



## **NORTH LEVERTON WITH HABLESTHORPE PARISH COUNCIL**

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### **Standing Orders**

#### **Interpretation**

These Standing Orders are based on the Model Standing Orders for Local Councils published by the National Association of Local Councils (NALC) 2018, which have been adopted by this Council so far as they are not varied or inconsistent with the Regulations set out below.

In the following Regulations words importing one gender shall include all other genders and the singular includes the plural and vice versa.

#### **1) Rules of Debate**

- i. The order of business shall be stated on the agenda paper unless changed in accordance with Standing Order 10.
- ii. A member shall, except as provided by these Standing Orders, only be entitled to speak once on any motion or amendment.
- iii. A member shall direct his comments to the question under discussion, or to a personal explanation, or to a point of order.
- iv. No speech by a mover of a resolution shall exceed three minutes and no other speech shall exceed two minutes except by the consent of the Council.
- v. The mover of a resolution shall have a right of reply not exceeding one minute.
- vi. The ruling of the Chairman on a point of order or on the admissibility shall not be discussed.
- vii. Whenever the Chairman rises to his feet during a debate all other members shall be silent.
- viii. A motion of closure of debate may be moved at any time but must be proposed and seconded without comment. The Chairman may refuse such a motion if he feels that the question before the Council has not been sufficiently debated.

#### **2) Disorderly Conduct At Meetings**

Full reference shall be made to the Model Standing Orders

### 3) Meetings Generally

- i. The agenda shall be delivered to each member at least three clear days before the date of the meeting along with the summons convening the meeting. If a councillor is not able to be present for a meeting at which he wishes an item to be raised he will provide the Clerk with a written report to be circulated with the agenda.
- ii. Meetings shall be presided over by the Chairman if he is present. In the Chairman's absence the meeting shall be presided over by the Vice-Chairman if he is present. If both the Chairman and Vice-Chairman are absent then a councillor as chosen by those present is present at the meeting shall preside.
- iii. The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.
- iv. All remarks shall be addressed to the Chairman
- v. Three members shall constitute a quorum. If a quorum is not present then the business on the agenda planned for the meeting shall be adjourned. If during the meeting the number of councillors, for whatever reason, falls below the quorum any business not transacted shall be adjourned. In both cases any adjourned business shall be transacted at the next regular meeting or on such other day as the Chairman shall decide.
- vi. A period for public participation shall be the first item on the agenda. Unless directed by the Chairman the period of time designated for public participation shall not exceed ten minutes nor shall a member of the public speak for more than 2 minutes.
- vii. Representatives from the Police, County Council and District Council shall be allowed to speak at Council meetings.
- viii. Members shall vote by show of hands unless the meeting decides otherwise. If any member 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 even if he gave no original vote.
- ix. No member shall disclose to any person, not being a member of the Council, any business declared to be confidential by the Council.
- x. No smoking shall be permitted at meetings
- xi. The use of mobile telephones shall not be permitted at meetings except in the case of a police officer on duty.
- xii. Except at the Chairman's discretion, all meetings of the Council shall finish not later than two hours after their commencement. Any business not transacted shall be carried over to the next scheduled meeting or such other date as the Chairman may decide.

**4) Committees & Sub-Committees**

Full reference shall be made to the Model Standing Orders

**5) Ordinary Council Meetings**

Full reference shall be made to the Model Standing Orders

**6) Extraordinary Meetings Of The Council, Committees And Sub-Committees**

Full reference shall be made to the Model Standing Orders

**7) Previous Resolutions**

A decision (whether affirmative or negative) of the Council shall not be reversed within six months except by special resolution which requires written notice by at least three members of the Council. Where such a resolution has been disposed of, no similar resolution may be moved within a further six months.

**8) Voting On Appointments**

Full reference shall be made to the Model Standing Orders

**9) Motions For A Meeting That Require Written Notice To Be Given To The Proper Officer**

Except as provided by these Standing Orders, no resolution shall be moved unless the business to which it relates has been included on the agenda by the Clerk. Members shall put an item on the agenda by giving the Clerk written notice of the resolution at least seven clear days before the next meeting of the Council. Every resolution, amendment or recommendation shall be relevant to some subject over which the Council has the power or which affects its area.

**10) Motions At A Meeting That Do Not Require Written Notice**

Resolutions may be moved without notice for procedural matters or to vary the order of business on the grounds of urgency. Any such changes shall be put to the vote without discussion.

**11) Management Of Information**

Full reference shall be made to the Model Standing Orders.

**12) Draft Minutes**

Full reference shall be made to the Model Standing Orders.

**13) Code Of Conduct And Dispensations**

- i. See also 3(u) of the Model Standing Orders
- ii. If a member has a personal interest as defined by the Code of Conduct adopted by the Council then he shall declare such an interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required. A member who has declared a personal interest may stay in the meeting room and vote.

- iii. If the member then considers the interest to be prejudicial, he shall withdraw from the meeting room during consideration of the item to which the interest relates.

#### **14) Code Of Conduct Complaints**

Any formal complaint made against either the Council, any of its members, an officer, or any employee shall be dealt with in accordance with the 'Code of Practice for Dealing With Complaints Regarding Council Business'.

#### **15) Proper Officer**

The Proper Officer of the Council is the Clerk. Other duties of the Clerk are to be laid down in their Conditions of Contract.

#### **16) Responsible Financial Officer**

The Responsible Financial Officer of the Council is the Clerk. Other duties of the Clerk are to be laid down in their Conditions of Contract.

#### **17) Accounts & Accounting Statements**

The Responsible Financial Officer shall undertake his duties in accordance with the "Financial Regulations" of the Council.

#### **18) Financial Controls And Procurement**

Full reference shall be made to the Model Standing Orders.

#### **19) Handling of Staff Matters**

Not Applicable

#### **20) Responsibilities To Provide Information**

- i. See also 21 of the Model Standing Orders
- ii. The Council shall comply fully with all legislation regarding the Freedom of Information Act.

Any person requesting information from the Council will be given a copy of the Council's pro-forma procedure and shall submit their request in writing (including e-mail). Upon receipt of a written request the Council shall adhere to the adopted procedure.

#### **21) Responsibilities Under Data Protection Legislation**

- i. See also Standing Order 11
- ii. The Council shall comply fully with its "GDPR" Policy.

#### **22) Relations With The Press/Media**

Any response to requests from press or other media for either oral or written comments/ statement from the Council shall only be given by the Chairman who will consult with the Clerk prior to any proposed release. The Clerk shall advise the Chairman on the accuracy of any response and will suggest if advice/guidance from professional sources should be sought prior to its release.

### **23) Execution And Sealing of Legal Deeds**

The execution of any legal deed shall be undertaken in accordance with the procedure laid down in the Council's "Financial Regulations"

### **24) Communicating With District And County Or Unitary Councillors**

Representatives from the Police, County Council and District Council shall be invited to attend meetings, or send reports, and be sent copies of the agenda, minutes and other relevant documents.

### **25) Restrictions On Councillors Activities**

Full reference shall be made to the Model Standing Orders.

### **26) Standing Orders Generally**

- i. Standing Orders may be suspended for a specified period of time by resolution.
- ii. A motion to add, vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory or legal requirements shall be proposed by a special motion. Written notice of any such motion shall be given by at least 2 councillors and forwarded to the Proper Officer in accordance with Standing Order 9.
- iii. A copy of the Council's Standing Orders and any appendices shall be given to each member of the Council by the Clerk as soon as possible.
- iv. The decision of a meeting Chairman as to the application of Standing Orders shall be final.

Amended & Adopted September 2018  
Next Review May 2019

**S Stilliard**  
**Clerk to the Council**  
**September 2018**