

SEVENOAKS WEALD PARISH COUNCIL

STANDING ORDERS

INTERPRETATION

These Standing Orders are based upon the draft Standing Orders for Local Councils published by the National Association of Local Councils (NALC) 1991, which have been adopted by this Council so far as they are not varied or inconsistent with the regulation set out below.

NUMBER OF MEETINGS OF THE COUNCIL

Except in May and in August a meeting of the Council will be held monthly from January to December each year.

The dates of the meetings of the Council for the coming year will be approved by the Council at least 30 clear days before the start of the year.

These dates will be posted on the Council's website and noticeboards before the start of the year.

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.

PROPER OFFICER

The Proper Officer of the Council is the clerk. The Responsible Financial Officer of the Council is the clerk. Other duties of the clerk are detailed in the clerk's contract of employment.

QUORUM

Four members shall constitute a Quorum at meetings of the Council.

If a Quorum is not present when the Council meets or if during a meeting the number of councillors, for whatever reason, falls below the Quorum, the business not contracted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may decide.

VOTING

Members shall vote by a show of hands unless the meeting decided 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 though they gave no original vote.

ORDER OF BUSINESS

The order of business for a meeting of the Council shall be stated on the Agenda which will be distributed to each member by the clerk at least three clear days before the date of the meeting along with a summons convening the meeting.

RESOLUTIONS MOVED ON NOTICE

No resolution may be moved at a meeting of the Council unless the business to which it relates has been included in the Agenda by the clerk.

Members may put an item on the Agenda by giving the clerk written notice of the resolution at least five 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.

RESOLUTIONS MOVED WITHOUT NOTICE

Resolutions may be moved without notice on procedural matters, or to vary the order of business on grounds of urgency.

RULES OF DEBATE

All remarks should be addressed to the Chairman.

No discussion shall take place on the minutes except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chairman.

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.

The mover of a resolution shall have the right of reply not exceeding two minutes.

CLOSURE

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

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.

COUNTY COUNCILLORS, DISTRICT COUNCILLORS AND MEMBERS OF THE PUBLIC

County and District Councillors, who are not also members of the Council, shall be invited to attend meetings and be sent copies of the Agenda and other relevant documents. County and District Councillors will be invited to raise any matters they feel the Council should be aware of during the time designated for Any other Business during a meeting.

Members of the public shall also be invited to attend meetings of the Council and to raise any matters they feel that the Council should be aware of during the designated Public Question Time during a meeting. Other than at the designated time members of the public may be allowed to ask questions and speak on matters included on the agenda at the discretion of the Chairman.

LENGTH OF MEETINGS

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 meeting or such other date as the Chairman may decide.