

BROMPTON TOWN COUNCIL – STANDING ORDERS

1. The Town Council shall normally meet on the third Tuesday in the month commencing at 7 pm with any plans for inspection being available to members at 6:45 pm. Should it be considered at any time necessary to amend the date of the monthly meeting then this be agreed after consultation with the Chairman and Vice-Chairman or if time permits at the previous monthly meeting of the Council.
2. The Chairman of the Council when present shall preside at all meetings.
3. Should the Chairman be absent then the Vice-Chairman shall preside.
4. Should both the Chairman and Vice-Chairman be absent the meeting shall appoint a Chairman before proceeding to any other business.
5. The Clerk shall record the proceedings but in the absence of the Clerk the person presiding may record proceedings or appoint another for the duration of the meeting to do so.
6. Except in the month of May when the first item of business shall be in the election of a Chairman the first item of business following Apologies and Declarations of Interest shall be the approval of the Minutes of the previous meeting which if considered to be correct shall be signed by the person presiding at the meeting.
7. Except when permitted to do so through the Chair no persons other than the Members and Clerk shall speak at meetings of the Council or in any way disrupt the proceedings. Failure to accord with this shall result in the exclusion of such person(s) from the meeting.
8. The Council meeting is not a public meeting, it is a meeting conducted in public, and there is no requirement in law to provide a public forum -

Public participation will be for a maximum period of 10 minutes and will not be extended beyond that period.

The agenda will indicate when the public participation will take place.

All questions must where possible be submitted in writing to the Clerk by mid-day on the day before the meeting.

Questions and comments should address the business on the agenda - Otherwise, in most cases, the matter will be carried forward, without discussion, to the next meeting.

Verbal questions / comments must be addressed to the Chairman and must not exceed 2 minutes in length, or longer at the Chairman's discretion.

Only one question on a topic will be received from each person but supplementary questions will be at the Chairman's discretion.

Questions asked by a member of the public during a public participation session at a meeting will not require a response or debate.

The Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to the Clerk for a written response.

Only one person is permitted to speak at a time. If more than one person wishes to speak the Chairman shall direct the order of speaking.

9. All business shall be conducted to the Chair and Members shall speak to items in the order determined by the Chairman.

10. A quorum shall consist of three Members. Should three Members be not present then the meeting should be postponed to another convenient date.
11. Apologies, Minutes, Matters Arising, Reports, Planning Matters, Accounts, Correspondence, Any Other Business and Burial Matters shall be standard on the agenda for the monthly meeting, however such items shall not be standing items on the agenda for any special meetings of the council that are called
12. The names of Members present shall be recorded in the minutes.
13. The Clerk shall record the time of arrival of those members who were not present at the commencement of the meeting and the time of departure of any members who leave before the closure of any meeting.
14. The Minutes are a record of Council decisions, any narrative which may be included is inevitably just recollection and should not be subject to any matter of accuracy.

The Minutes are formal records of official acts and decisions, not reports, still less verbatim reports, but as a minimum the Minutes must record the resolution or the decision but can also include a short summary of important points where this adds value.

A detailed account of who said what will not be recorded and speeches made by Councillors should be as short as is consistent.

Only Councillors can raise questions as to the accuracy of the Minutes.

15. An item relating to grass cutting tenders shall appear on the agenda in such time as to enable public advertisement if considered necessary to take place during the month of February.
16. An item relating to the consideration of grants and donations shall appear annually on the agenda at a time considered by the Council to be considered appropriate.
17. Consideration of the annual budget and precept level for the following financial year shall be considered at the November or December meeting of the Council depending on the deadline notified to the Council for the receipt of such information by the District Council.
18. At the Annual Meeting of the Council held in May of each year the first item of business to be considered shall be the election of a Chairman for the ensuing year. Also at this meeting shall be considered the election of a Vice-Chairman and appointments to any outside bodies.
19. Any Member at a meeting of the Council may in the course of debate make a proposal which if seconded by another Member of the Council shall be put to the meeting for approval. Any other proposer and seconder may put forward an amendment and if so done then the amendment shall be put to the vote first. Furthermore if any further amendment is proposed and seconded then such further amendment and/or subsequent amendments will be dealt with in order in which they have been put forward. Following the voting on each, the last remaining motion shall become the substantive motion and shall be put to the meeting for approval.
20. Voting shall be by a show of hands and the Chairman shall have a second or casting vote in the case of a tie.
21. The manner in which Members vote shall not be recorded in the Minutes unless two members so request that a Recorded Vote be taken before the matter is put to the vote. Nevertheless any individual member may ask that his or her name be recorded so as to reveal the manner in which they have voted on a particular matter. It is at the discretion of the Chairman as to whether such recording we made in the minute book or otherwise.

22. Once the Chairman has asked the proposer of the motion to speak in the summing up of his or her proposal no further debate shall take place on the matter and the vote shall be put. Summing up is not to exceed two minutes in any one case.
23. If at any time during a meeting any two members move next business the meeting shall immediately move onto the consideration of the next item of business as appearing on the agenda without any further debate. The debate on the matter at that time being discussed is closed with immediate effect.
24. Members wishing to raise items of other business should if time permits before the meeting refer any such matters either to the Clerk or the Chairman in order that any necessary research may be undertaken.
25. Any other business items must not include any matters of a financial nature.
26. The Council may at any time in a meeting agree to refer any matter to a Working Group or Working Party and consequently cease discussion on the matter at the relevant Council meeting until such time as the Working Group/Working Party has reported back to the Council on the matter so referred.
27. No matter may be delegated to any individual Member of the Council without the express consent of the Council and any such actions consequent thereon shall be reported back to the next meeting of the Council.
28. The Clerk shall be appointed as the Responsible Financial Officer.
29. All cheques for payment must be completed in full before submission to the Council for approval. Any further payments agreed during the course of the meeting should normally be made at the next meeting of the Council, unless of an urgent nature and especially if this refers to the making of any grant or donation.
30. All cheques are to be signed by two members of the Council authorised to do so on the Bank Mandate who should ensure that the cheque stub is completed with the same details as the corresponding cheque itself and confirm that they have done so by signing the back of the stub of each check.
31. The record of the monthly expenses account shall be submitted to the meeting and be signed by the Chairman as being correct
32. The balances at the bank shall be reported at the monthly Council meetings.
33. The accounts for the preceding financial year shall be made up and balanced as soon as possible after 31st of March in each year and are to be submitted to the Council normally at the June or July Council meeting and had to be signed by the RFO and the Chairman of the Council.
34. The Councils accounts shall be audited annually.
35. Any tenders received shall be opened at a meeting of the Council unless in the case concerned the opening of tenders has been left to the Chairman in the presence of the Clerk and in consultation with the Vice-Chairman.
36. Any declarations of interest shall be made, either at the commencement of the meeting, or when a Member becomes aware of an interest when any such matter is under discussion. However it is for each individual Member concerned to decide whether they have any such interest to declare in respect of any interest and if the said interest is of a personal nature then have to a declared the interest and shall take no part in the debate or voting thereon and shall leave the room for the duration of the consideration of the matter.
37. Each declaration interest shall be recorded in the Minutes.

38. Notice of forthcoming meetings of the Council shall be advertised in the village and on the Councils website giving at least three clear days notice before the date of the meeting
39. Notice of meetings Councillors shall be given in accordance with the Local Government Acts.
40. Should any representatives of other organisations to be invited to attend a monthly Council meeting then the meeting shall adjourn from its normal business as near as is convenient for it to do so at the time of 8.00pm in order that that person(s) can address. The meeting the time permitted for such an address shall not exceed the duration of 30 minutes.
41. In normal circumstances the meeting shall be opened at 8.00pm for the hearing of any public questions from those members of the public who may be present.
42. No member of the Council shall claim to be attending as a representative of the Council at any other meeting of any other body or seminar etc unless the Council has previously authorised such attendance there to be on its behalf.
43. Unless prior approval has been given by the Council no Member shall claim any travelling, subsistence or out-of-pocket expenses for attendance at meetings of any other bodies etc.
44. Any member who has attended a meeting or seminar etc of another body shall report thereon to the next monthly meeting of the Council held after the date of such attendance. Such report may be made verbal unless the Member is the aware that he or she will not be in attendance at the next Council meeting and therefore a short written report will be forwarded to the Clerk in such circumstances to be read at the meeting.
45. Other than the Chairman or in his or her absence the Vice-Chairman no Member shall without the prior approval of the Council comment directly to the press or to any other media source regarding any matter which is under current consideration by the Council.
46. Annually at the December Council meeting consideration should be given to the fixing of burial fees for implementation for the following 12 month period from first day of January in the following year.
47. No member of the Council shall request that an item to be placed on an agenda without having in the first instance advised the Chairman or in his/her absence Vice-Chairman unless it has not been possible for the Member concerned to contact the Chairman or a Vice-Chairman in which case the matter is to be advised to the Clerk who will then refer the matter to the Chairman or Vice-Chairman for their instruction as to whether the matter shall be included on the agenda for the next meeting. No such matter will unreasonably be withheld from the agenda and if not to be included the Member concerned will be advised of the reason as to why and will be given the opportunity to refer the matter direct to the full meeting of the Council for a decision as to as to whether the matter is of such relevance to be considered but not necessarily at that meeting.
48. All such matters referred to in the paragraph above shall in any case be so referred at least 7 days before the date of the meeting concerned.
49. No member shall order any goods or services on behalf of the Council unless the prior approval of the Council has been firstly obtained as recorded in the Minutes otherwise than in cases where it would be inappropriate for matters to be left in abeyance until the next meeting of the Council then the Member concerned must in the first instance contact the Clerk to advise him of the circumstances of the case which in normal circumstances shall be of a relatively minor nature and that the Clerk subsequently informs the Chairman or Vice-Chairman accordingly with the matter being reported to the next meeting of the Council.
50. At the conclusion of the Council meeting Councillors will then sit as Brompton Burial Board to consider any burial related matters on the agenda.

51. All members of the Council shall abide by the Code of Conduct as adopted by the District Council.

52. A meeting of the Annual Parish Assembly will be held each year in April or May as the Council may determine.

29th June 2021