

## STANDING ORDERS FOR CHELWOOD PARISH COUNCIL

### MEETINGS

1. The Statutory Annual Meeting in an election year shall be held on or within 14 days following the day on which the Councillors elected take office. In a year which is not an election year the Annual Parish Council Meeting shall be held on such day in May as the Council may direct.
2. In addition to the Statutory Annual Parish Council Meeting at least three other statutory meetings shall be held in each year on such dates and times and at such places as the Council may direct.

### CHAIRMAN OF 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.

### QUORUM

4. Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.

### VOTING

5. 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. Such a request must be made before moving on to the next business.
- 6.1 Subject to (6.2) and (6.3) below the Chairman may give an original (first) vote on any matter put to the vote, and in any case of equality (tie) of votes may give a casting vote whether or not he gave an original vote.
- 6.2 If the person presiding at the annual meeting has 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.
- 6.3 The person presiding must give a casting vote whenever there is an equality of votes in an election for the Chairman.

## **ORDER OF BUSINESS**

7. At each Annual Parish Council Meeting the first business shall be:
  - (a) To elect a Chairman of the Council.
  - (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 and written undertakings to observe the code of conduct adopted by the Council (which have not been received as provided by law) shall be received.
8. At every meeting other than the Annual Parish Council 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) and undertaking to observe the Council's Code of Conduct as are required by law to be made or, if not then received, to decide when they shall be received.
9. (a) After consideration, to approve the signature of the Minutes by the person presiding as a correct record. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.  
  
(b) To deal with business expressly required by statute to be done.

## **DISORDERLY CONDUCT**

10. All members must observe the Code of Conduct which was adopted by the Council on 14<sup>th</sup> May 2007 a copy of which is annexed to these Standing Orders.

## **INTERESTS**

11. If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 14<sup>th</sup> May 2007 then he/she shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

12. If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates.

13. The Clerk may be required to compile and hold a Register of Member's

interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

## **INSPECTION OF DOCUMENTS**

14. All minutes kept by the Council and by any Committee shall be open for inspection of any member of the Council.

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

15. The public and press shall be admitted to all meetings of the Council and its committees and sub committees, which may, however, temporarily exclude the public and press 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 press and public be temporarily excluded and they are instructed to withdraw"

### **Implementation**

The Clerk with the Chair when setting the agenda identify when it is necessary to exclude the Public.

Agenda Items of a sensitive nature are either at the start of or at the end of the meeting as appropriate to the debate.

At the start of a meeting where the Public and Press are to be excluded the Chair will announce it and identify the Agenda Item number.

On reaching the Item the Chair will request a Councillor to move the motion to exclude the public, this must then be seconded and a unanimous vote must be obtained.

The Public and Press must then leave the room.

Any Member that has declared a personal and prejudicial interest on the said Item will leave the meeting with the Public.

The Parish Councillors are then free to debate the Agenda Item without fear or prejudice.

The Public are then invited back to the meeting.

The Chair will then announce the decision of the members and invite a motion from councillors.

The Motion is then recommended and seconded and the vote will be taken.

## **STANDING ORDERS TO BE GIVEN TO MEMBERS**

16. A copy of these standing orders shall be given to each member of the Council by the Clerk upon delivery to him/her of the member's declaration of acceptance of office.

## **PUBLICATION OF COUNCIL DOCUMENTS**

17. The Freedom of Information Act Model Publication Scheme was adopted on 4<sup>th</sup> November 2008. Guide to information will be placed on notice board.

## **PUBLIC SUBMISSIONS**

18. To ensure full compliance with paragraph 12(2) of the Local Authorities (Model Code of Conduct) Order 2007, which ensures that members of the public have the same right of attendance as a parish councillor with prejudicial interest, members of the public may attend a meeting of the authority but only for the purpose of making representations, giving evidence or answering questions. Parish council meetings will begin with a Public Submissions item on the agenda to allow for this.

## **PLANNING APPLICATIONS**

19. Due to the restricted timescale for the return of planning application decisions, it may be necessary to pass an application around the parish councillors for a decision outside of a Parish Council Meeting. This will only be acceptable if there is a consensus decision. The decision will be minuted at the next Parish Council Meeting.

## CONSULTATIONS

20. Due to the restricted timescale for the return of consultation decisions, it may be necessary to pass a consultation document around the parish councillors for a decision outside of a Parish Council Meeting. This will only be acceptable if there is a consensus decision. The decision will be minuted at the next Parish Council Meeting.

## MATTERS OF CONCERN

21. Members of the public who wish the Parish Council to deal with a matter of concern should put their concern in writing for the sake of clarity.

## DOCUMENT DESTRUCTION SCHEDULE

### RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCILS

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
▪ Minute books	Indefinite	Archive
▪ Scales of fees and charges	5 years	Management
▪ Receipt and payment account(s)	Indefinite	Archive
▪ Receipt books of all kinds	6 years	VAT
▪ Bank statements, including deposit/savings accounts	Last completed audit year	Audit
▪ Bank paying-in books	Last completed audit year	Audit
▪ Cheque book stubs	Last completed audit year	Audit
▪ Quotations and tenders	12 years/indefinite	Statute of Limitations
▪ Paid invoices	6 years	VAT
▪ Paid cheques	6 years	Statute of Limitations
▪ VAT records	6 years	VAT
▪ Petty cash, postage and telephone books	6 years	Tax, VAT, Statute of Limitations
▪ Insurance policies	While valid	Management

## RETENTION OF OTHER DOCUMENTS

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
<ul style="list-style-type: none"> <li>▪ Planning Papers where permission is granted</li> </ul>	until the development has been completed	check that the development proceeds in accordance with the terms and conditions of the permission
<ul style="list-style-type: none"> <li>▪ Planning Papers where permission is refused</li> </ul>	until the period within which an appeal can be made has expired	Management
<ul style="list-style-type: none"> <li>▪ Planning appeal decisions</li> </ul>	Indefinite	wider implications (e.g. the decision may set a precedent for other developments in the locality)
<ul style="list-style-type: none"> <li>▪ Structure Plans, Local Plans, Parish Plans</li> </ul>	as long as they are in force	Management
<ul style="list-style-type: none"> <li>▪ Information from other bodies</li> </ul>	as long as it is useful and relevant	Management
<ul style="list-style-type: none"> <li>▪ Correspondence</li> </ul>	as long as it is useful and relevant	Management