

CHECKLEY PARISH COUNCIL STANDING ORDERS
LAST REVISED & APPROVED MARCH 2013

1. a) The Council meetings shall be held in Great Wood Hall, Tean on the third Tuesday of the month.
b) During meetings all mobile communication devices are to be switched off or set to silent mode.
2. All notices of motion, other than a motion which, under Standing Order No 3 can be moved without notice, shall be given to the clerk at least seven clear days before the meeting of the council and the clerk shall insert in the summons for any meeting all notices of motion duly given in the order in which they have been received.
3. The following motions and amendments may be moved without notice:-
 - i. Appointment of Chair of the meeting at which the motion is made.
 - ii. Motions to correct the minutes.
 - iii. Motions to approve the minutes.
 - iv. That items of business specified in the summons have precedence.
 - v. To appoint a committee of any members thereof.
 - vi. Adoption of reports and recommendations of committees or officers and any consequent resolutions.
 - vii. Appointment of a committee or members thereof occasioned by an item mentioned in the summons to the meeting.
 - viii. That leave be given to withdraw a motion of amendment.
 - ix. Extending the time limit of speakers.
 - x. To amend a motion.
 - xi. That the Council proceed to the next business.
 - xii. That the question now be put.
 - xiii. That the debate be adjourned.
 - xiv. That the Council now do adjourn.
 - xv. Authorising the sealing of documents.
 - xvi. Suspending Standing Orders, subject to Standing Order No 14.
 - xvii. Giving consent of the Council where the consent of the Council is required by these Standing Orders.
4. No resolution of the Council shall be rescinded within six months, or varied, except upon motion made upon notice or on the recommendation of a committee which shall respectively specify the object and refer to the resolution to be rescinded or varied. Any such recommendations of a committee shall be specially mentioned in the Councils summons (Please refer to No.2).

5. The proposer of a motion shall be allowed five minutes for their speech.
6. The seconder of a motion shall be allowed three minutes for their speech.
7. All other speakers shall be allowed only three minutes.
8. The acceptance of the motion “that the speaker be further heard” shall be at the discretion of the Chair, who shall accept the motion only under exceptional circumstances on only one occasion per item. Should he accept the motion shall be put to the Council.
9. Only one amendment to be moved and discussed at any one time and the following rules shall apply:
 - i. Should the amendment be carried it shall become the substantive motion upon which a further amendment may be moved, preferably with notice of motion.
 - ii. Should an amendment be negated then a further amendment may be moved to the original motion amended under Standing Order No 9i.
 - iii. In order to bring to a close a discussion which has already taken up too much time any member may move that the “previous question be put”. The acceptance of the motion is entirely at the discretion of the Chair. This must be dealt with as an amendment for all purposes of order and may be moved only on a substantive motion. If the motion is carried the discussion is closed and the meeting must move on to the next business. If the motion is lost a vote must be taken forthwith, without any further discussion, on the substantive motion.
 - iv. Sequence of events are to be:-
 - a. Motion
 - b. Amendment
 - c. Substantive motion
 - d. Resolution
10. The decision of the Chair on all points of procedure and order shall be final.
11. Subject to the discretion of the Chair any discussion may be closed by a motion “that the question now be put” being moved, seconded and carried. Such a motion to be put to the meeting without debate.
12. Every motion shall be put to the vote by a show of hands except where the Council decides otherwise. Any member of Council can propose/suggest that an alternative method of voting is required at any point during a debate. If such a proposal is made the Chair shall ask for a ‘seconder’, if seconded it shall then be put to a vote. A simple

majority will carry the motion. Once a motion has been put to the vote by a show of hands, it can not be re-visited employing an alternative method of voting

13. No Standing Order shall be suspended without the consent of two thirds of the whole Council, except upon a motion made on notice duly given or on the recommendation of a committee specially mentioned in the Council.
14. The Chair of the Council shall be an ex-officio member of every committee or working group.
15. A member of the Council when speaking may stand and shall address the Chair.
16. Every contract whether made by the Council or by a committee to which power of making contracts shall have been delegated, shall comply with the Standing Orders
17. The Council may from time to time delegate to a committee of the Council either generally or specially, powers of proposing contracts and such a committee in proposing contracts shall comply with these Standing Orders.
18. a) No departure from any of the provisions of these Standing Orders shall be made otherwise than by the direction of the Council or in an emergency by such a committee or working group as aforesaid.

b) An emergency meeting can be called by the Chair, or in his absence the Vice Chair of the council in agreement with the clerk.

c) Five members of the Council can call a Special Meeting to amend a previous decision of the Council. Such requests must be received in writing by the Clerk.
19. In case of departure is made by a member of a committee as aforesaid a record of such departure shall be entered into the minutes of such committee or working group and reported to the Council at their meeting immediately following.
20. Except in cases of emergency or unless expressly directed by the Council no contract for the supply of materials or goods or the execution of work done whereof the amount or value is of the sum of £2500 or over shall be made unless public notice has been given stating the nature and purpose thereof and inviting tenders.
21. With the exception of Standing Order No.23, where the value of goods or services required is expected to be less than £2500, the Council shall obtain three written quotations from reputable suppliers or service providers. Unless there is good reason otherwise, the Council shall accept the lowest quotation and wherever possible use local contractors.

22. Subject to the following conditions the Chair has discretion, or authorise another member of the Council, to procure goods or services to the value of up to £250 without the need for quotations:
- a. It should not be a means of procuring goods or services required regularly.
 - b. Only one such transaction is allowed in between Council meetings.
 - c. All such transactions are subject to the scrutiny of Council at their next meeting.
23. Where in pursuance of Standing Order No 21 public invitation to tender is required no tender shall be received, except in writing in a closed envelope properly endorsed and addressed to the Clerk of the Council. Such tenders shall remain in the custody of the Clerk and shall be opened at the time and in the presence of such member or members of the Council as may have been designated for the purpose by the Council or any such committee as aforesaid and the Clerk or his/her representative or such other official of the Council as may be designated by him/her for that purpose.
24. Any member of the Council who has a pecuniary interest, direct or indirect, in any contract or other matter may be excluded from any meeting of the Council or of a committee, at the discretion of the Chair, whilst such contract, proposed contact or other matter in which he has an interest as aforesaid, is under consideration. When it is the Chair that has the pecuniary interest, he or she shall exclude themselves from the Council meeting or committee and leave the room. The vice-Chair shall then take the Chair until that particular item of business is concluded.
25. Quorum. The Parish Council cannot transact any business unless three members or one third of the total of the membership are present, whichever is the greater number, but if more than one third of the members are disqualified at the same time the quorum is either three or one third of the qualified members, whichever is the greater, until such time as the membership has been increased to not less than two thirds of the total.
26. When planning considerations are such that a report must be sent to the Planning Authority before the next meeting of the Council the clerk shall inform the Chair who will form a sub-committee to consider plans etc. This sub-committee shall be formed from at least three members of the full Council and shall contain at least one member from each of the wards of the Parish to which the plans etc refer.
27. On occasions it may be necessary, due to unforeseen circumstances, to require the Parish Council to make urgent decisions via email. The procedure is as follows: The Clerk shall email each member of the Council with the issue to be resolved, providing as much information as is possible to allow Councillors to make their decision. Councillors will email their response to the Clerk **ONLY**. Decisions will be registered as either **for**, **against**, or **abstain**. In the event of the vote being tied,

the Chair will have the casting vote. The Clerk will then inform all Councillors with the result of the vote and the decision shall be recorded in the minutes of the next Parish Council meeting. This procedure may only be invoked if:

1. A decision is required before the next Parish Council meeting.
2. An action or clarification is required arising from the previous Parish Council meeting.
3. The monetary implications, if any, do not exceed 1% of the Council's precept.

To authorise such a vote, the Chair or Vice Chair, requires the agreement of the Clerk and vice versa.

28. All communication with outside agencies or third parties should go through the clerk, unless a councillor is designated to deal with a specific project or issue, with a prior mandate from the council. However, all financial decisions (apart from those made under SO no.23) must be agreed by full council and all formal correspondence should be sent by the clerk.
29. No parish councillor shall make representation to any external body or third party without prior agreement from the council.
30. The Council shall undertake a biannual review of Standing Orders. This review process shall be scheduled into the Council's business in such a way that, in the appropriate year, any proposed changes can be ratified at April's Meeting of the Council.