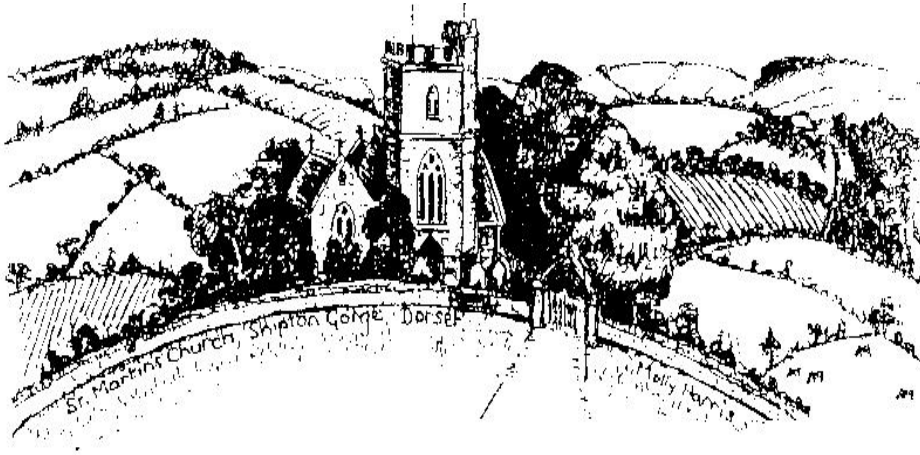


# SHIPTON GORGE PARISH COUNCIL



## STANDING ORDERS

**Adopted 12th September 2007**

**Reviewed 10 July 2013**

**Reviewed and updated 8 March 2017**

## **SHIPTON GORGE PARISH COUNCIL STANDING ORDERS**

### **1. Powers and Duties of the Chairman**

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

### **2. Proper Officer**

The Proper Officer of the Council is the Clerk. The Responsible Financial Officer of the Council is Christine Huxtable. Other duties and responsibilities of the Clerk are as laid down in the Conditions of Service Contract and Job Description.

Notwithstanding those duties and responsibilities, it shall be the duty of the Clerk to advise Members on the content and interpretation of these Standing Orders.

### **3. Quorum**

The quorum of a meeting shall be three members. If a quorum is not present at a meeting or if during a meeting the number of members, for whatever reason, falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may decide.

### **4. Voting**

Members shall vote by show of hands unless the meeting decides otherwise.

If the meeting so requires, the Clerk shall record the names of the Members who voted on any question and how they voted.

The Chairman may give an original vote on any matter put to the vote and, in the case of equality of votes, may give a casting vote, whether or not an original vote was given.

### **5. Order of Business**

The order of business shall be stated on an agenda paper which shall be delivered to each Member at least three clear days prior to the date of the meeting along with the summons convening the meeting.

### **6. Resolutions Moved on Notice**

Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been included on the Agenda.

Members may put an item or notice of resolution on the Agenda by giving the Clerk written notice of the item or resolution at least seven clear days prior to the meeting to which that agenda relates and as a matter of courtesy, inform the Chairman.

Every resolution, amendment or recommendation shall be relevant to some subject over which the Council has the power or which affects its area.

### **7. Resolutions Moved Without Notice**

Resolutions on procedural matters may be moved without notice including those to vary the order of business on grounds of urgency or procedural efficiency. Such resolutions shall be put to the vote without discussion.

### **8. Rules of Debate**

All remarks shall be addressed to the Chairman.

No discussion shall take place on the minutes of previous meetings except upon their accuracy and matters arising from the minutes. Corrections to the minutes shall be made by resolution and must be initialled by the Chairman.

A Member shall only direct comments to the question under discussion or to a personal explanation or to a point of order.

The ruling of the Chairman on a point of order or on the admissibility of an item shall not be discussed.

Whenever the Chairman rises to his/her feet during a debate all other Members shall be seated and silent.

**9. Closure**

A motion of closure of a debate may be moved at any time but must be proposed and seconded without comment. The Chairman may refuse such motion if he/she feels that the question before the Council has not been sufficiently debated.

**10. Confidential Business**

No Member of the Council shall disclose to any person, not being a Member of the Council, any business declared to be confidential by the Council.

**11. County and District Councillors**

County and District Councillors representing Shipton Gorge who are not also Parish Councillors shall be invited to attend meetings and shall be sent copies of agendas, minutes and other relevant documentation. They may be allowed to speak at the discretion of the Chairman.

**12. Length of Meetings**

Except at the discretion of the Chairman, all meetings of the Council shall finish not later than two-and-a-half-hours after commencement. Any business not transacted shall be carried over to the next meeting or such other date as the Chairman may decide.

**13. Suspension of Standing Orders**

These Standing Orders may be suspended at any time and for any period of time by resolution.

**14. Public Participation**

Members of the public have the right to attend meetings of the Council and its Committees except where confidential matters are likely to be discussed and a resolution is passed to exclude members of the public. Members of the public may only speak if invited by the Chairman and shall not speak for more than three minutes.

At meetings of the Planning Committee the person presiding shall, at a convenient time in the transaction of the business, allow any member of the public to address the meeting in relation to the business to be transacted. Except where the person presiding otherwise allows, a member of the public shall only be entitled to speak once on any item of business and shall not speak for more than three minutes. In circumstances where a Member with a prejudicial interest in an item of business participates in accordance with paragraph 12(2) of the Code of Conduct adopted by the Council on 12 September 2007, members of the public shall be allowed to

attend the meeting to (a) make representations, (b) answer questions or (c) give evidence relating to the business in question.

**15. Planning Applications from 1<sup>st</sup> February 2017.**

From this date applications will not be notified by post to the council; it will then be the responsibility of the Clerk to check on a regular basis for relevant applications within the parish. The Clerk will forward the link to relevant applications on the Dorset4You website to all Councillors. It is the responsibility for all Councillors to respond by the date given by the Clerk, via email using the “reply all” facility, with their views on the application. It is then the responsibility of the Chairman of the Planning Committee to decide if a public meeting should be held to determine the Council’s response. In making this decision he must also take into account any representations from the public that have been received. A meeting will always be convened if any adverse comments/objections are received or if it is felt to be in the public interest. In all instances every effort will be made to make decisions at a full Council meeting.

**16. Standing Orders to be Given to Members**

A copy of these Standing Orders shall be given to all Members.

**17. Interpretation**

In these Standing Orders words importing one gender shall include all genders and the singular includes the plural and vice versa. These Standing Orders shall apply with appropriate modifications to Committees of the Council.

**18. Transparency Code.**

These Standing Orders will be regularly reviewed and updated as required, and posted on the Parish Website in accordance with the national Transparency Code.

Standing Orders were originally adopted by Shipton Gorge Parish Council at its meeting held on Wednesday 12th September 2007.

**Reviewed and approved 10 July 2013**

**Reviewed, updated and approved 8 March 2017 and made available on the Parish Website in line with the Transparency Code.**

Signed: ..... Dated.....

**Mary Boughton**

Chairman of the Parish Council