

Great Milton
Parish Council

STANDING ORDERS

The Parish of Great Milton
In the District of South Oxfordshire

May 2008
Version 3

MEETINGS

1. Ordinary Meetings of the Council shall be held in The Pavilion, Great Milton at 7.30pm on the second Monday of the month unless the Council decides otherwise at a previous meeting. There shall be no meeting in August.
2. The Annual Parish Meeting shall be held on the second Monday of April at 8pm. The meeting to be held in the Pavilion, Great Milton unless the Council decides otherwise at a previous meeting.
3. The Annual Parish Council meeting shall be held on the second Monday of May, subject in election year to this being at least four days after the date of elections to the Council. The meeting to be held in the Pavilion, Great Milton, unless the Council decides otherwise at a previous meeting.
4. Meetings shall be completed by 10pm unless decided otherwise by those members present at the time.

CHAIRMAN OF THE MEETING

5. The Chairman of the Council shall preside.
6. If the Chairman is absent the Vice-Chairman shall preside.
7. If the Chairman and Vice Chairman are absent the meeting shall appoint a chairman before it proceeds to any other business.
8. The person presiding at a meeting may exercise all the powers and duties of the Chairman in relating to the conduct of the meeting.

PROPER OFFICER

9. Where a statute, regulation or order confers the functions or duties on the proper officer on the Council s/he shall be the Clerk:
 - (a) To receive declarations of acceptance of office
 - (b) To receive and record notices disclosing pecuniary interest
 - (c) To receive and retain plans and documents
 - (d) To sign notices or other documents on behalf of the Council
 - (e) To receive copies of byelaws made by a District Council
 - (f) To receive copies of byelaws made by the Council
 - (g) To sign summonses to attend meetings of the Council
 - (h) To record the proceedings of the parish meetings

In any other case the proper office shall be the person nominated by the Council, and in default of nomination, the Clerk.

CONVENING OF MEETINGS

10. The Clerk is to call ordinary meetings of the Council in accordance with standing orders and to call an extraordinary meeting to elect a Chairman when a casual vacancy has arisen in the chair.

11. The Chairman may convene an extraordinary meeting at any time giving three (3) clear days notice and a parish meeting giving seven (7) days clear notice and the Vice-Chairman may do so in the absence of the Chairman.
12. Any two members may sign a requisition that the Council be convened and if the Chairman or Vice Chairman refuses or neglects to do so for seven (7) clear days, then any two members may convene a meeting giving three (3) clear days notice.

QUORUM

13. Three members shall constitute a quorum.
14. If a quorum is not present when the Council meets or if during a meeting the number of Councillors present and not debarred by reason of declared pecuniary interest falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on any such day as the Chairman may fix.

VOTING

15. Members shall vote by a show of hands or if at least two members so request by signed ballot.
16. If a member so requires, the clerk shall record the names of members who voted for any question as to show whether they voted for or against.
17. (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 s/he gave no original 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 office s/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 vote for an election of Chairman.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

18. The public shall be admitted to all meetings of the Council, and person presiding over the meeting has discretion to seek information or advice from any member of the public present at any time during the meeting.
19. The Council may 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 that the public be temporarily excluded and they are instructed to withdraw”.

Note: The special reasons should be stated. If a person’s advice or assistance is required they may be invited by the person presiding over the meeting to remain after the exclusion resolution is passed.

ORDER OF BUSINESS

20. The order of business for an ordinary meeting of the Council shall be:

- 1 To receive apologies for absence
- 2 To consider the minutes of the previous meeting
- 3 To deal with matters arising from the previous meeting
- 4 to deal with correspondence and public discussion
- 5 To consider other matters raised by members
- 6 To consider planning applications
- 7 To deal with financial resolutions
- 8 To deal with any other business

21. The order of business for the Annual Parish meeting shall be:

- 1 To receive apologies for absence
- 2 To consider the minutes of the previous Annual Meeting
- 3 To receive the Annual Report of the Parish Council
- 4 To receive the Parish Council accounts for the year ended the previous 31st March
- 5 To receive the Council’s observations on its finances for the current year
- 6 To receive annual reports and financial statements from:

The Great Milton Recreation Ground Management Committee
The Sheppard Charitable Trust
The Kent & Couling Charity
The Old Field Charity
The Hard Surface Play Area Committee
- 7 To receive the observations of the County Councillor and District Councillor for the division in which the parish is situated.
- 8 To consider resolutions of which written notice has been given.
- 9 To deal with any other business.

22. The order of business for the Annual Parish Council Meeting shall be:

- 1 To deal with apologies for absence
- 2 To elect a Chairman
- 3 To elect a Vice-Chairman
- 4 To nominate representatives for:

The Great Milton Recreation Ground Management Committee
The Sheppard Charitable Trust (as required every 4 years)
The Kent & Couling Charity

The Old Field Charity
The Hard Surface Play Area Committee

- 5 To confirm the inventory of parish documents
 - 6 To consider the revision of Standing Orders
 - 7 To deal with business as for ordinary meetings of the Parish Council
23. In matters involving Correspondence or Public discussion the person presiding shall have the authority to either deal with the matter within the current agenda item or to adjourn the matter to allow a more reasonable despatch.
 24. Members of the Council or members of the public wishing to raise a topic as an agenda item at any meeting should notify the Clerk by the first Monday of the month in which the meeting is to be held.
 25. Members of the Council should notify other members of matters that affect the Parish and to circulate relevant information before any meeting where a topic requires consideration of complex issues.

RECORDING THE BUSINESS OF THE MEETING

26. The Clerk shall record the proceedings of any Parish Meeting.
27. If the Clerk is absent the person presiding at the meeting may record the proceedings or may appoint another to do so.
28. As soon as the Chair has been filled and provision made for recording the proceedings the minutes of the previous meeting shall be considered and, if correct, signed by the person presiding at the meeting.

RESOLUTIONS OF THE MEETING

29. Any expenditure approved under Section 137 of the Local Government Act 1972 (or as subsequently amended) shall be by specific resolution and the expenditure shall be recorded separately in the Parish accounts.
30. A resolution or amendment shall not be discussed unless it has been proposed and seconded.
31. An amendment shall be either:
 - (1) to leave out words
 - (2) to leave out words and insert or add others
 - (3) to insert or add words
32. An amendment shall not have the effect of negating the motion before the council.

33. If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
34. A further amendment shall not be moved until the council has disposed of every amendment previously moved.
35. A member with the consent of his/her seconder, may move amendments to his/her own resolution.

ALTERATION OR RESCISSION OF RESOLUTION

36. A decision (whether affirmative or negative) shall not be reversed within six months except by a special resolution, the written notice whereof bears the name of at least 3 members of the Council, or by pursuance of the report or recommendation of a committee or working party appointed by the Council.
37. When a special resolution has been disposed of, no similar resolution may be moved within six months.

VOTING ON APPOINTMENTS

38. Where more than two persons have been nominated for any position to be filled by the Council and of the votes given, there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

CONFIDENTIAL BUSINESS

39. (1) No member of the Council or the Clerk may disclose to any person not a member of the Council any business declared by the Council to be confidential.

(2) Any member in breach of the provision of paragraph 39 (1) of this Standing Order shall be requested to remove themselves from the Council.

INSPECTION OF DOCUMENTS

40. Any member of the Council or of the public may inspect any document in possession of the Council and may, on request, be supplied with a copy at a fee to be agreed, or may make arrangements to have a copy made at his/her own expense.
41. Such inspection to be arranged with the Clerk at a mutually agreed time and space.
42. Any removal of documents from the possession of the clerk or Council members to be limited to a reasonable time for inspection and copying and to be returned to the original possessor at the borrowers expense

INTERESTS

43. If any member has a 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/she shall, while it is under consideration by the Council, withdraw from the meeting unless the matter is trivial in the manner described in section 97 (b) or
- (1) the disability imposed upon his/her has been removed by the Council.
 - (2) the Council invites him/her to remain
 - (3) the contract, proposed contract or other matter is under consideration as part of a report and is not itself the subject of debate.
44. If any member has a non-pecuniary interest within the ambit of the National Code of Local Government Conduct he/she shall declare it and offer to withdraw. The person presiding may invite any member so declaring to remain.
45. The Clerk or others appointed for recording purposes shall keep a record of any member declaring such interest either in a minute of a meeting or as a permanent record in a book.

TENDERS

46. If any business of the Council requires execution of works where the value of such works is likely to be in excess of £1,000 and under the value of £10,000 the Council shall endeavour to obtain a minimum of three quotations.

COMPLAINTS

- 47 Where a complaint is received from a member of the public, the Council shall deal with the complaint in accordance with the Code of Practice for handing complaints as issued by the National Association of Local Councils dated 1995, and thereafter as may from time to time be revised.

A resolution to adopt this document as the Standing Orders for Great Milton Parish Council took place at a Parish Council meeting on 21st May 2001 (version 2).

This document was amended in May 2008 (version 3), with changes to the venue and date of the monthly meeting. This was minuted at the Annual Meeting of the Parish Council on 12 May 2008.