

These Orders should be read in conjunction with the Council's Code of Conduct, and Financial Regulations

Standing Orders in bold type are statutory.

A) Meetings

1. Ordinary Meetings of the Council shall normally be held at 7.30pm unless by prior agreement with all members of the Parish Council. Meetings shall be held on the first Wednesday in each month, but at least normally during the first half of each month.

2. At least three clear days before any Meeting of the Council a notice stating the time and place of the Meeting and the business to be transacted shall be posted in the Council's noticeboard and published on the Council's website.

3. Extraordinary Meetings of the Council may be held at any time after three clear days notice has been given to all Members and after three clear days notice has been given to the general public by publishing details of the meeting.

4. An Extraordinary Meeting of the Council may be convened at any time by the Chairman, as long as three clear days notice is given. If any two Councillors sign a requisition that the Council be convened and the Chairman does not do so within seven days, then any two Councillors may forthwith convene the Meeting.

5. When calculating the 3 clear days for notice of a meeting to councillors and the public, 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 of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.

6. Meetings shall not take place in premises, which at the time 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.

7. Meetings 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.

8. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted so long as this does not disrupt the meeting in any way.

9. In accordance with standing order 8 above, 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.

10. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman.

11. The Chairman, if present, shall preside at a meeting. If the Chairman is absent

from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

12. The minutes of a meeting shall record the names of council present.

13. The Code of Conduct adopted by the Council shall apply to councillors in respect of the entire meeting.

14. An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.

15. A Quorum of a Meeting of the Council shall consist of any three Councillors including the Chairman.

16. If a meeting is or becomes inquorate no business shall be transacted.

B) Procedures for Meetings

1. Copies of the agenda of each Council Meeting shall be distributed to all Councillors by the Clerk five days before the date of a meeting. Copies shall also be available for the Press and the general public at meetings.

2. Councillors must comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matter in which you have a Disclosable Pecuniary Interest (unless you have obtained a dispensation). Councillors must leave the room whilst the item is considered.

3. A dispensation may be granted to permit a member to discuss and vote on an item where they have a disclosable pecuniary interest if after having had regard to all relevant circumstances, the council considers that without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business, or considers that granting the dispensation is in the interests of persons living in the authority's area, or considers that it is otherwise appropriate to grant a dispensation.

4. A member must submit a written request to the council for a dispensation. A dispensation must specify the period for which it has effect and not exceed four years.

2. Minutes shall be an accurate record of the proceedings and decisions made by the Council at the meeting, and may include comments made by the public.

3. Draft Minutes of Council Meetings shall be distributed to all Councillors as soon as possible after the meeting. Draft Minutes should be published in the noticeboard and on the Council's website. Copies of draft Minutes shall be available for Press and public at meetings.

4. If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall

be taken as read.

5. No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

6. 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.

7. The Chairman shall adjourn the meeting for Public Discussion, and reconvene the meeting after Public Discussion.

8. Members of the public may not speak at a meeting except during the Public Discussion period or at other times when invited by the Chairman.

9. All decisions and enactments of the Council must be made by a majority of members present and voting, other than those disqualified by Declaration of Interest. Voting shall normally be by a show of hands. The Chairman of a meeting has a casting vote and may therefore vote twice when those voting are equally divided for and against a motion.

10. A proposal tabled at a Council Meeting must be put to the vote, unless it is immediately withdrawn by the proposer.

11. Only one proposal or amendment thereof shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.

12. When a councillor's motion is under debate no other motion shall be moved except:

- i. to amend 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 or for him/her to leave

13. The number of votes cast either for or against a proposal shall be recorded, but not formally minuted. **The names of those voting shall not be minuted unless, before the vote is taken, any Councillor requests that the way in which each Councillor votes be recorded, in which case that request must be granted.**

14. No decision shall be taken on a matter which does not appear on the Agenda, or is addressed by the Council following the Public Discussion period.

15. The Council may suspend any Standing Order except those which are mandatory by law.

16. A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

17. Any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Clerk shall witness their signatures.

18. The Council may appoint Committees and arrange for them to perform any Council functions except the power to issue a Precept or to borrow money. A purely Advisory Committee (Working Party) may consist entirely of non councillors, but at least two-thirds of any other Committee must be Members of the Council. All Members of a Finance Committee must be Members of the Council, except the Clerk, who shall be present in a non voting capacity.

19. If any question arises at a meeting of the Council as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person employed by the Council, such question shall not be the subject of discussion in public.

C. Planning Matters

1. Decisions as to what comment shall be made upon each Development Plan received from the District Council shall be taken at the regular monthly Meetings of the Council. These comments shall be submitted via Breckland District Council's Planning portal as soon as possible after the Meeting. If a plan is received after the distribution of the Agenda, the Clerk shall add this to the published copy of the Agenda and exhibit the plan for inspection by the general public

D) Annual Meetings.

1. 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.

2. 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.

3. If no other time is fixed, the annual meeting of the Council shall take place at 7pm, unless by prior agreement with all members of the Parish Council.

4. The election of the Chairman of the Council shall be the first business completed at the annual meeting of the Council.

5. The Chairman of the Council, unless he or she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until a successor is elected at the next annual meeting of the Council.

6. The Vice-Chairman of the Council, if any, unless he or she 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.

7. In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he or she 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.

8. In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he or she shall preside at the meeting until a new Chairman of the Council has been elected. He or she 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.

9. In an election year, the Clerk shall receive from all Councillors their declarations of acceptance of office.

10. The Council shall review and/or adopt the following:

- a) Standing orders.**
- b) Financial regulations.**
- c) Asset Register.

E) Code of Conduct.

1. All councillors shall observe the Code of Conduct adopted by the Council.

2. Councillors may exercise the rights contained in standing order 3 below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.

3. Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.

F. Members of Council

1. The nine members of the Council are elected for a term of four years and retire together on the fourth day after the date of the next election, with the exception of the Chairman.

2. All Councillors must sign a Declaration of Acceptance of Office, which includes an undertaking to abide by the National Code of Conduct, either before or at the commencement of the first Meeting of the Council after the election, unless the Council formally fixes a date for a special meeting at which this Declaration is to be made by any Councillor who is unable to attend the first meeting after the election. Failure to make the Declaration according to the above rules causes the seat to fall vacant automatically.

3. The office of Councillor becomes vacant if he or she resigns in writing to the Chairman, or if he or she becomes disqualified, or if he or she is absent from Meetings of the Council for six consecutive months, unless the reason for absence is formally approved by the Council.

4. Every vacancy on the Council must be publicly notified and notified to the District Returning Officer immediately it occurs. If no poll is claimed within fourteen days after the date of notification, not including Saturdays, Sundays and Christmas Eve, Bank Holidays and days appointed for Public Thanksgiving or Mourning, the casual vacancy may be filled by co-option at a properly convened Meeting of the entire Council by an absolute majority of those present and voting. If, on the other hand, a poll is claimed in writing by ten electors within the specified period after the notification of the vacancy, a bye-election must take place.

5. Where a casual vacancy occurs within six months before the day on which the Councillor whose office is vacant would normally have retired, an election to fill the

vacancy shall not be held. The Parish Council nevertheless may fill the vacancy by co-option if it wishes.

6. Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee, issue orders, instructions or directions.

7. No Member of the Council shall disclose to any person not a member of the Council information given in confidence which they believe, or ought to be aware is of a personal or commercially-sensitive nature.

G) Personnel

1. The Council shall employ a Clerk, who shall carry out duties as defined in his/her contract.

2. The name, postal and e-mail address and telephone number of the Clerk shall be displayed in the Council's noticeboard and on the Council's website.