

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN,
BURNWOOD ON THURSDAY 30 JUNE 2016 COMMENCING AT 7.08 PM**

PRESENT

Councillor Bamborough (in the Chair)

Councillors Ms Brettell, Mrs Constable, Constable, Drinkwater, Ennis, Miss Fisher, Mrs Fisher, Mosson and Willis-Croft

In attendance

Ms J Minor, Senior Administration Officer

14. APOLOGIES FOR ABSENCE

None - all Members present.

15. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

All District Councillors present wished it to be recorded that their views were a preliminary view and ~~are~~ they may change when they hear all the evidence at the District Council's Planning Committee.

16. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 06 June 2016 (Minute Nos. 7-13) be approved as a correct record.

17. PLANNING APPLICATIONS

RESOLVED That the following comments be submitted to the Local Planning Authority:

- | | | | | |
|-----|--------------|-----------------------------|---|---|
| (a) | 16/00642/FUL | Chase Terrace | Mr A Webb
3 Knight Road
Burnwood | Alterations to roof to form entrance canopy |
| | | | | No objection. |
| (b) | 16/00593/FUL | Chase Terrace | Mr and Mrs J O'Hagan
1 Leander Close
Burnwood | First floor side extension to form 2 bedrooms and en-suite |
| | | | | No objection. |
| (c) | 16/00631/FUL | Summer field and All Saints | Mr S Iles
12 St Peters Road
Burnwood | Retention of 3 no. antennas (1 no. freestanding and 2 no. attached to dwelling) |

OBJECTIONS on the following grounds:

- The proposed antennas by virtue of their design and scale detracts from the character and appearance of the streetscene.

(d) 16/00615/FUL

Steel Processing (Midlands) Ltd
Unit 14, Zone 4
Milestone Way
Burntwood Business Park
Burntwood

Installation of a 2.4m
high, colour coated
painted style fencing
with 2.4m high colour
coated palisade gates
and car operated
proprietary barriers

No objection.

(The Meeting closed at 7.14 pm)

Signed

Date

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON MONDAY 11 JULY 2016 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Pullen (In the Chair)

Councillors Mrs Barevicius, Mrs Fisher, Stokes, Mrs Tranter and Mrs Woodward

In attendance

Mrs M Danby, Chief Executive Officer

1. APOLOGIES FOR ABSENCE

Councillor Mosson

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Mrs Woodward declared a disclosable non-pecuniary interest in Minute No. 13 (Spark (Burntwood) CIC).

3. MINUTES

RESOLVED That the Minutes of a Meeting of the Policy & Resources Committee held on 23 March 2016 (Minute Nos. 52 – 64) be approved as a correct record.

4. BURNTWOOD TOWN WEBSITE (Minute No. 44 2015/16 refers)

4.1. Members considered the following options with regard to the Burntwood Town website:

- Complete re-design of the existing website by the current supplier at no additional cost over the current contract payment of £595 per month (plus VAT)
- New website built, hosted and supported/maintained by a different supplier at a cost of £1,500 (plus VAT) plus ongoing maintenance/support at £110 (plus VAT) per month

4.2. Members also considered two options for the Town Council's website:

- a) Move "The Old Mining College Centre" to within "The Council"
- b) Rename from "The Old Mining College Centre" to "Local Voluntary Groups"
- c) Create a new front page or "landing page" with "buttons", each button to represent the individual tabs at the top of the current home page (noting the change requested above re "The Old Mining College Centre" tab)
- d) Each "button" should take you to the existing page for each of the tabs with quick links to each for the sections within that page -- see attached example taken from Lichfield City Council's website

(c) and (b) were offered at nil cost; and (a) were offered at a combined cost of £200 plus VAT

Members were of the opinion that the Town Council's own website, which is managed and maintained in-house, could be enhanced over time to offer local voluntary groups a vehicle to publicise their organisations and events. Given that the Town Council cannot offer the same facility to commercial entities on its .gov.uk domain, it was felt that local businesses could be encouraged to have a presence on the Burntwood Business Community's website.

RESOLVED THAT:

- a) The Town Council do not continue the current Burntwood Town website and that the contract be expired to expire on 18 July 2016.
- b) Options (a) and (b) for the Town Council's own website be accepted and implements as soon as possible and that local organisations and voluntary groups be encouraged to submit their contact details and web links to enable them to be uploaded to the Town Council's website.
- c) The newly establish Burntwood Town Strategy Task & Finish Group be tasked with looking at the Town Council's website to identify what the Council wants to do with the website in the future, including linking in with the Burntwood Business Community's website.

5. PROPOSAL TO ESTABLISH A CHAIRMAN'S CHARITY (Minute No. 60 2015/16)

RESOLVED That this item be deferred and linked in with the review of the Town Council's Civic role.

6. 2016/17 INCOME AND EXPENDITURE AS AT 30 JUNE 2016

- 6.1 Members were advised that a few regular hirers of the OMCC rooms paid their invoices on a 90 day turnaround.
- 6.2 The Chief Executive Officer was asked to seek an alternative quotation for the PC network support to ensure that the Town Council continued to receive value for money in regard to this service.
- 6.3 The Chief Executive Officer was asked to ensure that all staff used email rather than sending mail via the post wherever possible.

RESOLVED THAT

- a) Hirers be informed in writing that the Town Council's credit terms are 30 days (Minute 6.1 refers)
- b) Account codes 4600/210 be renamed from "BWF: Stage / Sound Hire" to "BWF" and 4401/302 be renamed from "Children's Centres" to "Children's Activities".
- c) The report be received and noted.

7. THE OLD MINING COLLEGE CENTRE: FELLING OF 6 NO. LEYLANDII CYPRESS TREES

Members received the Direct Services Manager's report detailing three quotations which had been sought for the proposed felling of 6 No. Leylandii Cypress trees at The Old Mining College Centre.

RESOLVED That this item be deferred to enable a report to be sought from LDC's Arboricultural Officer advising on the health of the trees, whether it is necessary to fell them and if not how they might be better managed.

8. UNITY TRUST BANK

Members were advised that the Unity Trust Bank, in common with the majority of banks, had introduced the following account tariff with effect from 04 June 2016:

£6 per month plus 15p per transaction, charged quarterly

RESOLVED THAT:

- a) The report be received and noted.
- b) The Chief Executive Officer provide a forecast of likely bank charges for the current financial year.
- c) The Chief Executive Officer consolidate payments wherever possible.

9. UNIT 1 LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD

RESOLVED That the following costs of the End of Tenancy dilapidations required under the terms of the Lease for the Town Council's former office be retrospectively approved:

- * Dilapidations: £2,750 plus VAT
- * End of Tenancy Cleaning: £30 plus VAT
- * End of Tenancy: Carpet Cleaning: £240 (VAT not applicable)

10. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION (SPCA)

Members were asked to consider whether the Town Council wished to remain a member of the SPCA (2016/17 subscription £1,435 due for immediate payment).

After due consideration, Members agreed that the council was not receiving value for money and that advice which might be sought from time to time could be provided by other sources.

RESOLVED That the Town Council would not renew its membership of the SPCA for the reason as set out above.

11. 8 NO. REFURBISHED BENCHES PREVIOUSLY INSTALLED AT SANKEY'S CORNER AND SWAN ISLAND

Members were requested to agree the preferred locations where the 8 No. benches originally installed at Sankey's Corner and Swan Island might be installed and to agree that the Town Council would accept responsibility for those benches (i.e. ongoing maintenance and insurance). Members were also advised that the remaining S106 available to the project was £5,908.94 and that the cost of installing the refurbished benches would be taken from this sum.

RESOLVED THAT:

a) The preferred locations for the 8 No. refurbished benches are:

- | | |
|---------------|--|
| 1 No. bench | Open Area at end of Kingsdown Road/Junction with Ironstone Road |
| 1 No. bench | Along Mineral Railway, parallel with Princess Street |
| 1 No. bench | Near Ryecroft Shops |
| 1 No. bench | High Street, Chasetown – Christmas Tree location |
| 2 No. benches | Redwood Park |
| 1 No. bench | On the edge of the Inlet on Charley Road opposite Costcutter, opposite North Street* |
| 1 No. bench | The Old Mining College Centre (rear garden) |

*If this location is not deliverable then the bench is to be used at the Old Mining College Centre (meaning that 2 No. benches would be installed at that location)

- b) The Town Council accepts responsibility for the ongoing maintenance and insurance for the above benches.
- c) Any remaining S106 funds from the project be held over until such time as an appropriate need/project is identified.

12. TOWN COUNCIL POLICIES: ANNUAL REVIEW (FIRST FRANCHE)

Members reviewed the following policies:

- Standing Orders (amended – see Appendix A)
- Financial Regulations (amended – see Appendix B)
- Duties of the Responsible Financial Officer (unchanged from existing document)

RECOMMENDED That the Full Council review the revised Standing Orders and Financial Regulations with a view to adopting and implementing them at the next meeting of the Full Council.

13. 2016/17 BUDGET: 4401/302 CHILDREN'S ACTIVITIES

Members were requested to consider how the Town Council wished to allocate the £2,500 allocation under the above budget heading.

RESOLVED THAT:

- a) Spark (Burntwood) CIC be awarded £1,000 towards their operational costs. Members also asked that Spark be requested to share the data they are collecting under their Upshot licence and that their representative(s) be requested to make a presentation on their work to the September 2016 Full Council meeting.
- b) The remaining £1,500 be retained for other children's activity grant applications which may be received under the Town Council's Grant Aid Scheme.

14. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admission to Meetings) Act 1960 (Section 2) (and as amended by the Local Government Act 1972, Section 100), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

15. SCANLITE DIGITAL DISPLAY UNIT

RESOLVED That the Town Council seek to sell the Scanlite Digital Display Unit with a view to achieving the best possible price.

16. PROPOSED TRANSFER OF BURNTWOOD PARKS AND OPEN SPACES FROM LICHFIELD DISTRICT COUNCIL TO BURNTWOOD TOWN COUNCIL

Resolved as set out in the Confidential Minutes.

17. LOCAL GOVERNMENT PENSION SCHEME: STAFFORDSHIRE PENSION FUND

Resolved as set out in the Confidential Minutes.

(The Meeting closed at 9.20 p.m.)

Signed

Date



BURNTWOOD TOWN COUNCIL

STANDING ORDERS

STANDING ORDERS WITH RESPECT TO PROCEEDINGS AND BUSINESS OF BURNTWOOD TOWN COUNCIL

STATUTORY PROVISIONS

THESE STANDING ORDERS ARE BASED ON THE NEW NATIONAL MODEL STANDING ORDERS PUBLISHED BY THE NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) IN 2013.

Some matters on which a council would normally make a Standing Order have been laid down in Acts of Parliament and are therefore compulsory.

The Standing Orders based on the statutory provisions have been printed in **bold type**.

This is so that Councillors can have available in one document a complete procedural code, which includes the prescribed statutory elements and the discretionary rules adopted by Council as Standing Orders.

Statutory provisions cannot be suspended or amended, as can the Standing Orders made by Council (see Standing Order No 32).

All provisions incorporated into these Standing Orders have been made in accordance with primary legislation and with due regard to the provisions of the Human Rights Act 1998.

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LEGEND:

- Mandatory for Full Council meetings
- Mandatory for Committee meetings
- Mandatory for Sub-Committee meetings

1. MEETINGS

- a) ● Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.
- b) ● ● The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or a bank holiday or a day appointed for public thanksgiving or mourning.
- c) ● ● The minimum three clear days public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- d) ● ● Meetings of the Council shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e) **Public Forum: Town Council Meetings only:** Subject to Standing Order 1(d) above, a maximum of 15 minutes will be allocated prior to the commencement of the meeting where members of the public may put questions/comments on any matter in relation to which the Town Council has powers or duties which affect the area.
- f) **Planning Committee Meetings only:** Subject to Standing Order 1(d) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included on the Planning Committee's agenda.
- g) Subject to Standing Order 1(e) above, each member of the public shall not speak for more than 3 minutes.
- h) In accordance with Standing Order 1(e) 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.
- i) In accordance with 1(h) above, the Chairman may direct that a response to a question posed by a member of the public be referred to the Leader of the Council or his/her nominee for an oral response or to an employee for a written response.
- j) A record of a public participation session at a meeting shall be noted in the minutes of that meeting.
- k) A person shall raise her/his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman may at any time permit an individual to be seated when speaking.
- l) Any person speaking at a meeting shall address her/his comments to the Chairman.
- m) Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.

- n) ●● The press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- n) ● **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in her/his absence be done by, to or before the Vice-Chairman (if any).**
- o) ● **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 and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- p) ●●● **Subject to Standing Order 1(w) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting.**
- q) ●●● **The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise her/his casting vote whether or not s/he gave an original vote. (See also Standings Orders 2(h) and 2(i) below.)**
- r) ● **Unless Standing Orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave her/his vote for or against that question. Such a request shall be made before the vote is taken.**
- s) ●●● **The minutes of a meeting shall record the names of Councillors present and apologies for absence.**
- t) ●●● **A Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v) ●●● **No business may be transacted at a meeting of the Council unless at least one third (8) of the whole number of Members of the Council are present and in no case shall the quorum of a committee, sub-committee, working group or Task & Finish Group meeting be less than 3.**
- w) ●●● **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.**

2. **ORDINARY COUNCIL MEETINGS**

(See also Standing Order 1 above)

- a) **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b) **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c) **If no other time is fixed, the annual meeting of the Council shall take place at 6.00 pm.**

- d) In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.
- e) The election of the Chairman and Vice-Chairman of the Council shall be the first business completed at the annual meeting of the Council.
- f) The Chairman of the Council, unless s/he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until her/his successor is elected at the next annual meeting of the Council.
- g) The Vice-Chairman of the Council, if any, unless s/he resigns or becomes disqualified shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h) In an election year, if the current Chairman of the Council has not been re-elected as a Member of the Council, s/he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- i) In an election year, if the current Chairman of the Council has been re-elected as a Member of the Council, s/he shall preside at the meeting until a new Chairman of the Council has been elected. S/he may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- j) Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the Council, the business of the annual meeting shall include:
 - i) In an election year, delivery by the Chairman of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his/her acceptance of office form unless the Council resolves for this to be done at a later date.
 - ii) Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes and/or to determine recommendations made by committees.
 - iii) Appointment of committees, sub-committees, working groups, Task & Finish Groups.
 - iv) Appointment of representatives to represent the Council on Outside Bodies.
 - v) Any other business specified in the summons.

Other Meetings

- k) After the first business has been completed the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:
 - i) After consideration to approve the signing of the Minutes by the person presiding as a correct record.
 - ii) To deal with business expressly required by statute to be done.

- ii) Chairman's announcements.
- iv) To dispose of business, if any, remaining from the last meeting.
- v) To receive and consider reports and minutes of committees.
- vi) To answer questions from Councillors.
- vii) To receive and consider resolutions or recommendations in the order in which they have been received.
- viii) To consider motions in the order in which notice has been received.
- ix) Any other business specified in the summons.

Urgent Business

- m) A motion to vary the order of business on the grounds of urgency:
 - i) May be proposed by the Chairman or by any Councillor and, if proposed by the Chairman, may be put to the vote without being seconded, and
 - ii) Shall be put to the vote without discussion.

3. PROPER OFFICER

- a) The Council's Proper Officer shall be either:
 - i) The Chief Executive Officer
 - ii) Or such other employee as may be appointed by the 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.
- b) The Council's Proper Officer shall do the following:
 - i) **Sign and serve on Councillors by delivery or post or email at their residence a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting.**
 - ii) **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**
 - iii) Subject to Standing Orders 4(a)-(e) below, include in the agenda all motions in the order received unless a Councillor has given written notice at least 7 days before the meeting confirming her/his withdrawal of it.
 - iv) **Convene a meeting of Full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in her/his office, in accordance with Standing Order 3(b)(i) above.**
 - v) Make available for inspection the minutes of meetings.
 - vi) **Receive and retain copies of byelaws made by other local authorities.**

- vii) Receive and retain acceptance of office forms from Councillors.
- viii) Retain a copy of every Councillor's register of interests.
- ix) Keep proper records required before and after meetings.
- x) Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- xi) Receive and sign general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xii) Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- xiii) Arrange for legal deeds to be signed by two Councillors and witnessed. (See also Standing Orders 13a) and (b).)
- xiv) Arrange for prompt authorisation, approval and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations.
- xv) Record every planning application notified to the Council and the Council's response to the local planning authority electronically on the planning software used by the Council.
- xvi) Refer a planning application received by the Council to the Chairman or in her/his absence the Vice-Chairman of the Planning Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of the planning application requires consideration before the next ordinary meeting of the Planning Committee.
- xvii) To certify copies of bylaws made by the Council.
- xviii) Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.

4. MOTIONS REQUIRING WRITTEN NOTICE

- a) In accordance with Standing Order 3(h)(iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 5 clear days before the next meeting.
- b) If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- c) Notice of every motion received in accordance with the Council's Standing Orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all Councillors.
- d) The Proper Officer 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 Councillor giving a notice of motion has stated in writing that s/he intends to move at some later meeting or that s/he withdraws it.
- e) If a resolution or recommendation specified in the summons is not moved either by the Councillor who gave notice of it or by any other Councillor, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.

- f) Every motion rejected in accordance with the Council's Standing Orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all Councillors.
- g) Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- h) 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 s/he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

5. MOTIONS NOT REQUIRING WRITTEN NOTICE

- a) Motions in respect of the following matters may be moved without written notice:
 - i) To appoint a person to preside at a meeting.
 - ii) To approve the accuracy of the minutes of the previous meeting.
 - iii) To correct an inaccuracy of the draft minutes of the previous meeting.
 - iv) To dispose of business, if any, remaining from the last meeting.
 - v) To alter the order of business on the agenda for reasons of urgency or expedience.
 - vi) That the Council proceed to the next business.
 - vii) To close or adjourn debate.
 - viii) To refer by formal delegation a matter to a committee or a sub-committee or an employee.
 - ix) To appoint a committee or sub-committee or any Councillors (including substitutes) thereon.
 - x) To receive nominations to a committee or sub-committee.
 - xi) To dissolve a committee or sub-committee.
 - xii) To note the minutes of a meeting of a committee or sub-committee.
 - xiii) To consider a report and/or recommendations made by a committee or a sub-committee or any employee.
 - xiv) To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
 - xv) To authorise legal deeds to be signed by two Councillors and witnessed. (See Standing Orders 14(a) and (b) below.)
 - xvi) To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
 - xvii) To give leave to withdraw a resolution or amendment.

- xviii) That the question be now put.
 - xix) To extend the time limit for speeches.
 - xx) To exclude the press and public for all or part of a meeting.
 - xxi) To silence or exclude from the meeting a Councillor or member of the public for disorderly conduct.
 - xxii) To give the consent of the Council if such consent is required by Standing Orders.
 - xxiii) To suspend any Standing Order except those which are mandatory by law.
 - xxiv) To adjourn the meeting.
 - xxv) To appoint representatives to outside bodies.
- b) If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

6. RULES OF DEBATE

a) Motions and Amendments

- i) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- ii) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- iii) A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.

b) Secunder's Speech

A Councillor when seconding a motion or amendment may, if s/he then declares her/his intention to do so, reserve her/his speech until a later period of the debate.

c) Content of Speeches

A Councillor shall direct her/his speech to the question under discussion or to a personal explanation or to a point of order – naming the appropriate order.

d) Length of Speeches

No speech by a mover of a resolution shall exceed 5 minutes and no other speech shall exceed 3 minutes except by consent of the Chairman of the Council.

e) Amendments to Motions

- i) 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 her/him before it is further discussed or put to the meeting.

- ii) A Councillor may move amendments to her/his own motion. If that motion has already been seconded, an amendment to it shall be moved only with the consent of the seconder.
- iii) Any amendment to a motion shall be relevant to the motion and shall be either:
 - To leave out words
 - To add words
 - To leave out words and add other words
 - To refer a subject of a debate to a committee for consideration or reconsideration
- iv) An amendment to a motion shall not have the effect of rescinding, negating or radically altering the original or substantive motion under consideration.
- v) Only one amendment shall be moved and debated at a time. No further amendments to a motion shall be moved until the amendment under discussion has been disposed of unless the Chairman considers this expedient.
- vi) If an amendment is not carried, other amendments may be moved on the original motion.
- vii) If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- viii) The mover of the motion or of an amendment shall have the right of reply, not exceeding 3 minutes.
- ix) A Councillor, 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.
- x) A Councillor may speak on a point of order or a personal explanation. A Councillor speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by her/him which may have been misunderstood.
- xi) A Councillor exercising a right of reply shall not introduce new matters.
- xii) After the right of reply has been exercised or waived, a vote shall be taken without further discussion.
- xiii) Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of the debate and immediately before it is put to the vote.

f) When a Councillor May Speak Again

Subject to Standing Orders 6(f), (h) and (i), a Councillor may not speak further in respect of any one motion whilst it is the subject of debate, except:

- i) to speak once on an amendment moved by another Councillor;
- ii) to move or speak on another amendment if the motion has been amended since he/she last spoke;
- iii) to make a point of order;