

GROVESEND & WAUNGRON COMMUNITY COUNCIL

STANDING ORDERS

- 1) Meetings shall be held on the first Tuesday of each month.
- 2) There shall be no meeting in August.
- 3) Each meeting will commence at 7.00pm and be concluded by 9.00pm.
- 4) A quorum will comprise of no fewer than five elected members.
- 5) A meeting will be cancelled or suspended when member attendance falls below the quorum.
- 6) Where practicably possible, apologies for absence are to be given to the Secretary prior to the start of the meeting. Those members recorded as absent will be required to give an explanation to the Council at the next meeting.
- 7) The term of office for both the Chairperson and Vice-chairperson shall be the first meeting in April of a year to the last meeting in March of the next year.
- 8) The election of both the Chairperson and Vice-chairperson will take place during the March meeting.
- 9) The removal from office of the Chairperson or Vice-chairperson will require the support of no less than three-quarters of members present at a special meeting called to decide on that matter. That removal will take effect immediately.
- 10) When a vacancy arises for the position of Chairperson or Vice-chairperson at any other time than described in S.O.7, a temporary replacement maybe made until the following March.
- 11) The Chairperson will preside over each meeting. In his/her absence, the Vice-chairperson will take the Chair. In the absence of both the Chairperson and Vice-chairperson members may elect to appoint an acting Chairperson for the duration of the meeting.

- 12) In the absence of the Secretary, the Chairman may appoint an elected member as temporary Secretary for the duration of the meeting to take the minutes. In circumstances where no member is willing to accept the role, that duty shall fall upon the Vice-chairman.
- 13) Members will vote by a show of hands unless at least three members request a secret ballot.
- 14) The Chairperson of the meeting will not be permitted to vote unless it is a casting vote.
- 15) Unless repealed by another standing order, items voted on will be successful by a majority.
- 16) There will be no smoking during any Council meeting.
- 17) There will be no alcoholic drinks allowed during the meeting.
- 18) All meetings will be open to public attendance unless matters of a confidential nature are to be discussed.
- 19) The Chairperson may request members of the public to leave a meeting when matters of a confidential nature are to be discussed.
- 20) At each meeting, no more than 10 minutes will be set aside for members of the public to ask questions or make comments to the Council.
- 21) Any member absent from five consecutive meetings or more, including special meetings, without a valid reason will forfeit their seat.
- 22) Members must declare an interest they have in a matter at the start of the discussion and, unless invited by the Chairperson to remain, leave the room for the remainder of the discussion.
- 23) Should a member remain in attendance, (S.O.22) they must not attempt to influence the Council in any way, or take part in any discussion unless directly spoken to.
- 24) All members' interests must be recorded in the minutes.

- 25) Approved minutes are to be signed by the Chairperson at each meeting with any amendments initialled.
- 26) An Extraordinary meeting may be called at any time of the year providing, more than three members request that such a meeting be called and there is at least 24 hours notice of such a meeting.
- 27) The purchase of goods or services above the value of £200 and below the value of £3999 shall require three written estimates prior to being approved.
- 28) The purchase of goods or services in excess of £3999 shall require the receipt of tenders in sealed envelopes prior to being approved.
- 29) Any alterations to Standing Orders must be placed on the agenda for the next meeting.