**STANDING ORDERS**

**PASTON PARISH COUNCIL - 2017**

**1 MEETINGS DATES**

1. Meetings shall normally be held on the first Thursday in January, March, May, July, September  
   and November, with meetings commencing at 7.00 pm. Variance from this will be by a decision of the Council.
2. The Annual Meeting of the Parish Council in an election year (the first meeting) will  
   be held within fourteen days after the date of the election and other years will be held  
   on the first Thursday in May, unless agreed otherwise.
3. The date of Annual Parish Meeting will be agreed by the Council and shall be held  
   between March 1st and June 1st each year.

**2 CHAIRMAN**

1. The Chairman shall preside over the meeting and may exercise all the powers and  
   duties of the Chairman in relation to the conduct of the Meeting.
2. In the absence of the Chairman, the vice-Chairman shall preside and may exercise all  
   the powers and duties of the Chairman.
3. If both the Chairman and the vice-Chairman are absent, the meeting shall appoint a  
   Chairman from those members present, and this person may exercise all the powers  
   and duties of the Chairman.
4. Three members of the Council constitute a quorum.

**3 THE CLERK**

1. The Clerk shall prepare the minutes of Council meetings.
2. In the event of the absence of the Clerk, the meeting shall appoint another for the purpose of recording that meeting.
3. The Clerk shall be appointed annually as the Responsible Financial Officer for the Council.
4. The Clerk shall receive declarations of acceptance of office, record notice of disclosure of pecuniary and non pecuniary interests, receive and retain plans and documents, sign notices or other documents on behalf of the Council and sign summonses to attend meetings of the Council.

3 5 If at a meeting there arises any question relating to the appointment conduct, dismissal, salary or conditions of service of the Clerk it shall not be considered until the Council has decided whether or not the Public shall be excluded.

Standing Orders/2

**4 MEETINGS PROCEDURE**

1. The meeting shall follow the agenda as set, unless interrupted because of the arrival of a speaker/visitor or on grounds of urgency due to a Councillor having to leave the meeting for a specific reason.
2. The Chairman may open the meeting to the public to allow a member(s) of the public to make comment. Opening of a meeting may only take place following a motion to do so and with the approval of the Council.
3. Each meeting shall not last more than two hours, with an option to the Council to continue for a further half an hour if necessary.
4. At all meetings of the Council the Chairman may at their discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public and those councillors with a prejudicial interest in items on the agenda to address the meeting in relation to the business to be transacted at that meeting.

**5 MINUTES**

1. The minutes of the previous meeting will have been read by all Councillors and they shall be proposed by a member of the Council as a true and accurate record of that meeting and signed by the presiding Chairman.
2. No discussion other than that of accuracy shall take place on those minutes.
3. A resolution or amendment to the minutes must be proposed and seconded and must not have the effect of negativing the motion. An amendment shall either leave out words and/or insert others.

**6 DISCLOSURE OF INTERESTS**

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1. All members of the Council must declare a pecuniary interest direct or indirect as soon as it becomes apparent to the Councillor and they are required to withdraw from the meeting whilst the item is discussed and a decision taken.
2. The Clerk shall record in the minute book particulars of any declaration of interest given by a member.
3. In compliance with the Parish Councils (Model Code of Conduct) Order 2001 - Statutory Instrument 2001 No. 3576 each councillor must complete, and submit to the District Council's Monitoring Officer, notifications *of Financial Interests* and *Other Interests.* Councillors are individually responsible for ensuring these forms of notification are kept up-to-date.

**7 COMMITTEES**

7.1 The Council may at any time appoint a committee when it is felt necessary and either the Chairman or the Vice Chairman should be a member of that Committee.

Standing Orders/3

**8 VOTING**

8.1 Motions shall be put to the vote following a proposal by a member. Members shall vote by show of hands, or, if at least two members so request by signed ballot.

8.2 The Chairman may vote on all matters put to the vote but in the case of an equality of votes may give a casting vote even if he gave no original vote.

1. The Clerk shall record the result of the vote naming Councillors who abstain and if requested by a member of the Council those who voted for or against.
2. No decision (reached by a vote) can be voted on again for at least a period of six months.

**9 PLANNING APPLICATIONS**

1. Planning Applications, once notified by the Planning Authority will be advised to each member by Email, each of whom should indicate their view to the Clerk, by email, within one week.
2. The Councillor residing nearest to the site of the application will contact the nearest resident or residents to gauge their reaction and report comments as appropriate.
3. The Clerk, providing there are at least four responses, will summarise the Councillors' view and respond to the Planning Authority, before the closing date specified. The Clerk will advise the Council of the submission at the next Council meeting.
4. The Council's procedure for dealing with consultation on Planning Applications will allow a response to be given within the Planning Authority's timetable. However, the procedure cannot be used to circumvent the right of the Council to determine their response in open meeting, and the decision taken in a Council meeting will be the over-riding decision.

**10 RESOLUTIONS ON EXPENDITURE**

10.1 Any resolutions on expenditure should comply with the Financial Procedures of the Council. A copy of these Financial Procedures shall be held by each member of the Council.

**11 ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS**

11.1 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 resolution: "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 shall be instructed to withdraw. (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.

1. Any member may move a resolution to remove from the meeting room any person(s) constantly interrupting proceedings or behaving in an unruly or obstructive manner.
2. A member of the Council may decline to answer any question addressed to him/her other than that set by the Chairman.

Standing Orders/4

1. Questions and statements from the public can only be made following a resolution, which is passed, that the meeting should be adjourned. The Council will normally set aside a time for this at the end of each ordinary meeting, (see Standing Order 5.2)

**12 OTHER BUSINESS**

1. At the end of each meeting the Chairman will ask for any matters that the Council wish to bring onto the Agenda for the next meeting. No decisions can be made on items brought to the Council's attention at this time.
2. Highway and other administrative matters brought to the Clerk's attention at this time may be actioned by the Clerk.

**13 REPRESENTATION and OTHER BODIES**

13.1 Paston Parish Council appoints three Trustees to the Sir William Paston and Margaret Mack Charity, and with the agreement of the Council may represented on the following external bodies:

Paston Great Barn Management Advisory Group

Bacton Gas Site Liaison Committee

The appointment of any member to represent the Parish Council on the above bodies will be confirmed at the Annual Meeting of the Parish Council.

13.2 Reports from members on the business of these bodies may be made verbally or in writing. All reports from other bodies must be made in writing and submitted to the Clerk; alternatively they may made at the end of an ordinary meeting, (see Standing Order 11.4)

**Standing Orders adopted by the Paston Parish Council, as amended, on 02.03.17**

**Signed:**

**Chairman: ....................................................... MARCH ............... 2017**