

## **HAMBLEDON PARISH COUNCIL**

### **STANDING ORDERS**

These Standing Orders were adopted by the Council on 16<sup>th</sup> May 2023.

#### **1. MEETINGS**

1.1 Meetings of the Council shall be held in Hambledon Village Hall at 20.00 unless the Council otherwise decides at a previous meeting.

1.2 The Statutory Annual Meeting of the Council shall be held in May, on or after the second Tuesday in May except in a year when an election is held, in which case it shall be held within 14 days after the day on which the Councillors take office.

1.3 There shall be at least three other meetings a year of the Council; and such other meetings as may be required.

1.4 An extraordinary meeting of the Council may be called at any time by the Chairman or by a requisition signed by two Councillors. If the Chairman does not act on such a requisition within seven days, an extraordinary general meeting may be called by any two Councillors.

1.5 At least three clear working days before each meeting of the Council the Clerk shall issue an agenda giving notice of the time and place of the meeting and the business proposed to be transacted. Agenda shall be posted on the Council notice boards and the Hambledon Village web site and supplied to each Councillor (though failure to comply with the latter requirement shall not affect the validity of the meeting). In the case of an extraordinary meeting the agenda shall be signed by the two members of the Council calling the meeting.

#### **2. MEMBERSHIP AND QUORUM**

2.1 Councillors shall be suitably qualified persons as defined in the Local Government Act 1972, S.79. The number of Councillors shall be as prescribed from time to time by the local District Council. They shall be elected for a term of four years.

2.2 In an election year, if insufficient candidates stand the resultant vacancies shall be filled at that year's Annual Meeting by the co-option of suitably qualified persons.

2.3 In the event of the death, disqualification or resignation of a Councillor the vacancy shall be publicly advertised within the Parish. If within 14 days of the advertisement being placed a poll is requested by no less than 10 local government electors, a bye-election shall be held; otherwise the vacancy shall be filled by co-option of a suitably qualified person at the Council meeting immediately following the expiry of the 14-day period.

2.4 No casual vacancy need be filled if it occurs within six months of the date of the next ordinary election.

2.5 Three Councillors shall constitute a quorum.

### 3. DECLARATIONS OF INTEREST; CHAIRMANSHIP

3.1 All newly elected and co-opted Councillors shall sign declarations of acceptance of office and agreements to abide by the Council's Code of Conduct. They shall complete Notifications of Financial and Other Interests and shall be invited to review these at each subsequent Annual Meeting; but they shall not be required to complete new declarations of interests on re-election.

3.2 At the start of each Annual Meeting the Clerk shall invite nominations for the Chair and Vice-Chair of the Council for the forthcoming year. Each shall be elected on a motion proposed and seconded by two separate Councillors. The elected Chair shall sign a declaration of acceptance of office and preside over the remainder of the meeting.

3.3 At all other meetings of the Council the Chair or, in his/her absence, the Vice-Chair shall preside. If neither the Chair nor the Vice-Chair is present, those Councillors present shall elect a Chair from amongst themselves.

### 4. VOTING

4.1 Matters shall be decided by a majority voting. Voting shall be by a show of hands. In the event of an equality of votes, the Chair shall have a casting vote.

### 5. POWERS AND DUTIES

5.1 The Council shall undertake those powers and duties which have been vested by Statute in Parish Councils and any other duties which it deems to be necessary for the good of the civil Parish of Hambledon.

5.2 The Council shall organise an Annual Parish Assembly.

### 6. CONDUCT OF BUSINESS

6.1 The Council may make Regulations governing the conduct of specific aspects of its work.

6.2 The Council may appoint working parties to deal with specific aspects of its work. Its members may conduct their business by means of meetings and/or written comments, subsequently brought together in a written report which is submitted to the Council for approval and attached to the minutes of the meeting at which it is approved.

6.3 The order of business at Council meetings shall be as set out in the agenda for the meeting. No business may be discussed that is not included on the agenda.

6.4 Minutes of the proceedings of each Council meeting shall be posted on the web site within a month of the date of the immediately following meeting. They shall be approved at the immediately following meeting and thereafter posted on the website. The minutes shall be signed, and each page initialled, by the Chair of the meeting at which they are approved, and paper copies of the pages shall be consecutively numbered and filed.

6.5 Meetings of the Council shall be open to the public and a period (normally 15 minutes) shall be set aside at each meeting when members of the public may put questions and make observations to the Council. Unless otherwise decided by the Chairman, a member of the public may only speak for a

maximum of three minutes. Otherwise, members of the public may not take part in the proceedings unless the meeting is either adjourned for the purpose or a member of the public who is known to have something important to contribute to the matter under discussion is invited by the Chair to respond to a specific question or to make a specific comment – but not to ask further questions. In all other cases, if a member of the public interrupts the proceedings the Chair, having taken advice from the Clerk if felt appropriate and after warning, shall request him/her to leave and shall adjourn the meeting pending compliance with this request.

6.6 The Council may exclude the public whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution. In such cases a record of who was present at the closed session shall be kept and the decision(s) shall be minuted.

6.7 The Council shall comply with those provisions of the Freedom of Information Act 2000 that prescribe rights of public access to recorded information held by the Council and enable the Council to charge for dealing with requests for information.

## 7. EXPENSES

7.1 Councillors attending meetings convened by

- another local parish

- the local district, county or regional authority; or

- a local association of which the Council is a member

may claim mileage allowances payable at the same rates as those currently paid by the district authority (Waverley Borough Council).

7.2 The Chair may claim other expenses reasonably incurred in the course of his/her work.