

# **GROVESEND & WAUNGRON COMMUNITY COUNCIL**

## **STANDING ORDERS**

- 1) Meetings shall be held on the second Monday 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) No business may be transacted at a meeting unless at least one-third (four members) of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than four.
- 5) A meeting will be cancelled, postponed or suspended when member attendance falls below the quorum. Meeting can go ahead but no decisions or votes can be made.
- 6) Where practicably possible, apologies for absence are to be given to the Clerk prior to the start of the meeting. Those members recorded as absent will be required to give an explanation to the Clerk as to why they are unable to attend.
- 7) If a meeting needs to be rescheduled, as long as it has been agreed by Members of the Community Council then this is acceptable. Clerk to update the website and notice of the new date, and to place a notice on Social Media.
- 8) The term of office for both the Chairperson and Vice-chairperson shall be the first meeting in May of a year to the annual meeting (May) of the next year.
- 9) The election of both the Chairperson and Vice-chairperson will take place during the May annual meeting. The Chairperson and Vice-Chairperson, unless they have resigned or become disqualified, shall continue in office until immediately after the election of the Chairperson and Vice-Chairperson at the next annual meeting of the Council.

- 10) 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.
- 11) When a vacancy arises for the position of Chairperson or Vice-chairperson at any other time than described in S.O.8, a temporary replacement maybe made until the following May.
- 12) 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.
- 13) In the absence of the Clerk, the Chairperson may appoint a member as temporary Clerk 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-chairperson.
- 14) Members will vote by a show of hands unless at least three members request a secret ballot. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.
- 15) The Chairperson of the meeting may give an original vote on another matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he had an original vote.
- 16) Unless repealed by another standing order, items voted on will be successful by a majority.
- 17) There will be no smoking during any Council meeting.
- 18) There will be no alcoholic drinks allowed during the meeting.
- 19) The notice (including how the meeting may be accessed virtually, if applicable) must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened. The notice must provide details of the time and place of the meeting.

- 20) Remote attendance at meetings shall be permitted only in exceptional circumstances, subject to reasonable notice being given and at the discretion of the Chairperson. The Council is under no obligation to provide facilities for remote access.  
Where a member is unable to attend a meeting in person the absence shall be recorded as a non-attendance.  
Meetings shall not be recorded due to data protection considerations and the costs and practicalities associated with the storage and management of video recordings.
- 21) All meetings will be open to public attendance unless matters of a confidential nature are to be discussed.
- 22) The Chairperson may request members of the public to leave a meeting when matters of a confidential nature are to be discussed.
- 23) 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, unless agreed by the Chairperson.
- 24) If a Member fails to attend a meeting in person during a six-month period, that member automatically ceases to be a member of the council, unless the failure was due to some reason approved by the council before the end of the six-month period.
- 25) 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.
- 26) Should a member remain in attendance, (S.O.24) they must not attempt to influence the Council in any way, or take part in any discussion unless directly spoken to.
- 27) All members' interests must be recorded in the minutes.
- 28) Approved minutes are to be signed by the Chairperson at each meeting with any amendments initialled.
- 29) Decisions made from the previous meeting should be uploaded onto the website at least 7 days before the next meeting.

- 30) 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.
- 31) The purchase of goods or services above the value of £1000 and below the value of £5000 shall require three written estimates prior to being approved.
- 32) The purchase of goods or services in excess of £5000 shall require the receipt of tenders in sealed envelopes prior to being approved.
- 33) In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- 34) In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- 35) The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- 36) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations. Payment will be made either by cheque or BACs payments by the authorised signatories. A debit card can be used by the RFO for online payments.
- 37) Any alterations to Standing Orders must be placed on the agenda for the next meeting.
- 38) Disorderly conduct at meetings

No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct. If person(s) disregards the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion. If a resolution made is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

- 39) Councillors shall observe the code of conduct adopted by the Council.
- 40) Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent. Confirmation of how the information will be stored in compliance with GDPR legislation will need to be approved. The recording of meetings without prior approval is a breach of the Code of Conduct.