



MEETINGS

1. Meetings of the Parish Council should be held at Anstey Village Hall, Anstey, Buntingford SG9 0BY between 7pm-8pm unless the Parish Council decide a different time and place at a previous meeting or by the decision of the Chairman of the Council.
2. When calculating the three clear days for notice of a meeting to councillors and the public, the day in which notice was issued, the day of the meeting, Sundays, days of the Christmas break, days of the Easter break, Bank Holidays or a day appointed for public thanksgiving or mourning shall not count.

EXTRAORDINARY MEETINGS

3. The Chairman of the Parish Council may convene an extraordinary meeting of the Parish Council at any time.
4. If the Chairman of the Parish Council does not or refuses to call an extraordinary meeting of the Parish Council within seven days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Parish Council. The statutory public notice giving time, venue and agenda for such a meeting must be signed by the two councillors.

THE STATUTORY ANNUAL MEETING

5. In an election year, the Annual Parish Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office, and in a year which is not an election year, the Annual Parish Council Meeting shall be held on the second or third Monday in May. If no other time is fixed, the Annual Meeting of the Parish Council Meeting shall take place at 7.45pm.
6. In addition to the Statutory Annual Parish Council Meeting, three other statutory meeting shall be held in each year on such dates and times and at such place as the Parish Council may direct.
7. Three additional meetings shall be held on such dates and times and at such place as the Parish Council may direct.
8. An additional meeting of the Parish Council may be held, if necessary on a Monday in August.

CHAIRMAN OF THE MEETING

9. The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of a meeting.
10. Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman, may in his absence be done by, to or before the Vice Chairman (if any).
11. The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice Chairman, if present shall preside. If both the Chairman or the Vice Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

As agreed and adopted by full Council 15 January 2018

A handwritten signature in black ink, appearing to read 'Kullant'.



PROPER OFFICER

12. The Parish Council's Proper Officer shall be either the Clerk or such other employee as may be nominated by the Council from time to time, or such other employee appointed by the Parish Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders. Where a statute, regulation or order confers functions or duties on the Proper Officer of the Parish Council in the following cases, it shall be the Clerk. The duties included are:-

- a. To receive Declarations of Acceptance to Office;
- b. To receive and record, in a book kept for that purpose, notices disclosing personal and prejudicial interests;
- c. To ensure that minutes of each meeting are recorded and, after they have been approved, make them available for public inspection;
- d. To receive and retain plans and documents including copies of byelaws of interest to the council, made by other local authorities;
- e. To sign notices or other documents on behalf of the Parish Council;
- f. To certify copies of bylaws made by the Parish Council;
- g. To give members of the Parish Council and the public notice of the time, date and venue together with an agenda, at least three clear days before a meeting of the Parish Council, providing the minutes of the previous meeting of the corresponding Parish Council have already been sent to councillors;
- h. To receive and store electronic 'read' receipts for notices issued electronically;
- i. To convene a meeting of the Parish Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;
- j. To process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998;
- k. To retain a copy of every councillor's register of interests (renewed annually) and any changes to it and keep copies of the same available for inspection;
- l. To receive and send general correspondence and notices on behalf of the Parish Council in paper and electronic form where appropriate;
- m. To manage the organisation, storage of and access to information held by the Parish Council in paper and electronic form where appropriate;
- n. To arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Parish Council in accordance with the Parish Council's financial regulations set out in these Standing Orders, see Finances.
- o. To record every planning application notified to the Parish Council and the Parish Council's response to the local planning authority;
- p. To advise the Parish Council on the law as specified in 'Local Council Administration' by Charles Arnold Baker, and these standing orders.

A handwritten signature in black ink, appearing to be 'ful'.



QUORUM

13. Three members or one-third of the total membership of six councillors, whichever is the greatest, shall constitute a quorum at meetings of the Parish Council.
14. If a quorum is not present when the Parish Council meets the business due to be transacted at that meeting will be considered a subsequent meeting.
15. If the number of councillors present and not debarred by reason of a declared prejudicial interest falls below the quorum, the meeting shall be abandoned, and the business not transacted at that meeting shall be conducted at the next meeting, or on such day as the Chairman may arrange.

VOTING

16. Members shall vote by a show of hands, or, if at least two members so request, by a signed ballot.
17. If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against. Such a request must be made before moving on to the next business.
18. (a) Subject to (b) and (c) below, the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether he gave an original vote.

(b) If the person presiding at the annual meeting would have ceased to be a member of the Parish Council but for the statutory provisions which preserve the membership of the Chairman and Vice Chairman until the end of their term of office, he may not give an original vote in an election for Chairman.

(c) The person residing must give a casting vote whenever there is an equality of votes in an election for Chairman.

(d) Any member abstaining from a vote should be encouraged to state why he is abstaining, such statement should be entered into the minutes.

ORDER OF BUSINESS

19. In an election year, councillors should sign a Declarations of Acceptance of Office in each other's presence, or in the presence of the Proper Officer previously authorised by the Parish Council to take such Declaration, before the Annual Meeting commences.
20. At each Annual Meeting, the first business shall be:
 - a. **To elect a Chairman of the Council**
The Chairman of the Parish Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the Annual Meeting unless his successor is elected.
 - b. **To receive the Chairman's Declaration of Acceptance of Office** or, if not then received, to declare when it should be received.
 - c. In the ordinary year of election of the Parish Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.

A handwritten signature in black ink, appearing to be 'J.M.' or similar, located at the bottom right of the page.



- d. To receive declarations of acceptance of office and undertaking to observe the Parish Council's Code of Conduct as are required by law to be made or, if not then received, to declare when they should be received.
 - e. **To elect a Vice Chairman** to the Parish Council. The Vice Chairman of the Parish Council, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Parish Council at the Annual Meeting.
21. After the first business has been completed, the order of business, unless the Chairman otherwise decides on the grounds of urgency, shall be as follows:
- a. To receive the completed Minutes of any meetings the Parish Council yet to be approved.
 - b. After consideration, to approve the signing of the Minutes by the person presiding as a correct record.
 - c. To deal with business expressly required by statute to be done.
 - d. To dispose of business, if any, remaining from the last meeting.
 - e. To receive such communications as the presiding Chairman may wish to lay before the Parish Council.
 - f. To answer questions from councillors (see Questions 27-30).
 - g. To receive, consider and approve reports and to vote on any recommendations contained therein.
 - h. To receive and consider reports from officers of the Council.
 - i. To authorise the signing or orders for payments.
 - j. To consider resolutions or recommendations in the order in which they have been notified.
 - k. Other business specified in the summons.
22. The Chairman shall normally decide the order of the business. In the event that a member proposes a change of order, it shall be seconded and put to the vote.

RESOLUTIONS MOVED ON NOTICE

23. Except as provided by these Standing Orders, no motion may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least seven clear days before the next meeting of the Parish Council.
24. If a motion or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Parish Council, be treated as withdrawn and shall not be moved without fresh notice.
25. Every motion or recommendation shall be relevant to some question over which the Parish Council has power or which affects its area.

A handwritten signature in black ink, appearing to be 'J. M.' or similar, located in the bottom right corner of the page.



RESOLUTIONS MOVED WITHOUT NOTICE

26. Resolutions dealing with the following matters may be moved without notice:
- a. To appoint a Chairman of the meeting.
 - b. To note any corrections or amendments to the minutes and to approve the minutes.
 - c. To alter the order of business.
 - d. To proceed to the next item of business.
 - e. To close or adjourn the debate.
 - f. To refer to a member of staff.
 - g. To appoint a committee or any members thereof.
 - h. To adopt a report.
 - i. To amend a motion.
 - j. To give leave to withdraw a motion or an amendment.
 - k. To extend the time limit for speeches beyond three minutes.
 - l. To exclude the public (see Admission of the Public and Press to Meetings).
 - m. To silence or eject from the meeting a member named for misconduct (see Code of Conduct).
 - n. To silence or eject from the meeting a member of the public for disorderly conduct (see Admission of the Public and Press to Meetings).
 - o. To invite a member having an interest in the subject matter under debate to remain (see Code of Conduct).
 - p. To give the consent of the Parish Council where such consent is required by these Standing Orders.
 - q. To adjourn the meeting. Where a meeting is adjourned, the subsequent proceedings are part of the original meeting and no new notices or agendas need to be issued except a notification to all members of the date of the continuation of the meeting.
 - r. To approve the absences of councillors.
 - s. To dispose of business (if any) remaining from the last meeting.
 - t. To dissolve a committee or sub-committee.
 - u. To note the minutes of a committee or sub-committee.
 - v. To consider a report made by an employee, professional advisor, expert or consultant.
 - w. To appoint representatives to outside bodies and to make arrangements for those representations to report back the activity of outside bodies.

QUESTIONS

27. A member may ask the Chairman or the Clerk any question concerning the business of the Parish Council, provided notice of the question has been given to the person to whom it is addressed before the meeting begins.
28. No questions not connecting with business under discussion shall be asked except during the part of the meeting set aside for Any Other Business unless requested by a councillor and agreed by the Chairman. Only questions not discussed elsewhere in the Agenda may be asked at this point in the meeting.
29. Every question shall be put and answered without discussion unless the Chairman decides otherwise.
30. A person to whom a question has been put should answer to the best of his ability but may decline to answer.

A handwritten signature in black ink, appearing to be 'J. M.' or similar, located in the bottom right corner of the page.



RULES OF DEBATE

31. No discussions shall take place upon the Minutes except upon their accuracy. However, any member may request a verbal progress report on any item in the minutes at the time it is being considered. Corrections to the Minutes will be recorded in the minutes of the meeting at which the correction was resolved. A note should be made in the margin of the original minute.
32. A resolution or amendment shall not be discussed unless it has been proposed and seconded, and unless proper notice has already been given, it shall, if required by the Chairman, be put in writing and handed to him before it is further discussed or put to the meeting.
33. A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of debate.
34. No speech shall exceed 3 minutes, except by consent of the Parish Council (the mover of a motion is sometimes allowed a longer time than others).
35. An amendment shall be:
 - a. to leave out words,
 - b. to leave out words and insert or add others,
 - c. to insert or add words.
36. An amendment shall not have the effect of reversing the motion before the Parish Council.
37. If an amendment is carried, the motion, as amended, shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.
38. A further amendment shall not be moved until the Parish Council has disposed of every amendment previously moved.
39. The mover of a motion or an amendment shall have a right of reply.
40. A member shall not speak more than once on any motion except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move the closure.
41. A member may rise to make a point of order or a personal explanation. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood. A member rising for these purposes shall be heard forthwith and the councillor who was speaking shall be quiet.
42. A motion or amendment may be withdrawn by the proposer.
43. When a motion is under debate, no other motion shall be moved except the following:
 - a. To amend the motion.
 - b. To proceed to the next business.
 - c. To adjourn the debate.
 - d. That the question be now put.
 - e. That a member named be not further heard.
 - f. That a member named does not leave the meeting.
 - g. That the motion be referred to a committee.
 - h. To exclude the Public and Press.
 - i. To adjourn the meeting.

A handwritten signature in black ink, appearing to be 'J.M.' or similar, located in the bottom right corner of the page.



44. A member shall raise his hand when requesting to speak and may stand when speaking if he so wishes.
45. The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
46. Members shall always address issues through the Chairman, including reference to other Councillors.
47. If two or more members rise or raise their hands to speak, the Chairman shall call upon one of them to speak and the others shall remain in their seats, lower their hands and remain silent. The Chairman may acknowledge a raised hand and invite that member to speak next.
48. Whenever the Chairman speaks during a debate all other members shall be seated and remain silent.

CLOSURE

49. At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned", or "that the Parish Council do now adjourn". If such motion is seconded, the Chairman shall put the motion but, in the case of a motion "to put the question", only if he is of the opinion that the question before the Parish Council has been sufficiently debated. If the motion "that the question be not put" is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Parish Council shall not prejudice the mover's right of reply at the resumption. Where a meeting is adjourned, the subsequent proceedings are part of the original meeting and no new notices or agendas need to be issued except a notification to all members of the date of the continuation of the meeting.

CODE OF CONDUCT AND INTERESTS

50. All Members must observe the Code of Conduct which was adopted by the Parish Council on 2nd July 2012, a copy of which is contained in these Standing Orders (see Appendix One).
51. Councillors with a disclosable pecuniary interest in relation to any item of business being transacted at a meeting may (a) make representations (b) answer questions and (c) give evidence relating to the business being transacted and must therefore leave the Parish Council Meeting.
52. Under requirements of the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interest) Regulation 2012, within 28 days of becoming a member or co-opted member, a notice of Disclosable Pecuniary Interests will be submitted to the Monitoring Officer of the District Council.
53. All members shall show respect to the Chairman and to each other at all times.
54. No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Parish Council into disrepute.
55. If, in the opinion of the Chairman, a member has broken the provisions of the Standing Order 54. above, the Chairman shall express that opinion to the Parish Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

A handwritten signature in black ink, appearing to be 'J.M.' or similar initials.



56. If either Standing Order 54. Or 55. above is disobeyed, the Chairman may suspend the meeting to take such further steps as may be reasonably necessary to enforce them.
57. The Clerk will compile and hold a Register of Member's Interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

RIGHT TO REPLY

58. The mover of a motion shall have a right to reply immediately before the motion is put to the vote. If an amendment is proposed, the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF MOTION

59. A member may, with the consent of his seconder, move amendments to his own motion.

REVERSING OF A PREVIOUS RESOLUTION

60. A decision (whether affirmative or negative) of the Parish Council shall not be reversed within six months except by a special resolution, the written notice whereof bears the names of at least four members of the Parish Council, or by a resolution passed in pursuance of the report or recommendation of a committee.

VOTING ON MEMBER APPOINTMENTS

61. Where two members or more have been nominated for any positions to be filled by the Parish Council the presiding Chairman shall call for votes for each of the nominations. Where there is not an absolute majority in favour of one person, the name of the member having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one member. Any tie may be resolved by the Chairman's casting vote.

DOCUMENTS

62. A Councillor may, for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Parish Council or committee, and shall, on request, be supplied for the like purpose with a copy.
63. All approved Minutes kept by the Parish Council or by any committee shall be open for the inspection of any member of the Parish Council or member of the public.
64. A document shall not be sealed on behalf of the Parish Council unless it's sealing has been authorised by a resolution.

FINANCES

65. All accounts for payment and claims upon the Parish Council shall be presented to the Parish Council.
66. Where it is necessary to make a payment before it has been authorised by the Parish Council, such payment shall be certified as to its correctness and urgency by the Responsible Officer and shall be authorised by the Chairman of the Parish Council.

A handwritten signature in black ink, appearing to be 'J M'.



67. All payments ratified shall be included in the Payment Schedule presented to a Parish Council Meeting and paid by cheque by two signatures.
68. The Clerk shall supply to each member of the Parish Council as soon as possible after the end of the Financial Year an audited statement of the Parish Council Accounts.
69. The Responsible Officer shall provide to each Parish Council Meeting a statement of accounts showing current bank balance.
70. The Responsible Officer will provide a budget to be approved at the November meeting and this will be approved at or before the January meeting of the following year.
71. The Responsible Officer will supply to each member as soon as is practicable after 31 March a statement summarising the Parish Council's receipts and payments with balances held. The Statement of Accounts of the Parish Council (which is subject to external audit) including the Annual Governance Statement, shall be presented to the Parish Council for formal approval before 30 June.

ACCESS TO INFORMATION

72. Reasons for excluding the Public or Press for part or the whole of a Parish Council meeting must be given.
73. Members of the Public are permitted to inspect or see all Parish Council documents.
74. Documents open to inspection will be so at all reasonable hours free of charge, although a small charge may be made for any copies required to be removed.
75. A list of members to the Parish Council will be provided to a Member of the Public.
76. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Parish Councils prior written consent.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

77. The Public and Press shall be admitted to all Parish Council Meetings but may temporarily excluded if the item is of special or confidential nature and it is advisable in the public interest that they be temporarily excluded, and they are instructed to withdraw.
78. Members of the public, if invited to do so by the Chairman, may make representations, give evidence or answer questions.
79. If a member of the public interrupts the proceedings at a meeting, the Chairman may, after warning, take whatever steps he deems necessary to remove the member of the public from the Parish Council Meeting or to clear that part of the meeting to the public.
80. During the part of the meeting set aside for public participation, each member of the public is entitled to speak in respect of business itemised on the Agenda and shall not speak for more than 5 minutes.
81. In accordance with Standing Order 79. above, a question asked by a member of the public during a public participation session at a meeting shall 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 an employee for a written or oral response.
82. A record of public participation at a Parish Council meeting shall be included in the minutes of that meeting.

A handwritten signature in black ink, appearing to be 'J.M.', located in the bottom right corner of the page.



CONFIDENTIAL BUSINESS

83. No member of the Parish Council shall disclose to any person not a member of the Parish Council any business declared to be confidential by the Parish Council.
84. Any member in breach of the provisions of Standing Order 83. above shall be removed from the meeting.
85. Papers on confidential matters will be marked 'CONFIDENTIAL' and printed on pink paper.

LIAISON WITH COUNTY AND DISTRICT COUNCILLORS

86. A notice of meeting shall be sent together with an invitation to attend to the County and District Councillors for the county division.

PLANNING APPLICATIONS

87. The Clerk shall, as soon as is possible, keep a record of all planning applications received by the Parish Council.
88. The Clerk shall refer every planning application to the Chairman and Councillors as soon as is possible.
89. All planning applications will be discussed at a Parish Council meeting or, in tight timescales, at a planning meeting or correspond via e-mail.

COMPLAINTS

90. The Parish Council shall deal with complaints of maladministration allegedly committed by the Parish Council or by any officer or member in the manner recommended in circular 2/86 issued by the National Association of Local Councils.

STANDING ORDERS

91. Upon election, each member will receive from the Clerk a copy of these Standing Orders and shall include acceptance of these Standing Orders in his Declaration of Acceptance of Office.
92. If it is considered that the Parish Council is in breach of any of these Standing Orders, this shall be investigated at the next meeting of the Parish Council.
93. In the event that a Major Incident is declared by the relevant authority, Non-Mandatory Standing Orders may be suspended without notice where required.

PARISH COUNCIL EMPLOYEES

94. If at a meeting there arises any questions relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Parish Council, it shall not be considered until the Parish Council has decided if the public should be excluded.
95. The Parish Council shall review the pay and conditions of service of existing employees annually.
96. If a meeting considers any matter personal to a Parish Council employee, it shall not be considered until the Parish Council has decided if the public should be excluded.

A handwritten signature in black ink, appearing to be 'J. Hill'.



Anstey Parish Council

97. The Chairman will handle any matters of grievance in the first instance.
98. The Clerk will keep a record of employees and their performance, capabilities, grievance and disciplinary matters.
99. Records documenting reasons for an employee's absence due to ill health or medical conditions shall only be made available to the Chairman and Clerk.
100. If any person employed now or in the future is related to a member of the Parish Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk who will disclose the information to the Parish Council.

A handwritten signature in black ink, appearing to be 'J.M.' or similar, located in the bottom right corner of the page.



APPENDIX ONE

Members' Code of Conduct *(Effective from 2nd July 2012)*

As a member or co-opted member of Anstey Parish Council I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

SELFLESSNESS: Holders of public office should act solely in terms of public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENESS: Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP: Holders of public office should promote and support these principles by leadership and example.

Adopted by the Parish Council on 2nd July 2012

A handwritten signature in black ink, appearing to be 'J M'.