings but a motion to suspend the Standing Orders shall not be moved without prior written notice signed by fourteen members. A motion permanently to vary or revoke a Standing Order shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Council.
5. Any part of the Standing orders may be suspended by resolution in relation to any specific item of business.
6. If a quorum is not present when the Council meets or if during a meeting the number of Councillors present falls below the quorum, the business not transacted at the meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.
7. Members shall vote by show of hands, or if at least two members so request by a signed ballot.

8. If a members 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.
9. The Chairman may give an original vote on any matter put to the vote, In any case of equality of votes, the Chairman may give a casting vote.
- 10 In an election year Councillors should execute Declarations of Acceptance of Office in each others presence. prior to the commencement of the Statutory Annual Meeting. In the event of a by-election a new Councillor should execute such a Declaration prior to the commencement of the next Parish meeting.
11. At each Annual meeting the first business shall be:
 - a] To elect a Chairman
 - b] To received the Chairman's Declaration of acceptance of office or, if not received then, to decide when it shall be received.
 - c] To elect a Vice -chairman
 - d] to appoint school governors
 - e] to appoint statutory committees: the Finance and General Purposes Committee, the Recreation Committee, the Planning Committee and any other such committee the Parish Council should wish to appoint and shall thereafter

follow the orders set out in Standing 12
- 12 After the first business has been completed, the order of business unless the Council otherwise decides on the grounds of urgency, shall be as follows:
 - a] to read and consider the Minutes, provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - b] After consideration to approve the signature of the Minutes by the presiding Chairman as a correct record.
 - c] Matters arising from the Minutes.
 - d] To receive and consider reports of the Chairman and of committees.
 - e] To receive reports from representatives.
 - f] To receive and consider correspondence.

- g] To consider motions or recommendations in the order in which they have been notified.
 - h] To authorise the signing of orders of payment.
 - i] Urgent business to be notified to the Chairman before the meeting.
13. The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving notice has stated in writing that he intends to move at some later meeting or that he withdraws it.
14. If a resolution or recommendation specified in the summons be not moved it shall unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
15. Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.
16. The following matters may be dealt with, without prior notice:
- a] To appoint a Chairman of the meeting.
 - b] To correct the Minutes
 - c] To approve the Minutes
 - d] To alter the order of business.
 - e] To proceed to the next business.
 - f] To close or adjourn the debate.
 - g] To refer a matter to a Committee.
 - h] To appoint a committee or any member thereof.
 - i] To adopt a report.
 - j] To authorise the sealing of documents
 - k] To amend a motion.
 - l] To give leave to withdraw a motion or an amendment.
 - m] to exclude the press
 - n] To exclude the public.
17. A member may ask the Chairman any question concerning the business of the Council provided the question is sub-mitted in writing to the Parish Clerk prior to the meeting.

18. A member with or without notice may ask the Chairman of a Committee any question upon the proceedings of the Committee then before the Council if the question is put before the Councils considerations of the proceedings is finished.
19. Every question shall be put and answered without discussion.
20. A person to whom a question had been put may decline to answer.
21. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialed by the Chairman.
22. The rulings of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
 - a] Members shall address the Chairman
 - b] If two members wish to speak the Chairman shall decide on which member shall speak first.
23.
 - a] no member shall misconduct himself at a meeting by persistently disregarding the rulings of the Chairman, by wilfully obstructing business, or by behaving irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into such contempt or ridicule.
 - b] If, in the opinion of the Chairman, a member has so misconducted himself, the chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named to leave the meeting, and the motion if seconded shall be put forthwith and without discussion.
 - c] If either of the motions mentioned in paragraph [b] is disobeyed, the Chairman may suspend the meeting or take such further steps as may be reasonably necessary to enforce them.
24. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right

Of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

25. A member may, without the consent of his seconder, move amendments to his own resolution.
26.
 - a) A decision (whether affirmative or negative) of the Council shall not be reserved within six months save by special resolution, the written notice whereof bears the names of least four members of the Council.
 - b) When a special resolution has been disposed of, no similar resolution may be moved within a further six months.
27. Any motion which, if carried, would in the opinion of the Chairman involve capital expenditure, Shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.
28. Each Committee of the Council shall be designated a budget for small expenditures. Any item (or groups of items) that exceeds the sum of £250 must be referred to the Full Council for discussion and approval before being committed. Orders for payment of money shall be authorised by resolution of either the Full Council or a Committee of the Council and signed by two members.
29.
 - a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by resolution.
 - b) Any two members of the Council may seal, on behalf of the Council any document required by law to be issued under seal.
30.
 - a) Except, as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
 - b) When it is necessary to make payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Unless it has been otherwise authorised by the Council, payment shall be authorised by the Chairman or Vice-chairman of the Council.
 - c) All payments authorised under sub-paragraph (b) of this Standing Order or made without authority of the Council shall be separately include in the next schedule of payments laid before the Council.

31. The Clerk shall supply to each member at the ordinary meeting next after the end of the Financial Year a statement of receipts and payments.
32. If any member has any pecuniary interest, direct or indirect, within the meaning of Section 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 [b] 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.
33. The Clerk shall record in a book to be kept for the purpose, particulars of any notice given by any member 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.
34. A member may for the purpose of his duty as such (but not otherwise) inspect any document in possession of the Council or Committee, and if copies are available shall, on request be supplied for the like purpose with a copy.
35. All minutes kept by the Council and by Committees shall be open for inspection by any member of the Council.
 - a] The minutes of the Council shall be open to inspection by any local government elector of the Parish without charge.
36. No member of the Council or of any Committee shall in the name of or on behalf of the Council:
 - a] Inspect any lands or premises which the Council has a right or duty to inspect or
 - b] issue orders - unless authorised to do so by the Council or the relevant Committee.

37. The public and the press shall be admitted to all meetings of the Council and its Committees which may, however, temporarily exclude the public or press or both by means of the following resolution. viz. :
- "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 press
- public and press
- public
- be temporarily be excluded and they are instructed to withdraw."
38. The Clerk shall afford to the press reasonable facilities to taking their report of any proceedings at which they are entitled to be present.
39. If a member of the public interrupts the proceedings at any meeting, the Chairman may after warning, order that he be removed from the Council chamber or that the part of the Chamber open to the public be cleared.
40. No member of the Council or any Committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council or the Committees as the case may be.
41. A notice of meeting shall be sent together with a invitation to attend to the County Councillors for the division and to the Borough Councillor for the ward.
42. Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County or Borough Council shall be transmitted to the County Councillors for the division or to the Borough Councillors for the ward as the case may require.
43. A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the members declaration of acceptance of office.