

# MARKET LAVINGTON PARISH COUNCIL

## STANDING ORDERS

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### 1. Meetings

- a) Meetings will be held on the third Tuesday monthly, except during August.
- b) Meetings will be held in the Old School at 7.15pm, unless otherwise notified.
- c) When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.
- d) The Clerk will consult with the Chairman and prepare the agenda for Full Parish Council meetings.
- e) A public copy of the agenda will be displayed prominently in the Parish.
- f) The Chairman will preside at all meetings. In the absence of the Chairman, the Vice-Chairman will preside.
- g) In the absence of both the Chairman and the Vice-Chairman, the meeting will elect a Chairman for the purpose of that meeting.
- h) All members are expected to attend the meetings.
- i) In the case of unavoidable absence, the member is to tender their apology either to the Clerk or the Chairman, as soon as possible, in any event before the meeting. Members who do not tender their apologies will be deemed to be absent. If a member fails to attend a meeting for a period of six consecutive months, they shall, unless the failure was due to some reason approved by the Parish Council before the expiry of that period, cease to be a member.
- j) The Clerk will take the minutes of the meeting. In the absence of the Clerk, a suitable deputy shall be appointed by the Chairman.
- k) There will be two adjournments during the meeting, for not more than five minutes each, the first to allow comments and questions on agenda items, from the public, and the second to refer to any parish matter. The public participation does not form part of the meeting and hence, will not be part of the minutes.
- l) Five members of the Parish Council shall constitute a quorum.
- m) The Chairman shall have an ordinary vote and, if an equal number of votes are cast 'for' and 'against', a casting vote.
- n) The code of conduct adopted by the Parish Council shall apply to members in respect of the entire meeting.
- o) The Council may exclude members of the public and the Press, by means of an appropriate statement, that, in view of the special/confidential nature of the business about to be transacted, the public and Press may be temporarily excluded. At the Chairman's discretion, if a person's advice or assistance is needed, they may be invited by name, to remain after the exclusion resolution is passed.
- p) No member of the Council, or of any Council committee, shall disclose to any person not a member of the Council, any business declared to be confidential by the Council, or the committee, as the case may be.

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- q) No member of the Parish Council or employee will make statements to the press or media, on matters relating to Parish Council business, without first consulting with the Chairman or his/her deputy.
- r) Any allegation of breaches of the code of conduct or other inappropriate behaviour concerning a Parish Councillor or employee shall be referred to the Chairman, who will select one appropriate Parish Councillor to sit with him/her and the Clerk to consider the breach, and recommend appropriate action. Pending such action, alleged breaches will remain confidential.

### **2) Interests**

- a) Members will declare pecuniary and non-pecuniary interests in any matter that the Council may wish to discuss, and the Clerk will note any such declaration in the minutes of that meeting. Guidance on declaration and registration of interests, and the scope of pecuniary and non-pecuniary interests are contained in appendix 1 of the Code of Conduct for Market Lavington Parish Council.
- b) If there is any uncertainty as to whether an interest should be declared, the member should always err on the side of caution and declare the interest.
- c) If a member has declared an interest at a meeting the Parish Council Chairman may request the member leave the room during discussion of the item to which it refers.

### **3) Gifts and hospitality**

- a) Members must provide written notification of any gift or hospitality received relating to their duties and responsibility as a Parish Councillor to the Parish Clerk, and any gift or hospitality over the value of £25 to the Parish Clerk and the Monitoring Officer at Wiltshire Council.

### **4) Committees & Working Groups**

- a) The Council may appoint such committees and working groups as are deemed necessary.
- b) Refer to individual 'Terms of Reference' for each committee/working group, approved by full Council.
- c) Arrangements for reporting/circulating committee minutes –
  - I. Clerk to circulate draft committee meeting minutes to all members with the agenda papers for the following full Parish Council meeting.
  - II. The item on the full Parish Council agenda – 'To note the unapproved minutes, ask any questions arising from the minutes, and (where appropriate) consider approval of any recommendations' (all

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recommendations to be individually listed for committees with no executive powers).

### **5) Annual meeting of the Parish Council**

- a) The Annual Meeting of the Council will be held in May. The Chairman and Vice-Chairman will be elected from the list of volunteers at the Annual Meeting of the Council.

### **6) Finance**

- a) All finance matters will be dealt with in accordance with the Financial Regulations of the Parish Council.

### **7) Inspection of Documents**

- A) A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- B) All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.
- C) Clerk to place a copy of the minutes of full Parish Council meetings and committee meetings in the specified file located in Market Lavington Library for inspection by members of the public.

### **8) Expenses**

- a) Members may by prior arrangement with the Clerk or Chairman claim Travelling allowance and Subsistence allowance when required to travel beyond Parish boundaries on Council business. Payments will be in accordance with the rates laid down by Wiltshire Council.

### **Notes**

Standing Orders comprehensively reviewed by the Management & Finance committee 22/1/13 and submitted to full Parish Council for recommendation 19/2/13 (approved – minute number 16, page 988).

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Amendment made to time of start of meeting (from 7.00pm to 7.15pm – paragraph 1b) – approved at Parish Council meeting 15/9/15 (minute number 12, page 21).