

- w) ●●●● No business may be transacted at a meeting of the Town Council unless ~~council unless~~ at least one third (8) of the whole number of Members of the Council ~~council council~~ are present and in no case shall the quorum of a Committee, ~~or~~ Sub-Committee, Working Group or Task & Finish Group meeting be less than 3 (half).
- x) ●●● 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 standing order 1 above*)

- a) In an election year, the annual meeting of the Council ~~council~~ shall be held on or within 14 days following the day on which the new Council ~~council~~ers elected take office.
- b) In a year which is not an election year, the annual meeting of a Council ~~council~~ shall be held on such day in May as the Council ~~council~~ may direct.
- c) If no other time is fixed, the annual meeting of the Council ~~council~~ shall take place at 7.00 pm.
- d) In addition to the annual meeting of the Council ~~council~~, at least three other ordinary meetings shall be held in each year on such dates and times as the Council ~~council~~ directs.
- e) The election of the Chairman and Vice-Chairman (if any) of the Council ~~council~~ shall be the first business completed at the annual meeting of the Council ~~council~~.
- f) The Chairman of the Council ~~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 ~~council~~.
- g) The Vice-Chairman of the Council ~~council~~, if any, unless s/he resigns or becomes disqualified shall hold office until immediately after the election of the Chairman of the Council ~~council~~ at the next annual meeting of the Council ~~council~~.
- h) In an election year, if the current Chairman of the Council ~~council~~ has not been re-elected as a Member of the Council ~~council~~, s/he shall preside at the meeting until a successor Chairman of the Council ~~council~~ has been elected. The current Chairman of the Council ~~council~~ shall not have an original vote in respect of the election of the new Chairman of the Council ~~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 ~~council~~ has been re-elected as a Member of the Council ~~council~~, s/he shall preside at the meeting until a new Chairman of the Council ~~council~~ has been elected. S/he may exercise an original vote in respect of the election of the new Chairman of the Council ~~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 (if any) of the Council at the annual meeting of the Council ~~council~~, the order of business shall be as follows the business of the annual meeting shall include:

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- i) ~~To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.~~
- ii) ~~In the ordinary year of elections of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.~~
- iii) ~~**In an election year, delivery by the Chairman of the Council and Council councillors of their declarations of 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, and written undertakings to observe the Code of Conduct adopted by the Council council which have not been received as provided by law shall be received.**~~
- iv) Confirmation of the accuracy of the minutes of the last meeting of the Council council and to receive and note minutes and/or to determine recommendations made by Committees.
- v) Appointment of Committees, ~~and~~ Sub-Committees, Working Groups, Task & Finish Groups.
- vi) Appointment of representatives to represent the Council council on Outside Bodies.
- vii) Any other business specified in the summons.

Other Meetings

k) ~~At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman are absent and to receive such declarations of office (if any) and undertakings to observe the Council's Code of Conduct as are required by law to be made.~~

~~kk) After the first business has been completed the order of business, unless the Council 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.~~
- iii) ~~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 Council councilors.~~
- 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 Council councilor 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 council's Proper Officer shall be either:

- i) ~~The Town Clerk/Chief Executive Officer~~
- ii) ~~Or such other employee as may be appointed by the Council 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-Order standing orders.~~

b) The Council council's Proper Officer shall do the following:

- i) ~~Sign and serve on Council councilors 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 council and a meeting of a Committee and Sub-Committee at least 3 three clear days before the meeting.~~

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- i) Give public notice of the time, date, venue and agenda at least **three 3** clear days before a meeting of the **Council council** or a meeting of a Committee or a Sub-Committee (provided that public notice with agenda of an extraordinary meeting of the **Council council** convened by **Council council**ors is signed by them).
- ii) Subject to ~~Standing-Order standing orders~~ 4(a)-(e) below, include in the agenda all motions in the order received unless a **Council council**lor has given written notice at least 7 days before the meeting confirming her/his withdrawal of it.
- iv) Convene a meeting of full **Council council** for the election of a new Chairman of the **Council council**, occasioned by a casual vacancy in her/his office, in accordance with ~~Standing-Order standing order~~ 3(b)(i) above.
- v) Make available for inspection the minutes of meetings.
- vi) Receive and retain copies of bylaws made by other local authorities.
- vii) Receive and retain ~~declarations of~~ acceptance of office ~~forms~~ from **Council council**ors.
- ~~viii) Retain a copy of every Council council~~lor's register of interests ~~and any changes to it and keep copies of the same available for inspection.~~
- ~~viii)~~ 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 council**'s procedures relating to the same.
- xi) Receive and sign general correspondence and notices on behalf of the **Council council** except where there is a resolution to the contrary.
- xii) Manage the organisation, storage of and access to information held by the **Council council** in paper and electronic form.
- xiii) Arrange for legal deeds to be signed by two **Council council**ors and witnessed. (See also ~~Standing-Order standing orders~~ 15a) and (b).)
- xiv) Arrange for prompt authorisation, approval and instruction regarding any payments to be made by the **Council council** in accordance with the **Council council**'s Financial Regulations.
- xv) Record every planning application notified to the **Council council** and the **Council council**'s response to the local planning authority electronically on the **Planning** software used by the **Council council**.
- xvi) Refer a planning application received by the **Council council** to the Chairman or in her/his absence the Vice-Chairman of the Planning Applications 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 Applications Committee.
- ~~xvii) To receive copies of bylaws made by another local authority.~~
- ~~xviii) To certify copies of bylaws made by the Council council.~~
- ~~xix) Action or undertake activity or responsibilities instructed by resolution or contained in Standing-Order standing orders.~~

4. MOTIONS REQUIRING WRITTEN NOTICE

- a) In accordance with ~~Standing-Order~~ ~~standing_order~~ 3(b)(ii) 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~~ ~~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 ~~Council~~ ~~council~~ors 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~~ ~~council~~'s ~~Standing-Order~~ ~~standing_orders~~ shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all ~~Council~~ ~~council~~ors.
- d) 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 ~~Council~~ ~~council~~or 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 ~~Council~~ ~~council~~or who gave notice of it or by any other ~~Council~~ ~~council~~or, it shall, unless postponed by the ~~Council~~ ~~council~~, be treated as withdrawn and shall not be moved without fresh notice.
- f) Every motion rejected in accordance with the ~~Council~~ ~~council~~'s ~~Standing-Order~~ ~~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 ~~Council~~ ~~council~~ors.
- g) Every motion and resolution shall relate to the ~~Council~~ ~~council~~'s statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the ~~Council~~ ~~council~~'s area or its residents.
- h) If the subject matter of a resolution comes within the province of a Committee of the ~~Council~~ ~~council~~, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the ~~Council~~ ~~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~~ ~~council~~ proceed to the next business.

- vi) To close or adjourn debate.
 - vii) 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 **Council councillors** (including substitutes) thereto.
 - 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 **Council councillors** and witnessed. (See **Standing-Order 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 **Council councillor** or member of the public for disorderly conduct.
 - xxii) To give the consent of the **Council council** if such consent is required by **Standing Order standing orders**.
 - xxiii) To suspend any **Standing-Order 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

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~~i) Motions included in an on the agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's discretion for reasons of expedience discretion of the Chairman of the meeting.~~

~~ii) Subject to Standing Orderstanding orders 4(a) and 4(b) above, a motion shall not be considered unless it has been proposed and seconded and unless notice has already been given in accordance with Standing Orderstanding order 4(a) it shall, if required by the Chairman, be put into writing and handed to the Chairman before it is further discussed or put to the meeting. The proposer shall speak immediately upon proposing a motion or amendment. 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 **Council council**lor 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 **Council council**lor 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 **Council 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 reduced to writing and handed to her/him before it is further discussed or put to the meeting.

ii) A **Council council**lor 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.

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- vii) If an amendment is carried, the original motion, as amended, shall take 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 Council councillor, other than the mover of a resolution, shall not, without leave of the Council 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 Council councillor may speak on a point of order or a personal explanation. A Council 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 Council 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 Council Councillor May Speak Again

Subject to ~~Standing Order standing orders~~ 6(f), (h) and (i), a Council 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 Council councillor;~~
- ii) ~~If the motion has been amended since s/he last spoke, to move a further amendment, to move or speak on another amendment if the motion has been amended since he/she last spoke;~~
- iii) ~~If he/his first speech was on an amendment moved by another Council councillor, to speak on the main issue, whether or not the amendment on which s/he spoke was carried;~~
- iv) ~~In exercise of a right of reply given by Standing Order standing orders 6(f) or (g);~~
- v) ~~To make a point of order;~~

~~vi) By way of to give a personal explanation; or~~

w) y) in exercise of a right of reply,

~~vi) To move a closure.~~

g) Points of Order and Personal Explanation

- i) During the debate of a motion, a Council councillor may interrupt only on a point of order or a personal explanation and shall be entitled to be heard forthwith and the Council councillor who was interrupted shall stop speaking.
- ii) A Council councillor raising a point of order shall identify the ~~Standing Order standing order~~ or statutory provision which s/he considers has been breached and

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the way s/he considers it has been breached or specify the irregularity in the meeting s/he is concerned by.

- ii) A point of order shall be decided by the Chairman and her/his decision shall be final.
- iv) A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood in the present debate.

h) Withdrawal of a Motion

A motion amendment may be withdrawn by the proposer with the consent of the **Council** and in cases of Motions Moved Without Notice with the consent of the seconder, which shall be signified without discussion, and no **Council** may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

i) Motions Which May be Moved During a Debate

When a **Council**'s motion is under debate no other motion shall be moved except:

- i) To amend ~~a~~ the motion
- ii) To proceed to the next business
- iii) To adjourn the debate
- iv) To put the motion to a vote
- v) To ask a person to ~~be silent~~ be no longer heard or ~~for him~~ to leave the meeting
- vi) To refer a motion to a Committee or Sub-Committee for consideration
- vii) To exclude the public and ~~the~~ press
- viii) To adjourn the meeting
- ix) To suspend ~~any particular Standing Order standing order(s)~~, excepting those which are reflect mandatory statutory requirements.

~~j) In respect of Standing Order standing -6(i)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive her/his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption order. Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her right of reply.~~

k) Standing

A **Council** shall stand when speaking unless permitted by the Chairman to sit on account of infirmity.

l) Ruling on Point of Order or Personal Explanation

The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.

m) **Mode of Address**

During the sitting of the Council, Councilors shall address the Chairman and every Councilor shall, in referring to the Chairman, Vice-Chairman, Councilors and Officers, employ their respective official titles.

n) **Only One Councilor to Stand and Speak at a Time**

A Councilor when speaking shall stand and address the Chairman. If two or more Councilors rise, the Chairman shall call on one to speak; the other or others shall then sit. While a Councilor is speaking the other Councilors shall remain seated and silent, unless rising on a point of order or in personal explanation.

o) **Respect for the Chairman**

Whenever the Chairman speaks during a debate a Councilor then standing shall resume her/his seat and the Council shall be silent.

p) **Closure Motions**

A Councilor may move without comment at the conclusion of a speech of another Councilor:

- i) "That the Council proceed to the next business".
- ii) "That the motion be now put".
- iii) "That the debate be now adjourned".
- iv) "That the Council do now adjourn".

On the seconding of which the Chairman shall proceed as follows:

- On a motion "That the Council proceed to the next business", unless in her/his opinion the matter before the meeting has been insufficiently discussed, s/he shall first give the mover of the original motion a right of reply, and then put to vote the motion to proceed to the next business.
- On a motion "That the motion be now put", unless in her/his opinion the matter before the meeting has been insufficiently discussed, s/he shall first put to the vote the motion that the motion be now put, and if it is passed then give the mover of the original motion her/his right of reply under *Standing-Order standing order* 6(f) before putting her/his motion to the vote.
- On a motion "That the debate be now adjourned" or "That the Council do now adjourn"; if in her/his opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discuss on that occasion, s/he shall put the adjournment motion to the vote without giving the mover of the original motion her/his right of reply on that occasion.
- On resuming an adjourned debate, the Councilor who moved its adjournment shall be entitled to speak first.

(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 Councilors not present of the date of the continuation of the meeting.)

q) **Alterations of Motions**

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- i) For Motions Moved on Notice a **Council council** may:
 - a) With the consent of the **Council council** without discussion after a motion of which s/he has given notice, provided the alteration is one which could be made as an amendment thereto;
and
 - b) Move amendments to her/his own motion.
- ii) For Resolutions Moved Without Notice a **Council council** may:
 - a) With the consent of her/his seconder and the **Council council** signified without discussion after a motion, provided the alteration is one which could be made as an amendment thereto;
and
 - b) With the consent of her/his seconder, move amendments to her/his own motion.

7. CO-OPTION: PROCEDURE TO FILL A CASUAL VACANCY OCCURRING ON THE TOWN COUNCIL

- a) If a casual vacancy should arise on the Council council due to:
- a Council councillor's failure to make his/her Declaration of Acceptance of Office within the proper time,
 - resignation or
 - death

then the Town-Clerk_Chief Executive Officer will normally start the proceedings to fill the vacancy without further recourse to a meeting of the Town Council council.

- b) If a casual vacancy arises for any other reason, e.g. disqualification due to six months absence from meetings or other reason for disqualification, then the Town-Clerk_Chief Executive Officer on behalf of the Town-Council council shall declare the office vacant and start the proceedings to fill the vacancy without further recourse to a meeting of the Town-Council council.
- c) If a casual vacancy arises within six months of the day when the councillor whose office is declared vacant would ordinarily have retired then no by-election may be demanded. As the Council council is permitted either to advertise the vacancy for co-option or to leave the office vacant until the date of the next ordinary election, the Council council will be asked at its next suitable meeting which option it wishes to pursue.
- d) Except in the circumstances described in (c) above, notice of the vacancy will be issued by the Town-Council council in consultation with the Electoral Services section of Uchfield District Council council; notices will normally be placed on the Council council's notice board, on the Council council's web site, in Burntwood Library and in the local press.
- e) If a by-election is called, Electoral Services will inform the Town-Council council and will then make all the necessary arrangements for the by-election. Poll cards for the by-election will be issued by Electoral Services; poll cards are optional and the Town Council council will incur a cost for issuing them.
- f) If no by-election is called, Electoral Services will inform the Town Council council and the Town-Council council can co-opt a new Member. Normally the Town-Clerk_Chief Executive Officer will invoke the procedure to do this immediately without recourse to a meeting of the Council council.
- g) Co-option vacancies will be advertised on the Council council's notice board and through any other medium which the Council council or Town-Clerk_Chief Executive Officer consider suitable.
- h) Applications for co-option will be considered at the next suitable meeting of the Council council.
- i) Applicants for co-option will be asked to submit information about themselves and must confirm their eligibility for the position of councillor within the statutory rules. They will be invited to give a presentation of up to two minutes to the Council council meeting at which the co-option will be considered.
- j) At the meeting there will be no further discussion following the presentations. The Council council shall vote upon the applicant(s). The Council council will suspend Standing-Order_standing_order 1(s) and agree to conduct the vote by signed ballot. Ballot papers will be distributed and the Council council will proceed immediately to vote. The Council council reserves the right not to make a co-option.

- k) Voting will be according to the statutory requirements, i.e. by a clear majority of those present and voting.
- l) The successful application will execute the Declaration of Acceptance of Office within the specified timeline after the decision has been made and will therefore receive summonses to meetings of the Council council and may act as a Member of the Council council.

8. CODE OF CONDUCT (ENGLAND)

See also *Standing Order standing orders 1(d)-(i) above*.

~~f)a) All Council councilors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council council on 12 July 2012.~~

~~g) All Councillors should undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.~~

~~h)b) _____ If a Council councillor has a personal interest as defined by the Code of Conduct adopted by the Council council on 12 July 2012 then s/he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.~~

~~f)c) Council councillors with a Disclosable Pecuniary Interest (DPI) will leave the room when the item in which they have interest is discussed by the Council council.~~

~~f)d) If a Council councillor who has declared a personal interest then considers the interest to be prejudicial, s/he must withdraw from the room or chamber during consideration of the item to which the interest relates.~~

~~k) _____ c) Council councillors may apply for a dispensation in writing to the Clerk of the Council at least four days before the date of the meeting. Dispensation requests shall be in writing to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.~~

~~f) A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.~~

~~f)g) The existence, duration and nature of any dispensations granted will be clearly minuted and included in the Register of Disclosable Interests.~~

~~f)i) The Proper Officer is required to compile and hold a Register of Council councillors' interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.~~

~~i) A dispensation may be granted in accordance with standard order 8(f) above if having regard to all relevant circumstances the following applies:~~

~~i) _____ without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or~~

~~ii) _____ granting the dispensation is in the interests of persons living in the council's area or~~

~~m)iii) _____ it is otherwise appropriate to grant a dispensation.~~

9. QUESTIONS

- a) A **Council/councilor** may seek an answer to a question concerning any business of the **Council/council** provided ~~2-two~~ **clear days-notice days' notice** of the question has been given to the Proper Officer.
- b) Questions not related to items of business on the Agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c) Every question shall be put and answered without discussion.
- d) A person to whom a question has been put may decline to answer.

10. MINUTES

- a) If a copy of the draft Minutes of a preceding meeting has been circulated to **Council councilors** no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b) No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall ~~be made by resolution and must be initiated by the Chairman~~ **be moved in accordance with standing order 5(ii) above**.
- c) Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the Minutes relate.
- d) If the Chairman of the meeting does not consider the Minutes to be an accurate record of the meeting to which they relate, s/he shall sign the Minutes and include a paragraph in the following terms or to the same effect:

"The Chairman of this meeting does not believe that the Minutes of the meeting of the () held on (date) in respect of () were a correct record but her/his view was not upheld by the majority of the () and the Minutes are confirmed as an accurate record of the proceedings."

- e) Upon a resolution which confirms the accuracy of the Minutes of a meeting, any previous draft Minutes or recordings of the meeting shall be destroyed.
- f) **Presentation of Committee Minutes and Reports**

The Chairman of the Committee concerned, or in her/his absence the Vice-Chairman or, should s/he also be absent, such other **Council councilor** as the Chairman may select, shall move an original motion that the Minutes of her/his Committee be received or approved and adopted as the case may be. On such a motion being duly seconded it shall operate as a series of motions that each item of the Minutes or report be received and the recommendations therein (if any) be adopted. The Committee Minutes shall here upon be open to discussion by the **Council council**.

11. DISORDERLY CONDUCT

- a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b) If, in the opinion of the Chairman, there has been a breach of **Standing-Order standing order 11(a)** above, the Chairman shall express that opinion and thereafter any **Council councilor** (including the Chairman) may move that the person be ~~silenced no longer~~.

~~board~~ or excluded from the meeting and the motion, if seconded, shall be put forth with and without discussion.

- ~~e) If a resolution made in accordance with Standing Order standing order 11(b) above is disobeyed the Chairman may take such further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting, as may reasonably be necessary to enforce it and/or s/he may adjourn the meeting.~~

d) **General Disturbance**

In the event of general disturbance which, in the opinion of the Chairman renders the due and orderly dispatch of business impossible, the Chairman may, without the question being put, adjourn the meeting for such period as s/he at her/his discretion shall consider expedient.

e) **Disturbance by Members of the Public**

If the public interrupts the proceedings of any meeting, the Chairman of the Council council or Committee Chairman may, after warning, order that s/he be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

12. RESCISSION OF PREVIOUS RESOLUTIONS

- a) A resolution (whether affirmative or negative) of the Council council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 11 Council councilors of the Council council, or by a motion moved in pursuance of the report or recommendation of a Committee.
- b) When a special motion or any other motion moved pursuant to Standing Order standing order 12(a) above has been disposed of, no similar motion may be moved within a further 6 months.

13. VOTING ON APPOINTMENTS

Where more than 2 persons have been nominated for a position to be filled by the Council council and none of those persons has received an absolute majority of the votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

14. EXPENDITURE

- a) Any expenditure incurred by the Council council shall be in accordance with the Council council's Financial Regulations.
- b) The Council council's Financial Regulations shall be reviewed once a year.
- c) The Council council's Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the Council council's functions to be delegated to a Committee, Sub-Committee or to an employee.
- d) Orders for the payment of money shall be authorised by resolution of the Council council and signed by three Council councilors.