

## Standing Orders

Clarendon Park Parish Council

### Meetings

- 1) The statutory annual meeting (a) in an election year shall be held between the fourth and the eighteenth day (inclusive) 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) The three other statutory meetings shall be held by arrangement
- 3) Additional meetings shall be held as considered necessary

### CHAIRMAN OF 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
- 5) THREE members shall constitute a quorum

### VOTING

- 6) Members shall vote by a show of hands or, at least two members so request, by signed ballot
- 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) (a) subject to (2) and (3) below, the chairman may give an original vote on any matter put to the vote  
(2) 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.  
(3) The person presiding, must give a casting vote whenever there is an equality of votes in an Election for Chairman
- 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 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
- 9) at every meeting other than the Annual Meeting, the first business shall be to appoint a Chairman. If the Chairman and Vice Chairman are 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) in every year not later than the meeting at which the estimates for next year are settled, the council shall review the pay and conditions of service of existing employees

11) 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 person presiding as a correct record

c) to deal with the 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 committee and sub committees shall in the case of an equality of votes have a second or casting vote

#### INTERESTS

14 The Clerk shall record in a book to be kept for the purpose; particulars of any notice given by any member or any officer or 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.

#### INSPECTION OF DOCUMENTS

15 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

16 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 resolutions;

That in 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

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

#### Addendum April 15th 2020

During the Coronavirus outbreak, the following points are added to the Councils standing orders

1) The Council have voted unanimously to maintain the current members of the council including the Chairman

- 2) Any issues will be circulated by e mail. The Clerk will collate responses and will publish these on the Website
- 3) Should Councilors vote that a meeting be required to make a specific decision, the Clerk will arrange a virtual meeting at a mutually agreed time
- 4) Planning permissions will continue to be circulated. If the Clerk has not received a response from councilors, she will be permitted to lodge a “No Objection” to the planning department