

HENLEY-ON-THAMES

TOWN COUNCIL



Standing Orders

and

Chairmanship

Issue October 2003

(With amendments to 22 July 2008)

STANDING ORDERS
and
CHAIRMANSHIP
for
LOCAL COUNCILS

TOWN MAYORS

The Chairman of a Town Council is entitled to use the title "Town Mayor". This title confers no additional powers on the chairman, and, in particular, has no implications for his conduct of meetings.

In the following pages the word "Chairman" includes "Town Mayor" and the word "Vice-Chairman" includes "Deputy Town Mayor".

PART I

CHAIRMANSHIP

(NOTE: In this part the word "Chairman" means the person actually presiding at a meeting and "Council" includes "committee" where any function has been delegated. The Standing Orders in Part II may be applied or modified accordingly).

Basic Principles

1. The officers and agents of the council must act as the Council's executive and carry out its decisions. They cannot do this properly unless they have instructions which they can understand.
2. It is the primary, if not the only, function of the Council to frame instructions upon which people can act; even a decision to take no action is such an instruction.
3. The Council's instructions are conveyed by resolutions and it is the purpose of the Council's proceedings to *reach, without unreasonable delay, an intelligible and lawful decision for the right reasons*. The whole duty of a Chairman is to ensure that this purpose is achieved and to this end he must:-
 - (a) protect the Council against *outside interference*;
 - (b) ensure that everything to be discussed is *lawful*;
 - (c) ensure that the Council is invited to deal with *clear issues*;
 - (d) ensure that as far as possible *information is complete*;
 - (e) permit every point of view to have a *fair hearing*;
 - (f) ensure that opinions expressed are *relevant* to the matter in hand;
 - (g) ensure that business is transacted with *reasonable speed*;
 - (h) ensure as far as possible that proceedings are *friendly and free from personalities*;
 - (i) co-operate with the officers and councillors.

THE AUTHORITY OF THE CHAIR

Origin

4. The office of Chairman of a local authority is created by statute which has conferred upon the occupant of the chair a second or casting vote on all occasions but one. (For which we see Standing Order 11(2) on page 11). The scope of his authority, however, depends upon ancient customs which are perfectly logical and arise from the necessities of the case.
5. Whether or not the Council has passed any standing orders, the Chairman's procedural authority is derived from the Council as a whole and his rulings must be obeyed by an individual councillor because they are the rulings of the Council itself. It follows from this, however, that the Chairman cannot overrule the Council and that a councillor who is dissatisfied by the Chairman's ruling may invite the Council to disagree with it. Such appeals against the chair ought to be very rare.

6. The authority of the Chairman as such is limited to matters of procedure and neither increases nor decreases his right (in comparison with other members) to discuss the merits of a particular case. It is one of his most difficult tasks to remember that while the Chair gives him authority on matters of procedure, it confers no rights (other than the casting vote) on matters of policy which are not possessed by other members.

PRELIMINARY

7. Before any meeting the Chairman should study the subjects for the agenda with the Clerk or any other officers and should in effect ask in respect of each item the following questions:-

What does it mean?

Is it lawful?

Do we know enough about it?

Has any member special knowledge of this problem?

Is there any member who may have a pecuniary or other biasing interest?

OUTSIDE INTERFERENCE

Public Disturbances

8. No one is entitled to interrupt or obstruct the proceedings of the Council or its committees. In general, it is best to stop an interruption at once before the habit spreads to the rest of the audience; and though he will naturally not wish to be rude, the Chairman should cut an interrupter short, and if good humour and conciliation fail to produce silence he may have to warn him that he will be turned out if he does it again; if the warning is ignored it should be resolved, without discussion, that the interrupter be excluded, and if he fails to leave he should be removed by force. Care should be taken to use no more force than is necessary. It is not essential to call in the police.
9. The Chairman should never argue or allow arguments with an interrupter. If the public becomes disorderly it may eventually be necessary to close the meeting or to adjourn to a more private place. It is, however, illegal to decide to exclude the public from any future meeting. The press is in a privileged position in as much as its representatives must so far as possible be given facilities for taking their reports.

Pecuniary Interests

10. The law requires that where a member has a direct or indirect pecuniary interest in “any contract, proposed contract or other matter” he must disclose it and take no further part in the relevant proceedings.

The Chairman should before a meeting consider whether any member (including himself) may have any such pecuniary interest, and should draw the individual member’s attention to the possibility before it starts. It is the Chairman’s duty to challenge a member if he has reason to think that the latter is an interested party, but such a challenge should not as a rule be made without previous warning. Failure to declare a pecuniary interest can lead after a police investigation to prosecution by the Director of Public Prosecutions. The Council cannot debar a member who is believed to have an interest, nor refuse to acknowledge his vote.

Other Interests

11. The National Code of Local Government Conduct (DoE Circular 8/90 Welsh Office 23/90), which applies to all councillors, recommends that, where a member has any non-pecuniary

interest which might influence his judgement and give the impression that he might be acting from personal motives he should declare it and take no part in the business. (Standing Order 59 is intended to encourage councillors to observe the National Code). The Chairman should also consider possible non-pecuniary interests covered by the Code and draw a member's attention to any which appear to exist. A copy of the Code was issued by DoE to every local council in 1990.

LEGALITY

Rulings on notices

12. The Chairman must be satisfied that the meeting is lawful. He does not need to have personal knowledge that the proper notices and summonses have been issued, but if complaints are made he must give a ruling based upon the essential justice of the matter. A meeting is not necessarily illegal because someone has not received a notice to which he is entitled, but where an irregularity appears to be intentional or important the meeting should be adjourned until it has been corrected.

Quorum

13. No business can be transacted if no quorum is present. This rule appears not only to cases of physical abuse but to cases of disqualification by interest. A situation may, therefore, sometimes arise where the Council cannot act because it is impossible to obtain a disinterested quorum. In such a case the Chairman should adjourn the matter and apply to the District Council for removal of the disqualification's. The application should state the grounds and the person for whom relief is sought.

Ultra Vires Proposals

14. The Chairman should satisfy himself that any proposal involving expenditure is lawful and should rule any unlawful proposal or amendment out of order. Where there is any doubt, advice should be sought well before the meeting and in time to delete it, if necessary, from the agenda. The Section 137 power (*contained in the Local Government Act 197*) is not a "long stop" in case of a mistake; expenditure under this heading requires a special resolution, related to the provisions of that section.

A CLEAR ISSUE

15. Every decision of the Council must be made by an affirmative vote of a majority of those present and voting (including where necessary the Chairman's second or casting vote). The members must, therefore, know exactly what they are being asked to decide and each proposition must be put to them in a form which can be answered by a simple "Yes" or "No". From this there follow certain practical consequences:-
 - (a) All motions should be affirmative in form; it is never necessary to move that a resolution be rejected;
 - (b) Where there is more than one solution to a problem each solution must be separately put to the vote.

The affirmative Form

16. The most exact method of putting a question to the vote is by use of the following formula:-

"The resolution is as follows

(e.g.) *'That the Clerk's salary be raised to £500 a year.'*

The motion is that this resolution be agreed to".

(Note: A resolution is a proposal of the action intended to be taken: for example "That the Council buy a mower". A motion is the procedural formula by which

the Council disposes of business: for example “The motion is that the resolution be amended by _____” or “The motion is that the Council do now adjourn”).

Separating the Issues

17. In attempting to reach a decision a Council may from time to time be faced with alternative solutions. Some alternatives may be mutually exclusive; others may be matters of detail subsidiary to the principal issue.
18. Where the alternatives are mutually exclusive it may be desirable in the first instance to discuss the resolutions embodying them together until the general trend of opinion is apparent and then to put one of them in the form of an amendment to the other; for instance, if a Council considers that it can afford either a swimming pool or a new playing field but not both, a decision to provide the one in practice excludes the other. Therefore, the resolution on behalf of each should be discussed together and the issue at this stage may be informally stated thus:-

“If the Council is to spend its money would it prefer a swimming pool or a playing field?”

In more formal language the issue is put to the vote by substantive resolution and amendment:-

“The resolution is that a swimming pool be provided. To this the following amendment has been moved:-

leave out the words ‘swimming pool’ and substitute the words ‘new playing field.’

The motion is that this amendment be agreed to”.

A vote on an amendment does not end the matter: it merely decides what shall not be discussed next. Thus, in the example, if the amendment is carried, all further discussion of the swimming pool becomes out of order, but the Council has yet to decide whether the major operation shall be carried out at all. This is done by putting *the resolution as amended* to the vote. (*See also paragraph 36 below*).

METHOD OF VOTING

19. The rules on the manner in which decisions are taken are peremptory and admit of no exceptions. Every decision must be reached by a majority of those voting. Appointments to employments must be decided in the same way as other questions. A quick method of eliminating numerous candidates is suggested in Standing Order 37.

COMPLETENESS OF INFORMATION

20. Sensible decisions can not be reached without reasonably complete information which it is usually the duty of the clerk to supply. The Chairman should before the meeting consider whether enough information is available or likely to be made available, and at the meeting he should make a point of asking a member with special knowledge to give his opinion. If it appears at the meeting that information is still insufficient he should move to adjourn consideration until more is known, and sometimes it may be desirable to frame questions and to instruct the clerk to obtain the answers by a specified date.

IMPARTIALITY

21. When differences of opinion develop in discussion it is the duty of the Chairman to give a fair hearing to all points of view including his own if he has one. It is not his duty as Chairman to suppress his own convictions nor his privilege to impose his opinions. Experience has shown that the safest and least controversial course is for the Chairman to call upon speakers for and against a proposal to speak alternatively and himself to avoid speaking first or last.

22. Some people are better at putting a case than others and the Chairman ought to allow reasonable latitude to the less eloquent. For this reason mechanical rules of debate limiting, for instance, the time allowed for a speech or the number of times a member may speak are undesirable and the Chairman should have some latitude in applying them, especially in a council with a small membership.

RELEVANCE

General Rule

23. A speech must be directed to the point under discussion and nothing else. This rule is easy to state but not always easy to apply fairly because the relevance of what is being said may be (and often is) understood by the speaker before it is grasped by the listener; whilst the rule should not be made a cover for “barracking from the chair” it is probably true that if Chairmen enforced it more strictly, business would be much more quickly and efficiently conducted than is often the case, and many unnecessary arguments and even some quarrels would be avoided. Bad feeling originates in irrelevancies more often than in any other way. On the other hand, it is sometimes advantageous to allow irrelevance in order to “clear the air”. Too harsh suppression can breed ill will and a sense of grievance.

Personalities

24. The Chairman should do his best to prevent personal observations in discussion; the custom whereby speeches are in form addressed to the Chairman only should be observed because it forces members to employ an impersonal mode of expression. If a member makes an offensive personal observation the Chairman should immediately intervene to seek an immediate apology to an offended member.

Methods of Enforcement

25. Where a speech is obviously irrelevant the Chairman should stop the speaker and invite him to return to the point or sit down. Where the irrelevance is not quite so obvious the Chairman may often find it convenient to ask the speaker to explain how his remarks relate to the issue.

Revival of Decided Issues

26. The Chairman should not allow a matter which has been decided to be reopened at the same meeting. An attempt to “hark back” to a previous agenda item should be firmly ruled out of order as irrelevant to the matter *now* under discussion, even if the member who raises it was not present when the item was considered.

Minutes

27. One of the commonest irrelevancies is the practice of attempting to discuss the merits of what is contained in the minutes on a motion for their signature as a correct record. On such a motion the only issue is whether the words of the minutes accurately record the events at the meeting of which they are a record.

Other Problems

28. (a) If any substantial issue arises on a matter dealt with in the Minutes it is better to have a separate agenda than to discuss it under “Matters Arising”. That heading should be used only for reports of progress, and not for new or additional decisions.
- (b) Letters received by the Council should not be read out verbatim; this provokes irrelevant discussion on wording and is liable to lead to misunderstanding by the public. On the very rare occasions that the exact text is needed by every councillor the clerk

should issue copies. Normally it is sufficient to report the main issue in the letter; for example “Mrs Smith of has written asking the Council to get the pile of rubbish removed from outside 48 Lane”.

REASONABLE DESPATCH

Intervals

29. It is important that business should be transacted with reasonable speed. Long meetings bore the members and so reduce the level of attentiveness and public spirit, and long intervals between meetings lead to missed opportunities and lack of continuity.

A Local Council cannot expect to be consulted regularly by other bodies such as the County or District Council if it does not answer letters reasonably promptly. For this reason it should meet at least once a month, and the Chairman ought not to hesitate to call special meetings in necessary cases; the greater the interval between regular meetings the more ready he should be to call them. The right of Local Councils to be notified of planning applications makes this especially important.

Obstruction at Meetings

30. Deliberate obstruction is rare but must be firmly dealt with when it occurs. It is difficult to be directly obstructive for long without being irrelevant, and therefore deliberate obstruction sometimes takes the form of raising a succession of points of order. In dealing with this type of obstruction it is well to remember that a point is not necessarily a point of order because the person who makes it labels it as such. (*For points of order see paragraph 33 below*).

Repetition

31. If it is evident that nothing new can be said on either side in a particular discussion, a Chairman is justified in putting the matter to the vote even though there are still members wishing to speak. Usually, however, the state of affairs is not so clear and in such cases the Chairman should ask leave of the Council to put the matter to the vote.

References

32. All deliberative bodies have a natural tendency to refer questions to someone else (e.g. an officer or a committee) for consideration or report. These are frequently unnecessary because they are often used only when a Council is unwilling to make a final decision.

SOME PROCEDURAL POINTS

Points of Order

33. Points of order relate to procedure only and take precedence of all other business; it is the duty of the Chairman to deal with them. If a point relates to the substance of a matter under discussion it is not a point of order and should be ruled out of order by the Chairman. The person raising a matter of substance in this way should be told to save it for his speech on the business. For instance, if the provision of a swimming pool is being discussed and someone interrupts the speaker by saying “On a point of order, can we afford it?” the interruption should be ruled out of order because this is not a procedural question. It is part of the merits of the business and must therefore be decided by discussion. The person interrupted may of course answer the point when he continues his speech or ignore it as he thinks appropriate. If, however, the interruption had been “On a point of order, have we power to do this?” the Chairman (in consultation with the clerk) must give a ruling because if the answer is “No”, the Council has no power to act as proposed and the business ought not to be under discussion. (See Standing Order 31 (a) below).

Procedural Resolutions

34. Procedural resolutions should normally be put without discussion. The usual exceptions are resolutions to (a) correct minutes, (b) alter the order of business, (c) refer to committee.

Closure Motions

35. The following are the respective effects of closure resolutions:-

- (a) On the passing of a resolution to proceed to *next business* proceedings on the business in hand come to a stop and no decision upon it can be taken.
- (b) On the passing of a resolution that the *question be now put* the mover is usually entitled to reply before the matter is put to the vote. By custom the chairman may refuse to accept such a resolution until he thinks that the matter has been sufficiently debated.
- (c) A resolution to *adjourn a discussion or a meeting* stops the discussion at the moment it is passed and no decision is taken on the business; therefore the discussion may later be resumed at the point where it was interrupted.

Amendments

- 36. (a) An amendment which in substance negatives the principal resolution should not be allowed because it is confusing and unnecessary.
- (b) An amendment should always be put to the vote before the resolution which it seeks to amend. (See also paragraph 18 above).

“Any Other Business”

37. The summons to a meeting of a Local Council must by law *specify* the business to be transacted; a Local Council cannot legally decide to take any action under the general heading of “any other business” because these words do not specify any item of business. The rule prevents the Council deciding any business which will have either expenditure consequences or lead the Council into a legal situation: for example by making a contract. There is no practical objection to exchanges of information under “A.O.B.” or the giving of a preliminary notification of importance business for next time.

“Urgent” Business

38. The law makes no provision for dealing with “urgent” business. If it is “urgent” only because it was not notified in time to appear on the agenda, it should be left till the next meeting. If it is genuinely “urgent”, that is it was too late for the agenda *and* it will be too late for action if left till the next ordinary meeting an additional meeting should be called *or* the Council should have a regular arrangement for the reference of such matters either to a committee or to the clerk for action. It is contrary to local government law for the Chairman or any other single member to take a decision binding the Council.

USE OF CHAIRMAN’S VOTES

39. Save on one occasion (see Standing Order 11(2)) the Chairman has both an ordinary and a casting vote. There is no rule of law which requires him to give his ordinary vote at the same time as the other members are voting, but it is obviously undesirable and undignified for him to wait and then say “the voting is 5 to 4 against; I therefore vote in favour which makes it even”.

40. Where there is an equality of votes a Chairman may be faced with an embarrassing problem. A resolution requires a majority and therefore, since an equality is not a majority, he may declare the resolution *not* carried. This course is, however, sometimes regarded as irresponsible or lacking in courage; in such circumstances the Chairman ought to give a casting vote, if at all possible, in such a way that the matter can be

considered again; for instance, on a motion to accept a particular tender a vote in favour will conclude the matter, but a vote against will leave the way open for further negotiations or reconsideration.

PRESENCE OF THE PUBLIC AND PRESS

41. In principal the public (which includes the press) is entitled to be present at all meetings of the Council and its committees, and ought to be admitted to sub-committees. The Council or a committee, however, may exclude the public for a particular item of business, if it is reasonably of the opinion that such exclusion is in the public interest. Where the public and Press have been excluded the *decisions* made in the closed session must be minuted; a record should be kept of who was present at the session; the Press should be told of any decision. Business is ‘confidential’ if its discussion *must* be kept secret; it is ‘special’ and the reasons for secrecy must be stated in any case where the need for secrecy is not obvious.

MALADMINISTRATION

42. Parish and Community Councils are not subject to the jurisdiction of the Local Ombudsman. There is therefore no outside body which can adjudicate on complaints about the procedures of a Local Council if the law has not been broken. It is, however, important for the good name of the Council that complaints be handled properly and fairly. The National Association has therefore published National Circular 2/86 – Code of Practice in Handling Complaints – which recommends a standard and formal procedure to all Councils and a copy was issued to every member council. (See Standing Order 74 below).

PUBLIC PARTICIPATION

43. The public cannot, of course, take part in the proceedings of the Council, but an increasing number of Councils have created and sustained public interest in their work by arranging for a short period in meetings (say 20 to 30 minutes) when members of the public are permitted to put questions to the Council or make observations. Such periods can be either during the meeting (by adjournment) or at its end.

LENGTH OF MEETINGS

44. Experience suggests that a meeting should never be allowed to continue for more than two hours without a break. Some organisations embody this idea in a standing order. This has not been done here, but councillors may well find it advantageous to establish a custom.

PART II

STANDING ORDERS

MEETINGS

1. (a) Meetings of the Council shall be held at Henley-on-Thames Town Hall at 7.30 p.m. in the evening unless the Council otherwise decides at a previous meeting.
(b) Smoking is not permitted at any meeting of the Council.
2. **The Statutory Annual Meeting (a) in an election year shall be held within 14 days next following the fourth day after the ordinary date of elections to the Council and (b) in a year which is not an election year shall be held on the second Monday in May.**
3. (England only). **The three other statutory meetings shall be held in accordance with the Council's 5 weekly cycle of meetings.**
4. **Additional meetings shall be held in accordance with the Council's resolution at the Statutory Annual Meeting.**

CHAIRMAN OF MEETING

5. **The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the Meeting.**

PROPER OFFICER

6. Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he shall be the Clerk:-
 - (a) To receive declarations of acceptance of office
 - (b) To receive and record notices disclosing pecuniary interests
 - (c) To receive and retain plans and documents
 - (d) To sign notices or other documents on behalf of the Council
 - (e) To receive copies of byelaws made by a District Council
 - (f) To certify copies of byelaws made by the Council
 - (g) To sign summonses to attend meetings of the Council
 - (h) (Wales only) To provide a minute book for recording the proceedings of community meetings.

In any other case the proper officer shall be the person nominated by the Council and, in default of nomination, the clerk.

QUORUM

7. **10 members shall constitute a quorum.**
8. If a quorum is not present when the Council meets or if during a meeting the number of councillors present and not debarred by reason of a declared pecuniary interest falls below the quorum, the business not transacted at the meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.

VOTING

9. Members shall vote by show of hands, or, if at least two members so request, by signed ballot.
10. **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 it.**
11.
 - (1) **Subject to (2) and (3) below the Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though he gave no original vote.**
 - (2) **If the person presiding at the annual meeting would have ceased to be a member of the 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.**
 - (3) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.**

ORDER OF BUSINESS

(In an election year councillors should execute Declarations of Acceptance of Office in each others presence, or in the presence of a proper officer previously authorised by the Council to take such declaration, before the annual meeting commences).

12. **At each Annual Meeting the first business shall be**
 - (a) **To elect a Chairman**
 - (b) **To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
 - (c) **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**
 - (d) **To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.**
 - (e) To elect a Vice-Chairman
 - (f) To approve the annual calendar of meetings
 - (g) To appoint committees
 - (h) To receive the Mayor's Relief and Convalescent Fund.
13. **At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent and to receive such declarations of acceptance of office (if any) as are required by law to be made, or if not then received to decide when they shall be received.**
14. In every year not later than the meeting at which the estimates for next year are settled the Council shall review the pay and conditions of service of existing employees (See Standing Order 38, below).

15. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-
- (a) To read and consider the Minutes: provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - (b) **After consideration to approve the signature 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 person presiding may wish to lay before the Council
 - (f) To answer questions from Councillors
 - (g) To receive and consider reports and minutes of committees
 - (h) To receive and consider reports from officers of the Council.
 - (i) To authorise the sealing of documents
 - (j) To authorise the signing of orders for payment. *(This will be unnecessary if there is a Finance Committee).*
 - (k) To consider resolutions or recommendations in the order in which they have been notified.
 - (l) Any other business specified in the summons. *(See above, paragraph 37).*
16. A motion to vary the order of business on the ground of urgency.
- (a) may be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
 - (b) shall be put to the vote without discussion.

RESOLUTIONS MOVED ON NOTICE

17. Except as provided by these Standing Orders, no resolution 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 by no later than noon on the Wednesday preceding the next meeting of Council.
18. The Clerk shall date every notice of resolution or recommendation when received by him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
19. The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
20. If a resolution 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 Council, be treated as withdrawn and shall not be moved without fresh notice.
21. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

22. Every resolution or recommendation shall be relevant to some subject over which the Council has power or which affects its area.

RESOLUTIONS MOVED WITHOUT NOTICE

23. Resolutions dealing with the following matters may be moved without notice:-
- (a) To appoint a Chairman of the meeting
 - (b) To correct the Minutes
 - (c) To approve the Minutes
 - (d) To alter the order of business
 - (e) To proceed to the next business
 - (f) To close or adjourn the debate
 - (g) To refer a matter to a committee
 - (h) To appoint a committee or any members thereof
 - (i) To adopt a report
 - (j) To authorise the sealing of documents
 - (k) To amend a motion
 - (l) To give leave to withdraw a resolution or any amendment
 - (m) To extend the time limit for speeches
 - (n) To exclude the public
(see Order 66 below).
 - (o) To silence or eject from the meeting a member named for misconduct.
(see Order 33 below).
 - (p) To invite a member having an interest in the subject matter under debate to remain.
(See Order 57 below)
 - (q) To give the consent of the Council where such consent is required by these Standing Orders.
 - (r) To suspend any Standing Order *(See Order 75 below)*
 - (s) To adjourn the meeting

QUESTIONS

24. A member may ask the Chairman or the Clerk any question concerning the business of the Council, provided notice of the question has been given to the person to whom it is addressed before the meeting begins.
25. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
26. Every question shall be put and answered without discussion.
27. A person to whom a question has been put may decline to answer.

RULES OF DEBATE

28. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.
29. (a) 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 reduced to writing and handed to him before it is further discussed or put to the meeting.

- (b) A member when seconding a resolution or amendment may, if he then declare his intention to do so, reserve his speech until a later period of the debate.
 - (c) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
 - (d) No speech by a mover of a resolution shall exceed 5 minutes, and no other speech shall exceed 5 minutes except by consent of the Council.
(The mover of a resolution is sometimes allowed a longer time than others).
 - (e) An amendment shall be either
 - (i) To leave out words
 - (ii) To leave out words and insert or add others
 - (iii) To insert or add words
 - (f) An amendment shall not have the effect of negating the resolution before the Council
 - (g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
 - (h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
 - (i) The mover of a resolution or of an amendment shall have a right of reply, not exceeding 5 minutes.
 - (j) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution 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 a closure.
 - (k) A member may rise to make a point of order or a personal explanation. A member rising for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.
 - (l) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
 - (m) When a resolution is under debate no other resolution shall be moved except the following:-
 - (i) To amend the resolution
 - (ii) To proceed to the next business
 - (iii) To adjourn the debate
 - (iv) That the question be now put
 - (v) That a member named be not further heard
 - (vi) That a member named do leave the meeting
 - (vii) That the resolution be referred to a committee
 - (viii) To exclude the public and press
 - (ix) To adjourn the meeting.
30. A member shall stand when speaking unless permitted by the Chairman to sit on account of infirmity.
31. (a) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- (b) Members shall address the Chairman
- (c) If two or more members rise, the Chairman shall call upon one of them to speak and the others shall resume their seats.

- (d) Whenever the Chairman rises during a debate all other members shall be seated and silent.

CLOSURE

- 32. 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 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 Council has been sufficiently debated. If the motion “that the question be now 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 Council shall not prejudice the mover’s right of reply at the resumption.

(NOTE: 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 members not present of the date of the continuation of the meeting).

DISORDERLY CONDUCT

- 33.
 - (a) 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 scandalise the Council or bring it into contempt or ridicule.
 - (b) If, in the opinion of the Chairman, a member has broken provisions of paragraph (a) of this order, the Chairman shall express that opinion to the 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.
 - (c) If either of the motions mentioned in paragraph (b) is disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

RIGHT OF REPLY

- 34. The mover of a resolution shall have a right to reply immediately before the resolution 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 new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF RESOLUTION

- 35. A member may, with the consent of his seconder, move amendments to his own resolution.

RESCISSION OF PREVIOUS RESOLUTION

- 36.
 - (a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the name of at least 5 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
 - (b) When a special resolution or any other resolution moved under the

provisions of paragraph (a) of the Order has been disposed of, no similar resolution may be moved within a further six months.

VOTING ON APPOINTMENTS/NOMINATIONS

37. Where more than two persons have been nominated for any position or nominations thereto filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person 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 person.

DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

38. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the public shall be excluded (*See Standing Order No. 66*).

RESOLUTIONS OF EXPENDITURE

39. Any resolution [which is moved otherwise than in pursuance of a recommendation of the Finance Committee or of another committee after recommendation by the Finance Committee] and which, if carried, would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon [and the Finance Committee shall report on the financial aspect of the matter].
(*The words in square brackets must be omitted if there is no Finance Committee*).

EXPENDITURE

40. **Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.**

SEALING OF DOCUMENTS

41. A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

The Council's Common Seal shall alone be used for sealing documents. It shall be applied by the Proper Officer in the presence of two members who shall sign the document as witnesses.

COMMITTEES AND SUB-COMMITTEES

42. The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-
- (a) shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
 - (b) may appoint persons other than members of the Council to any committee; and

- (c) may subject to the provisions of Order 36 above at any time dissolve or alter the membership of a committee
43. The Chairman and Vice-Chairman ex officio shall be members of every committee.
44. Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year.
45. The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
46. Every committee may appoint sub-committees for purposes to be specified by the committee.
47. The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve. Note: Should minute that Chairman and Vice Chairman of Committee have been asked if they want to serve on the Sub Committee.
48. Quorum numbers for Standing Committees and Sub Committee meetings
1. **Standing Committees**
A quorum number of at least 50% of the councillors (elected and substitutes) is required at the start of, and during the course of each meeting for all **Standing Committees** of the Council. Should this be reduced by the removal of councillors due to declarations of prejudicial interest, the business of the Standing Committee shall continue and it will be in quorum, provided at least FOUR councillors remain in the Chamber.

If a Standing Committee is not in quorum, no business will be enacted and a new date for the meeting will be arranged.
 2. **Sub Committees**
For all **Sub Committees** of Full Council or its Standing Committees a quorum number equal to the LOWER of either-:
 - i) 50% of elected councillors
 - ii) THREE elected councillors or substitutes,
 Is required to enact business
If less than this number is present at the start of, or during the course of the meeting, the meeting will be reconvened, or if agreed by at least two councillors, informal notes can be made on agenda items.
 3. **Working Groups**
The quorum of elected **Working Groups / Informal Meetings** with outside bodies / residents etc shall be at least THREE councillors.

REASONS FOR CHANGES

1. To clarify quorum numbers for various types of meetings
2. To acknowledge 'Interest' declarations, or other situations, effect on quorum numbers.
3. To allow sub committees, which are often held during the day and typically only have about 4-7 councillors, to conduct their business, if at short notice a number of councillors cannot attend, e.g. due to immediate work or personal commitments etc.

(Minute number 1399 Finance & Administration Committee 10 January 2006 as amended by Full Council meeting Full Council meeting minute number 3672 v), 17 January 2006)

49. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

DELEGATION OF AUTHORITY TO COMMITTEES

50.
 - (1) The Council may delegate authority to any of its Committees and its Committees can do likewise to any of its sub committees by way of detailed Terms of Reference passed by resolution.
 - (2) The Council, a Committee or sub committee may delegate authority to the Town Clerk in consultation with the appropriate Chairman.
 - (3) No authority can be delegated to a Chairman or any other individual member or members.
 - (4) Such delegation can only be removed by way of an appropriate vote to rescind or revoke.
 - (5) Planning Committee delegation in respect of planning applications only.

ADVISORY COMMITTEES

51.
 - (1) There shall be advisory committees, whose name and numbers shall be formed by resolution of the Council only.
 - (2) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
 - (3) An advisory committee may make recommendations and give notice thereof to the Council.
 - (4) An advisory committee may consist wholly of persons who are not members of the Council.

VOTING IN COMMITTEES

52. Members of committees and sub-committees entitled to vote shall vote by show of hands, or, if at least two members so request, by signed ballot.
53. **Chairman of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

54. A member who has proposed a resolution which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

ACCOUNTS AND FINANCIAL STATEMENT

55. **Financial Regulations.** The Council, every Committee and sub committee together with Officers of the Council shall comply with Standing Orders in respect of financial regulations as set out in Appendix A.
56. **Contracts.** The Council, every Committee and sub committee together with Officers of the Council shall comply with Standing Orders in respect of Contracts as set out in Appendix B.
57. The Clerk shall supply to each member at the ordinary meeting next after the end of the Financial Year a statement of receipts and payments.

ESTIMATES

58. (a) The Council shall approve written estimates for the coming financial year at its meeting in the month of January.
(Note: the month fixed should be such that the precept for the coming year can reach the District or Borough Council before 1st March).
- (b) Any committee desiring to incur expenditure shall, not later than 31 October give to the Clerk a written estimate of the expenditure recommend for the coming year.

INTERESTS

59. Under the provisions of Part 2 of the Local Government Act 2000 (The Code of Conduct), a member with a personal interest in a matter who attends a meeting of the Council at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. A member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgment of the public interest. A member with a prejudicial interest in any matter must withdraw from the room or chamber where a meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless he has obtained a dispensation from the standards committee of the responsible authority; and not seek improperly to influence a decision about that matter. For the purposes of this Part (of the Act), "meeting" means any meeting of the authority; or any of the authority's committees, sub-committees, joint committees or joint sub-committees.
60. The Clerk shall record in a book to be kept for the purpose, particulars of any notice given by any member or any officer of the Council of a personal or prejudicial interest, and the book shall be open during reasonable hours of the day for the inspection of any member.

Paragraph 61 has been deleted

~~1. If any member has a non-pecuniary interest within the ambit of the National Code of Local Government Conduct he shall declare it and thereupon be invited to withdraw from the meeting~~

62. If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed Standing Order 60 shall apply.

The Clerk shall make known the purport of the Standing Order to every candidate.

CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

63. (a) Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
- (b) A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
64. Standing Orders Nos. 60 and 61 shall apply to tenders as if the person making the tender were a candidate for an appointment.

INSPECTION OF DOCUMENTS

65. A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
66. **All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**
67. No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council.
- (a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- (b) Issue orders, instructions or directions
- unless authorised to do so by the Council or the relevant committee or sub-committee.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

68. **The public shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public** by means of the following resolution;
- “That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.”

(Notes: The special reasons should be stated. If a person's advice or assistance is needed they may be invited (by name) to remain after the exclusion resolution is passed).

69. **The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.**
70. If a member of the public interrupts the proceedings at any meeting, the chairman may, after warning, order that he be removed from the Council Chamber.
- 70A At all meetings of the Council, the Chairman may at his/her discretion, and at a convenient time in the transaction of business, allow any members of the public to address the meeting in relation to the business to be transacted. Such sessions form part of the Council meeting in law and should be duly minuted. The Code of Conduct which was adopted by the Council shall apply to members of the Council in respect of the entire meeting. Where, however, members of the council exercise their right pursuant to SO 70B, members of the public shall be allowed to attend the meeting to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted
- 70B At all meetings of the Council, the Chairman may permit members of the council (inc co-opted members) who have a prejudicial interest in relation to any items of business to be transacted at that meeting to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted. Such sessions form part of the Council meeting in law and shall be duly minuted. The Code of Conduct which was adopted by the Council shall apply to members to the council in respect of the entire meeting.”

That with the exception of Full Council where there is a designated 20 minutes slot for Public Questions, public participation will normally only be a prior arrangement with the Town Clerk in consultation with the Chairman of the relevant Committee, participation unless at the prior invitation of the Committee will usually be the exception rather than the norm and will be for the Committee to agree or otherwise at the meeting.

CONFIDENTIAL BUSINESS

- 71 (a) No member of the Council or any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or sub-committee as the case may be.
- (b) Any member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

LIAISON WITH COUNTY AND DISTRICT COUNCILLORS

72. A notice of meeting shall be sent together with an invitation to attend to the Henley County Councillors for the county division and to the Henley District Councillors for the district ward.
73. Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County or District Council shall be transmitted to the County Councillor for the division or to the District Councillor for the ward as the case may require.

PLANNING APPLICATIONS

74. (a) The Clerk shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:-
- (i) the date on which it was received;
 - (ii) the name of the applicant
 - (iii) the place to which it relates;
 - (iv) a summary of the nature of the application

CODE OF CONDUCT ON COMPLAINTS

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

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

76. Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business
77. A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

STANDING ORDERS TO BE GIVEN TO MEMBERS

78. A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to her/him of the member's declaration of acceptance of office.

Note:

Councillors elected to serve on the Henley-on-Thames Town Council, accept the office with a written Undertaking to be guided by the National Code of Local Government Conduct.

SUBSTITUTES

79. A substitution is permitted at any time prior to the commencement of the meeting; the substitute must have the express consent to substitute for that meeting from the Councillor for whom they are proposing to substitute; once the meeting has commenced with a substitute the substantive member of that Committee will no longer be able to be participate

Councillors should adopt best practice and continue to notify the Town Hall (office and Town Clerk) as soon as they are aware, and ideally by 5pm on the day preceding the meeting, that apologies will be necessary and a substitute required; Councillors are responsible for identifying their own substitute.

(Minute Number 1762 i) , Finance and Administration Committee, 1July 2008.

PART III

SPECIMEN NOTICES FOR COUNCILS

Summons (Agenda) to Attend Meeting

.....COUNCIL OF

Toof

You are hereby summoned to attend a meeting of the above-named Council convened by the [Chairman] [.....and] to be held at the Village Hall, High Streeton theday of19..... commencing at 6.30 p.m. The business to be transacted at the Meeting is:-

(1) etc.

Dated this day of 19

(Signed)

Clerk

(Note: This summons must be sent by post or left at the residence of each member three *clear* days (i.e. on the fifth day) before the date of the meeting).

SPECIMEN RESOLUTIONS FOR COUNCILS

- (1) That the Clerk be authorised to institute [and conduct] a prosecution in the Magistrates' Court against for damaging the surface of the Village Green.
- (2) That the Clerk be authorised to institute [and conduct] proceedings in the Magistrates' Court against to recover the sum of £..... for damage to a lamppost.
- (3) That the conveyance by the Council of the field known as to be sealed [executed by and]
- (4) That the District Council be requested to remove the disability of caused by his pecuniary interest from speaking and voting upon the question of a proposed purchase of land for the site of a Village Hall upon the ground that [the Council is impeded from proper transaction of this business by the disability] [that it is in the interests of the inhabitants of the [parish] [community] that the disability be removed].
- (5) That a precept be issued for the sum of £
- (6) That and be appointed trustees of the Charity [for four years].
- (7) That shall cease to be a governor of the County Primary School.
- (8) That a Recreation Ground Committee consisting of four members of the Council and two electors not being members of the Council shall be appointed and that the members of the committee shall be chosen at the Annual Meeting of the Council in each year. And that the Committee shall exercise all the functions of the Council in respect of the Recreation Ground but shall not incur any item of expenditure exceeding [£50] without the prior consent of the Council.
- (9) That six Allotments Managers be appointed and that the first Managers be and
- (10) That representatives be made to the Highway Authority that the public footpath from to is unlawfully obstructed by a [barbed wire entanglement] at and that they, in accordance with their duty under Section 130 of the Highways Act 1980, ought to take proper proceedings to remove the obstruction.
- (11) That the Council in accordance with its powers under Section 137 of the Local Government Act 1972, authorise the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants "expenditure not exceeding £ on the maintenance of the public stocks at".

- (12) That the proceeds (amounting to £) of the loan stock until recently registered in the council's name and which has just been repaid should be invested forthwith with the [Local Authorities Mutual Investment Trust] [Charities Investment Trust].
- (13) That a grant of £1,000 be made to the Voluntary Village Hall Committee under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976 for the repair of the roof of their hall.
- (14) That the District Council be asked to make a compulsory purchase order in respect of the field known as [for use as a playing field].
- (15) That and attend the National Conference of Local Councillors as delegates of this Council.
- (16) That the title of 'Town' be adopted for the [Parish] [Community] of and that this Council be called the Town Council of

PART IV

DRAFT STANDING ORDERS FOR PARISH AND COMMUNITY MEETINGS

Separate Parish Councils may make Standing Orders for parish meetings, but in a community or, a parish with no separate council, the meeting may make them itself.

Some councils make a practice of circulating agenda and accounts to electors before the meeting.

*Notice of meeting **must** be given by affixing notices in some conspicuous place in the parish or community and in any other manner thought desirable, e.g., by public proclamation; press advertisement, or canvas.*

A parish or community meeting may discuss parish or community affairs and pass resolutions thereon.

PARISH WITH A SEPARATE COUNCIL

- 1. Proceedings shall not begin before 6 p.m.**
- 2. The Chairman of the Council shall preside**
- 3. If the Chairman is absent the Vice-Chairman shall preside**
- 4. If the Chairman and Vice-Chairman are absent the meeting shall appoint a chairman before it proceeds to any other business.**
5. The Clerk shall record the proceedings of parish meetings.
6. If the Clerk is absent the person presiding at the meeting may record the proceedings or may appoint another to do so.
7. As soon as the chair has been filled and provision made for recording the proceedings the minutes of the previous meeting shall be read, considered **and if correct signed by the person presiding at the meeting.**

Annual Assembly

8. After minutes have been signed the order of business at the Annual Assembly shall be as follows:-
 - (1) To receive the Annual Report of the Parish Council
 - (2) To receive a statement of the Parish Council's accounts for the year ended the previous 31st March.
 - (3) To receive the Council's observation on its finances for the current year.
 - (4) To receive the Annual Report of the persons appointed by the Council to be governors of schools.
 - (5) To receive the observations of the County Councillor and of the District Councillors for the division or ward in which the parish is situated.
 - (6) To receive the Report of the delegates to the County Association of Parish Councils.
 - (7) To receive statements and reports from representatives of the following voluntary organisations in the parish:-
.....
 - (8) To consider resolutions of which written notice has been given.
 - (9) To deal with any other business.

Other Meetings

9. After the Minutes have been signed, the only business at other parish meetings shall be as follows:-
To consider the resolutions of which written notice have been given in order of date.

PART V

SPECIMEN AGENDA ITEMS FOR PARISH AND COMMUNITY MEETINGS

In this Part are collected a number of specimen resolutions which may be inserted in the notice of meeting. They are confined to the type of resolution which has direct legal consequences, and sponsors should consult their County Association of Local Councils in case of difficulty or doubt.

As the possible variations are unlimited the list is representative rather than complete.

Most resolutions require seven days' notice but some need at least fourteen. These are marked with an asterisk().*

SPECIMEN AGENDA ITEMS

- (a)* Application be made to the District Council for the establishment of a separate parish council for this parish.
- (b)* Application be made to the District Council for the dissolution of the parish council.
- (c)* Application be made to the District Council for an order grouping this parish with the neighbouring parish of under a common parish council, and providing that –
 - (i) the parishes shall be equally represented on the parish council;
 - (ii) the parish council shall not exercise within this parish power to without consent of this meeting.
- (d)* Application be made to the District Council for an order dissolving the group of parishes of which this parish forms a part
- (e) The District Council be requested to change the name of the parish to
- (f) There is a demand for allotments in the parish
- (g) The Parish Council shall appoint a committee for the Ward to discharge the functions of the Council in relation to the Recreation Ground.
- (h) Consent shall be [given] [refused] to an application by the County Council to stop up *or* divert the public highway from in this Parish to in the Parish of