**Lambley Parish Council: Standing Orders- Reviewed November 2021**

1. **Duties**

Lambley Parish Council represents the interests of the whole community of Lambley. The Council is directly responsible for the Village Hall, the Cemetery, the playing field and the playground as well as general village maintenance and improvement. In addition the Council is concerned with planning, highways, traffic, community safety, street lighting, seats and shelters, rights of way and other significant issues in the village. The Council works closely with other local organisations.

2. **Standing Orders**

These Standing Orders are the rules which the Council follows in carrying out the above functions. The Standing Orders shall be reviewed every 4 years within 3 months of the election of the Council and at such other times as may be necessary.

3. **Election**

The 9 Members of the Council are elected every 4 years and qualification criteria for candidature together with the nomination and election procedures are organised by Gedling Borough Council. Candidates for election must therefore comply with those requirements.

4. **Annual Parish Meeting**

Every April the Council will hold an Annual Parish Meeting the date of which is to be advertised at least one month in advance. The meeting is open to the public and the Chair shall present a report of the main activities of the Council during the preceding year.

5. **Annual General Meeting**

An AGM of the Council shall be held in May. In the year of ordinary elections the AGM shall be held within 14 days of the day upon which Parish Councillors take office. The business of the AGM shall include: the election of the Chair and Vice Chair and any other officers and representatives as may be needed; receipt of declarations of acceptance of office and disclosures of interests (if this is not possible a date by which they are to be received shall be fixed); confirmation of any coopted members.

6. **Holding Meetings**

Meetings of the Council shall start at 6.30 pm and the meetings should not last for more than 2 hours.

There shall be a minimum of 10 meetings per year, (including the APM and AGM). Notice of the time and place of meetings must be advertised in the Parish and all Members given at least 3 clear day’s written notice of the meetings from the Clerk, including the draft minutes of the previous meeting, and an agenda.

7. **Chairing Meetings**

The Chair of the Council (or in his absence the Vice Chair) shall preside at meetings. If neither the Chair nor the Vice Chair are able to preside those Members present should decide who amongst them shall preside and the minutes should record the selection of Chair.

The Chair is to regulate the conduct of meetings and preserve order by ensuring that Member (and the publics’) contributions are neither irrelevant nor repetitious, and are addressed through the Chair. The Chair shall check the use of rude or disrespectful language and personal insults. If either a Member of the Council or a member of the public disregards the Chair’s request to desist the Council can resolve to have the person causing the disturbance excluded.

8. **Quorum**

No business shall be considered at a meeting of the Council unless 5 **Elected** Members are present. Unless the quorum is met the meeting cannot commence and shall stand adjourned 30 minutes after the start time.

9. **Business at Ordinary Meetings**

The business shall include: record of members present, apologies for absence, declarations of interests re agenda items (which may be discussed in the absence or presence of the person concerned), agreeing and signing the minutes of the previous meeting(s), formal announcements from the Chair, any business remaining from previous meetings and other business on the agenda.

In addition there shall be an opportunity for the public to participate on the basis that no member of the public may speak for longer than 5 minutes, that the public participation session shall not exceed 20 minutes in total and only agenda items may be discussed.

If an item has been raised, discussed and a decision made the issue should not, unless there are exceptional circumstances, be discussed again for a minimum period of 3 years.

10. **Voting**

All issues before the Council shall be decided by a majority of Members present and voting, by show of hands. A Member’s vote shall only be counted if the Member is in the room at the time the vote is taken when meetings are held within a room. Where virtual meetings are undertaken, voting shall be recorded through either the chat function or by a show of hands. The outcome of the vote shall be recorded in the minutes. In the case of an equality of votes the Chair or other Member presiding may have a second or casting vote in addition to their first vote.

Decisions regarding agenda items which have been raised and discussed during a meeting may be decided between meetings via email or instant messaging services, where the majority of members of the Council and the Chair are in agreement.

11. **Minutes**

The minutes must record the names of the Members present at the meeting and the existence and nature of any interest declared by Members. The minutes are not a verbatim record of the meeting but should accurately reflect the decisions made, record voting and any agreed actions. Draft minutes shall be approved for accuracy as soon as practically possible and at this latest at the next meeting of the Parish Council. Any amendments should be noted by the Parish Clerk and approved by the Chair before circulation. Minutes should be circulated for public access including on the Parish Council website and copies shall be made available on request to a member of the public on reasonable notice.

Actions will be recorded- **A minimum of 5 responses must be received to approve the minutes for publication.**

12. **Attendance/Absence**

Members should make every effort to attend Council meetings but if unable to do so should send their apologies to the Clerk or the Chair. If a member is absent for 2 consecutive meetings without sending their apologies or 5 consecutive meetings with apologies but without good reason (eg health difficulties) then the Member in question shall be contacted by the Clerk by way of reminder and if they fail to attend a 3rd or 6th meeting as the case may be without good reason they shall be deemed to have resigned from the Council.

13. **Conduct**

Members are required to comply with the [Local Government Council's Code of Conduct](https://www.local.gov.uk/sites/default/files/documents/Local%20Government%20Association%20Model%20Councillor%20Code%20of%20Conduct%202020%20WEB.pdf) (Appendix 1). If a Member breaches the Code or commits an act of serious misconduct the Member may be dismissed from the council. The Member in question must be given full and timely details of the allegations and an opportunity to fairly state their case to the Council.

14. **Co-option**

If in between elections the Council wishes to do so a qualifying person may be coopted as a Member, **(after the third meeting in attendance)** the cooption to be confirmed at the next Meeting. The coopted Member shall not have the power to vote unless and until s/he is duly elected in accordance with clause three.

15. **MPs, County and District Councillors**

The local MP, County and District Councillors and such other office holders and officials as the Council deems appropriate shall, upon their election/appointment be written to by the Clerk and given a standing invitation to attend all or any meetings of the Council, they shall also be sent copies of the minutes and other relevant documents.

16. **Public Participation**

The Council shall strive to involve members of the public in its workings and meetings. Members of the public may request, upon reasonable notice to the Clerk, that a specific item be placed on the agenda for discussion. Applications under the Freedom Of Information Act and applications for personal information under the Data Protection act 1998 should both be addressed to the Clerk.

17. **Extraordinary Meetings**

An extraordinary meeting of the Council may be called at any time by the Chair or Vice Chair or by any 2 Council Members who submit a written and signed request to the Chair to call such a meeting. An extraordinary meeting is usually called to discuss urgent, unforeseen or complex business.

18. **Sub Committees**

The Council may constitute such Sub Committees as it considers necessary, the Standing Orders of the Council also apply to sub Committees.

19a. **Holding Out**

Other than the Parish Clerk, The Chair and the Vice Chair no Members of the Council may hold themselves out as representing the Council in any circumstances and the Clerk, the Chair and the Vice Chair should normally only do so on the basis of a mandate from the Council. If they hold themselves out without a mandate they should report the circumstances to the next meeting of the Council.

19b. **Agreed Actions**

Actions arising from the Council meetings will be recorded in the minutes and an individual nominated to take responsibility for the action. Where a deviation from the agreed action is required, or where further actions arise which were not discussed and agreed, these should be brought to the attention of the Chair who will either direct these back to a future meeting, or raise these via email or messaging to the other Parish Councillors to ensure that the democratic process is upheld.

19c **Execution of Legal Deeds**

Any two of the Clerk, The Chair and the Vice Chair can sign on behalf of the Parish Council in order to execute a legal Deed and it must be witnessed by a third party which could be the third member of the above.  This should normally be done on the basis of a mandate from the Council.  If circumstances do not permit this to happen, the Parish Council can mandate any two Councillors to sign the deed and the Clerk must witness their signatures.

20. **The Parish Plan**

The Council may constitute a Parish Plan Group for the purpose of preparing a Parish Plan for the Council. The Plan shall be drawn up with public participation, shall be approved by the Council and made available to the public. The Council shall in conjunction with the PPG take reasonable steps to implement the Plan and to keep it under review it being drawn up afresh every 10 years or sooner if appropriate.

21 **The Parish Clerk**

The Clerk shall be the proper officer and carry out the functions of the proper officer as provided by the Local Government Act 1972. The Clerk should monitor and be responsible for incoming and outgoing correspondence. The Clerk shall in the first instance handle and acknowledge all complaints regarding the Council except complaints relating to the Clerk. The Clerk shall convene meetings of the Council and its sub committees and shall carry out any council or sub committee decision. The Clerk is accountable to the Council and on a day to day basis, to the Chair.

22. **Finance**

The Council shall be run prudently and in accordance with the Council’s own Financial Regulations compliance with which must be monitored by the Council. Members are to be kept fully informed by the Clerk, the Chair and the Vice Chair about all relevant financial matters.

23. **Planning**

Planning permissions that require Parish Council Observation outside a Parish Council public meeting shall be distributed electronically by the Parish Clerk and the Parish Councillors shall investigate the said application on the Local Authority electronic portal.

A clear ‘object’ or ‘no objection’ shall be entered into the observation form on the Parish Council electronic portal by the Parish Councillor (or by the Parish Clerk as soon as possible on behalf of a Parish Councillor with written approval),  so that the views of all the councillors are known.

Valid planning comments must be added to the observation form to further expand your reason for your objection as applicable.

A majority decision shall be taken with the Parish Clerk passing on the overall verdict of the Parish Council and associated comments to the Local Authority before the relevant date. (The rules on voting shall be as per the other Standing Orders?)

Given the timescales of these matters a special meeting of the council may be called as per the other clauses of the Standing Orders in case of a split decision or where requested by a member of the council or by a member of the public if the relevant response date is before the next planned Parish Council public meeting”

These Standing Orders were adopted at a meeting of Lambley Parish Council held on the 1st November 2021 and reviewed and adopted at a meeting of Lambley Parish Council in November 2021

Signed Chair

Vice Chair

Clerk Belinda Kalka