

STANDING ORDERS FOR THE REGULATION OF PROCEEDINGS AND  
BUSINESS OF THE STAPLEFORD PARISH COUNCIL

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## 1. MEETINGS OF THE COUNCIL

The Council shall hold an Annual Meeting, and other meetings for the transaction of business once a month (August excepting) and at such other times as may be necessary for properly executing their powers and duties.

## 2. ANNUAL MEETINGS

The Annual Meeting of the Council shall, in an election year, be the first ordinary meeting after the day of election to the Council, and shall otherwise be held in May.

## 3. ORDINARY MEETINGS

The Ordinary Meetings of the Council shall normally be held in the Village Hall, High Road, Waterford, Hertfordshire on the last Thursday of each month at 7.30 pm unless the Council decides otherwise at a previous meeting.

## 4. PROPER OFFICER

Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, she shall be the clerk:

- To receive declarations of acceptance of office.
- To receive and record notices disclosing pecuniary interests.
- To receive and retain plans and documents.
- To sign notices or other documents on behalf of the Council.
- To receive copies of byelaws made by a District Council.
- To certify copies of byelaws made by the Council.
- To sign summonses to attend meetings of the Council.

## 5. CONVENING MEETINGS

The Chairman of the Council may call a meeting of the Council at any time.

If the Chairman of the Council refuses to call a meeting after requisition in writing, signed by two members of the Council has been made, or if, without so refusing, the Chairman does not call a meeting within seven days after such requisition has been presented, any two members of the Council, on that refusal or on the expiration of those seven days, as the case may be, may forthwith convene a meeting of the Council.

Notice of the time and place of all Ordinary Meetings, and other meetings if

called by the Chairman, shall be affixed in some conspicuous place in the Parish. Where a Meeting is called by members of the Council the notice shall be signed by those members and shall specify the business proposed to be transacted.

A Summons to attend all Ordinary Meetings and Extraordinary Meetings of the Council shall specify the business proposed to be transacted and shall be signed by the Clerk of the Council. The Summons shall be left at the usual place of residence of every member of the Council on at least three clear days before a meeting of the Council.

#### 6. QUORUM

No business shall be transacted at a meeting of the Council unless at least three members of the Council are present thereat, and not debarred by reason of a declared pecuniary interest.

#### 7. VOTING

All the voting shall be by show of hands or, if at least two members so request, by signed ballot, in which case the names of members voting for and against the motion or amendment shall be taken down in writing by the Clerk and entered in the minutes.

#### 8. CASTING VOTE

The Chairman of the meeting shall have a Casting Vote in addition to his vote as a member of the Council in all cases of equality voting.

#### 9. CHAIRMAN AND VICE CHAIRMAN

Council shall, at their Annual Meeting appoint a Chairman from one of their own members.

(b) The Council may, if they think fit, appoint a Vice Chairman to hold office during the term of office of the Chairman, and the Vice Chairman shall, in the absence or during the inability of the Chairman to preside, have the power and authority of the Chairman.

(c) If the Chairman or Vice Chairman be absent from any meeting at the time appointed for holding the same, the members present shall appoint one of their own number to preside thereat.

(d) If the Chairman or Vice Chairman afterwards arrives, he shall be entitled to take the Chair and preside.

#### 10. MINUTES

The minutes of the proceedings of the Council shall be kept digitally and in paper file copy These must be signed by the Chairman to which they relate, or at the next ensuing meeting. The Minutes shall, on application to the Clerk, be open at all reasonable times, to the inspection of members of the Council free of charge.

#### 11. CUSTODY OF BOOKS DOCUMENTS ETC.

All books, deeds and documents, papers, plans and correspondence belonging to the Council, shall be safely kept by the Clerk. These shall not be taken

therefrom without leave by resolution of the Council, but must be available at all reasonable times to the inspection of the Council.

## 12. NOTICE OF MOTION

All members of the Council shall be permitted to have placed on the agenda or summons any matter which they desire to have discussed, providing that such notice of motion shall be relevant to some question over which the Council have power, or which affects the Parish.

Each notice of motion must be made in writing, stating distinctly what is proposed, and handed to the Clerk of the Council at least seven clear days before the next meeting. The subject matter of such notice must be specified in the summons convening the next meeting of the Council.

A motion shall not be made without notice unless it relates to one of the following matters:-

Appointment of a Chairman of the meeting at which the motion is made.

Motions relating to the accuracy of the minutes, closure or order of business.

That leave be given to withdraw a motion.

Amendments to motions.

That an item of business specified in the summons have precedence.

The appointment of any committee or member or members thereof.

Excluding the press.

(8) Excluding the public.

(9) Suspending Standing Orders

## 13. RESCINDING OR ALTERING RESOLUTIONS

No motion to rescind any resolution passed within the preceding six months, and no Motion or amendment to the same effect as one which has been denied within the preceding six months, shall be proposed unless the notice thereof given in pursuance of Standing Order No. 12 bears the names of at least two members of the Council. When any such motion has been disposed of by the Council, it shall not be open to any member to propose a similar motion within a further period of six months.

At each Annual Meeting the first business shall be:

To elect a Chairman.

To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.

In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.

To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.

To elect a Vice-Chairman.

(f) To appoint committees.

(g) To consider the payment of any subscriptions failing to be paid annually

#### 14. ORDER OF BUSINESS.

The order of business at every meeting of the Council shall be as follows:

To choose a person to preside if the Chairman or Vice Chairman is absent.

The minutes of the last Annual, Ordinary or Extraordinary Meetings of the Council shall be read with a view to confirmation.

(3) Business remaining from or arising out of, the minutes of the last meeting.

Business required by Statute to be done at the meeting.

Notices of motion in order in which they have been received.

Reports by members of the Council or Clerk.

Any correspondence or communications.

The Council may by resolution at any meeting vary the order of business so as to give precedence to any business of special urgency.

#### 15. QUESTIONS

At any meeting a member shall be entitled to put any question concerning the business then before the Council to the Chairman or Clerk, provided notice of the question has been given to the person to whom it is addressed.

#### 16. ORDER OF DEBATE

No motion or amendment proposed by a member shall be open to discussion until it has been seconded by some other member. Should any motion or amendment not be seconded the Chairman shall proceed to the next business.

A member may formally second a motion or amendment and postpone his speech to a later period of the debate.

An amendment may be moved to any motion at any time during the debate, provided that the amendment shall be relevant to the motion to which it is moved.

Whenever an amendment upon an original motion has been moved and seconded, no subsequent amendment shall be moved until the first amendment shall have been disposed of.

If an amendment be carried, the motion as amended shall take the place of the original motion and shall become the question upon which any further amendment may be moved.

In case of an equality of votes upon an amendment, the amendment shall, unless the Chairman gives a casting vote, be declared not carried, and the original motion shall become the business before the meeting. In the event of the Chairman declining to give a second or casting vote when the voting upon the original motion is equal, the resolution shall be declared not carried, and providing there shall be no other resolution on the same matter the Chairman shall proceed to the next business.

A member may rise to a point of order or in personal explanation shall be confined to some material part of a former speech by him at the same meeting which may have been misunderstood. A member so rising shall be entitled to be heard forthwith.

The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be open to discussion

#### 17. MEMORIALS AND DEPUTATIONS

No Memorial or Deputation shall be received by the Council unless the Memorial or copy thereof or notice of the desire of the Deputation to attend shall have been delivered to the Clerk not less than seven days before the meeting of the Council. A Deputation shall not be received until the Council shall so resolve.

#### 18. CLOSURE

It shall be competent for any member at any time during the meeting to move without Debate, that the question be now put, and motion if seconded, shall be put forthwith. Should the motion be carried the motion or amendment under discussion shall at once be put to the vote.

#### 19. RECORD OF ATTENDANCES

A record shall be kept by the Clerk of the Council of the attendances of each member of the Council and such record shall be presented at each Ordinary meeting.

## 20. DISORDERLY CONDUCT

No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.

If, in the opinion of the Chairman, a member has broken the provisions of paragraph (a) of this Order, 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 do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

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 be necessary to enforce them.

## 21. COMMITTEES

The Council may appoint Committees consisting wholly or partly of members of the Council, for the exercise of any powers which, in the opinion of the Council, can be properly exercised by Committees. The number of members of a Committee so appointed and their term of office shall be fixed by the Council.

All acts of a Committee so appointed must be submitted to the Council for approval.

Every member of a Committee, who at the time of his appointment was a member of the Council, shall, upon ceasing to be a member of the Council also cease to be a member of the Committee.

## 22. DECLARATION OF ACCEPTANCE OF OFFICE

Every member shall within one month after notice of election make the necessary Declaration of Acceptance of Office in the presence of at least two members of the Council and the Clerk and shall not be entitled to vote or take part in proceedings of the Council until this is done.

## 23. RESIGNATION

Notice of Resignation whether made at a meeting of the Council or otherwise, shall be deemed to have taken effect from the date of the meeting at which such notice of resignation is made known or presented by the Clerk to all members of the Council.

Notice of Resignation if made before a meeting of the Council must be handed in by the person so resigning to the Clerk, who shall forthwith place such information on the summons convening the next meeting of the Council.

#### 24. VACANCY

On a casual vacancy occurring due notice must be given to the District Council and the name of the Councillor in respect of whom it has occurred. The District Council will then give public notice of the vacancy and state that an election will be held if notice in writing of a request for such an election is made by ten Local Government Electors, and received by them not later than fourteen days after the date of

Publication of the notice. If a casual vacancy is not required to be filled by an Election, the Council will be required, as soon as practicable, after the expiry of the

Period of fourteen days, to co-opt a person to fill the vacancy. In the case of a casual Vacancy occurring within six months before the day which the Councillor would regularly retire, the Council may after the expiry of the aforementioned fourteen days, co-opt a person to fill the vacancy and any vacancy not so filled should be filled the next ordinary election.

#### 25. ADMISSION OF THE PUBLIC

Section "A" Statutory under the 1933 Local Government Act. Members of the public will be permitted to attend the Annual and all Ordinary, Extraordinary Meetings of the Council unless at any specific meeting or subsequent upon the reaching of any particular item of business then before the Council, the Council decide by resolution to exclude them.

Where no such resolution is made in either instance members of the public can remain at their pleasure.

The Chairman of the meeting at which any member of the public be present, will, before declaring the meeting of the Council open and providing he has ascertained that Standing Order No. 18 will not be contravened, ask if any member of the public present has a question to put to the Council. Where appropriate the Chairman will himself reply or ask any member of the Council to do so. In no case will a debate be permitted, and after the Chairman has ascertained that there are no further matters to be raised, he will declare the meeting open and the Council will proceed with its business.

(No entry will be made in the Minutes relating to any such questions and answers, and members of the Council must themselves decide, whether or not to give notice of motion in accordance with Standing Order No. 12, unless by resolution in Council, at the conclusion of the business then due to be transacted, it is agreed by a majority to dispose of such matters as are raised.

## 26. ADMISSION OF THE PRESS

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

## 27. SUSPENSION OF STANDING ORDERS

Any one or more of the Standing Orders in any case to which the Chairman may rule as urgent, or upon motion made, may be suspended at any meeting so far as regards any business at such meeting, provided that at least four members of the Council present and voting shall so decide.

A printed copy of these Standing Orders shall be given to each member of the Council upon delivery to him of the Members Declaration of Acceptance of Office.

## 28. CONFIDENTIAL BUSINESS

No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.

Any member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

## 29. OTHER APPOINTMENTS

The Council shall at its Annual Meeting proceed to elect:-

Members to the Waterford Planning Sub-Committee.

Members to the Stapleford Planning Sub-Committee.

One member of the Council or a representative nominated by the Council to the Board of Governors to Stapleford Primary School, the appointment to be effective for the four-year period of office of elected member or nominated representative of the Council.

The above appointments to be dealt with immediately after the election of Chairman and Vice Chairman if desired.

## 30. PLANNING APPLICATIONS

The Clerk shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:

- i. The date on which it was received.
- ii. The name of the applicant.
- iii. The place to which it relates.
- iv. A summary of the nature of the application.

The Clerk shall refer every planning application to the Chairman, or in the Chairman's absence to the Vice Chairman within 48 hours of receiving it.

### 31. AUTHORISATIONS

Authorisation of payments and online banking shall be in accordance with the Council's Financial Regulations

Signed: John Oakins  
Chairman to Stapleford Parish  
Council

Signed: Danielle Houghton  
Clerk to Stapleford Parish Council

