

# **Byram-cum-Sutton Parish Council**

## **Standing Orders 2024**

- Parish Council meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.
- Meetings shall be opened to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by resolution, which shall give reason for the public's exclusion.
- Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the Agenda.
- The period of time shall not exceed 5 minutes,
- Each member of the public is entitled to speak only once in respect of business itemised on the Agenda and shall not speak for more than 5 minutes,
- A record of a public participation session at a meeting shall be included in the Minutes of that meeting.
- Any person speaking at a meeting shall address his/her comments to the Chair.
- Only 1 person is permitted to speak at a time. If more than 1 person wishes to speak, the Chair shall direct the order of speaking.
- Photographing, recording, broad casting or transmitting the proceedings of a meeting by any means is not permitted without the Parish Council's prior written consent.
- The Chair if present shall preside at a meeting. If the Chair is absent from a meeting the Vice-Chair, if present, shall preside. If both the Chair and Vice-Chair are absent from a meeting a Parish Councillor is

chosen by the Parish Councillors present at the meeting shall preside at the meeting.

- Voting on any question shall be by a show of hands. At the request of a Parish Councillor, the voting on any occasion shall be recorded so as to show whether each Parish Councillor present and voting gave his/her vote for or against that question.
- The Minutes of a meeting shall record the names of the Parish Councillors present and absent.
- The Code of Conduct adopted by the Parish Council shall apply to the Parish Councillors in respect of the entire meeting.
- An interest arising from the Code of Conduct adopted by the Parish Council, the existence and nature of which is required to be disclosed by a Parish Councillor at a meeting shall be recorded in the Minutes.
- No business may be transacted in a meeting, unless at least one third of the whole number of members of the Parish Council are present and in no case shall the quorum of a meeting be less than 3.
- If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned.
- Meetings shall not exceed a period of 3 hours.
- In an election year, the annual meeting of the Parish Council shall be held on or within 14 days following the day on which the new Parish Councillors elected take office.
- In a year which is not an election year, the annual meeting of a Parish Council shall be held on a day in May as the Parish Council may direct.
- If no other time is fixed, the annual meeting of the Parish Council shall take place at 6.30pm.
- In addition to the annual meeting of the Parish Council, at least 3 other ordinary meetings shall be held in each year on such dates and times as the Parish Council directs.

- The election of the Chair and Vice-Chair of the Parish Council shall be the first business completed at the annual meeting of the Parish Council.
- The Chair of the Parish Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting unless his/her successor is elected at the next annual meeting of the Parish Council.
- The Vice-Chair of the Parish Council, unless he/she resigns or becomes disqualified shall hold office until immediately after the election of the Chair of the Parish Council at the next annual meeting of the Parish Council.
- In an election year, if the current Chair of the Parish Council has not been re-elected as a member of the Parish Council, he/she shall preside at the meeting until a successor Chair of the Parish Council is elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Parish Council but must give a casting vote in the case of an equality of votes.
- In an election year, if the current Chair of the Parish Council has been re-elected as a member of the Parish Council, he/she shall preside at the meeting until a new Chair of the Parish Council has been elected. He/she may exercise an original vote in the case of equality of votes.
- To suspend any Standing Order except those which are mandatory by law.
- All Parish Councillors shall observe the Code of Conduct adopted by the Parish Council.
- All Parish Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their Declaration of Acceptance of Office.
- No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.

- If, in the opinion of the Chair, there has been a breach the Chair shall express that opinion and thereafter any Parish Councillor (including the Chair) may move that person be silenced or excluded from the meeting, and the motion if seconded shall be put forthwith and with discussion.
- When more than 2 people have been nominated for a position to be filled by the Parish Council and none of these persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of 1 person. Any tie may be settled by the Chair's casting vote.
- The Parish Council's Finance Regulations shall be reviewed once a year.
- The Parish Council's Financial Regulations may make provision for the authorisation of the payment of money in exercise of the Parish Council's functions to be delegated to a committee, sub-committee or to an employee.
- All payments by the Parish Council shall be authorised, approved and paid in accordance with the Parish Council's Financial Regulations, which shall be reviewed at least annually.
- The Parish Council shall approve written estimates for the coming financial year at its meeting before the end of January.
- The Chair's decision as to the application of Standing Orders at the meetings shall be final.
- A Parish Council failure to observe Standing Orders more than 3 times in 1 meeting may result in him/her being excluded for the meeting in accordance with Standing Orders.
- Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £20,000.00 shall be procured on the basis of a formal tender as summarised in Standing Order below:-
  - (a) Any formal tender process shall comprise the following steps:
    - (i) A public Notice of intention to place a contract to be placed in a local newspaper;

- (ii) A specification of the goods, materials, services and the execution of works shall be drawn up
  - (iii) Tenders are to be sent, in a sealed marked envelope to the Proper Officer by a stated date and time
  - (iv) Tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least 1 member of the Parish Council
  - (v) Tenders are then to be assessed and reported to the appropriate meeting of the Parish Council or Committee
- (b) Neither the Parish Council nor the Committee, is bound to accept the lowest Tender, estimate or quote.
- (c) Where the value of a Contract is likely to exceed £138,893.00 (or other threshold specified by the Office of Government Commerce from time to time) the Parish Council must consider whether the Public Contracts Regulations 2006 (SI NO5, as amended) and the Utilities Contracts Regulation 2016 (SI No6, as amended) apply to the Contract and if either of those Regulations apply the Parish Council must comply with EU Procurement Rules.