

# CODDINGTON PARISH COUNCIL

## STANDING ORDERS

Last reviewed and revised May 2024

- 1. ORDINARY MEETINGS:** The Parish Council shall hold at least six ordinary business meetings each year between April and March in the following year. Each Ordinary Meeting shall commence at 7.30 pm and shall be held on or near the first Thursday of each month unless this proves to be impossible to implement. Where required for health and safety, all meetings shall be held virtually, in line with current legislation.
- 2. ANNUAL PARISH:** The statutory Annual Parish Meeting shall be held in the Village Hall between 1st March and 1st June in any year. The meeting may be postponed or cancelled if public meetings are not recommended for health and safety reasons.
- 3. ANNUAL PARISH COUNCIL:** The Annual Parish Council Meeting shall be held in a place determined by the Clerk or Chairman on any Thursday in May, except in a local authority (ie parish) election year when it will be held on the fourth day after the date of the election or within fourteen days thereafter.
- 4. SPECIAL MEETINGS:  
(INCLUDING PUBLIC)** The Chairman, Vice Chairman or any three Members of the Council may, by written request, authorise the Clerk to summon a special meeting for any matter requiring immediate attention within 7 days except when a meeting is public. Such request and notices convening the meeting shall set forth the business to be transacted and no business, other than that specified, shall be transacted at the meeting.
- 5. PROPER OFFICER:** The Proper Officer of the Council shall be the named Clerk who has delegated powers to undertake such work, administrative or financial, as needs immediate attention to further the work of the Council, and to report at the next ordinary meeting any actions taken.
- 6. CORRESPONDENCE:** All correspondence shall be addressed to the Clerk and not to individual Members of the Council.
- 7. CHAIRMAN:** The Chairman shall be elected at every Annual Parish Council Meeting for the ensuing year. The term of office of Chairman shall normally be restricted to a maximum of three years unless an extension becomes necessary if no other candidate can be nominated.
- 8. EXPENSES OF CHAIRMAN:** The Chairman shall be granted expenses to pay for any reasonable expenditure of the unpaid office arising from duties on Council business and other activities expected by virtue of the public office.
- 9. VICE CHAIRMAN:** The Vice Chairman shall be elected at every Annual Parish Council Meeting for one year.
- 10. MANAGEMENT OF STAFF:** There will be an annual appraisal of the Clerk by the Chairman and Vice Chairman in September, followed by an interim review in March. The Reviewers shall consult with Members in October for a recommendation to be taken to the Parish Council for approval in November. Appraisals of other employees shall be carried out by the Clerk.
- 11. WORKING GROUPS:** Working Groups shall be elected at each Annual Parish Council Meeting for one year. The Chairman and Vice Chairman are members of all working groups.
- 12. PLANNING MATTERS:** The Full Council deals with all planning applications and related issues, with a minimum of six Members to be present for any decision on planning applications. A Working Group, elected annually, shall be delegated to examine the details of

applications and consultations, and to provide the Council with information and recommendations for consideration.

**13. REPRESENTATIVES ON OTHER BODIES:**

Parish Council representatives shall be elected for one year or such length of time as nominated by the sponsor, at each Annual Parish Council Meeting. Forthcoming vacancies shall be announced at the April Parish Council meeting for consideration prior to nomination at the Annual Parish Council meeting in May.

Bodies on which the Parish Council is represented:

Coddington Community Association – one nominee for one year.  
Coddington Trust Fund - two nominees for four years.  
Coddington Village Hall Charity Trust - one nominee for one year.  
Safer Neighbourhood Group – two representatives for one year.  
Newark Health Care Consultative Group two members for one year.

**14. COUNCIL MEETINGS NOTICE:**

Three clear working days' notice of every meeting shall be given by the Clerk, by circular, delivered by hand or sent by electronic mail to each Member of the Council at his usual or last known address.

**15. PLANNING MEETINGS:**

Three clear working days' notice of any planning matters shall be given so that Members attending may make decisions at that meeting.

**16. PUBLIC NOTICE:**

Public notice of and agenda of all meetings shall be published on the village web site and posted on notice boards throughout the village:  
Notice Board outside the Village Hall.  
Notice Board at The Green.  
Notice Board on Newark Road.  
Notice Board outside the Coddington Community Centre.

**17. ANNUAL PARISH MEETINGS:**

Ten days' notice shall be given for all public meetings in order for the Clerk to make necessary arrangements.

**18. AGENDA:**

Items for the agenda of any meeting must be sent in writing to the Clerk ten working days prior to the meeting.

**19. QUORUM:**

Four Members shall constitute a quorum. At the Annual Parish Council Meeting and for all planning matters, six members shall constitute a quorum.

**20. BUSINESS OF MEETINGS:**

At every meeting the Chairman (or in their absence the Vice Chairman) shall preside. If both are absent, the Members present shall elect one of their number to take the Chair. The Business of Ordinary Meetings shall be conducted in the following manner: -

(a) The minutes of the last ordinary meeting and any special or other meetings shall be agreed by the Council and signed by the Chairman.

(b) Matters arising from those minutes, unless detailed under the main business of the agenda, shall be discussed.

(c) To deal with the Parish Council's business required by statute under: -

- (1) Administration and Finance
- (2) Planning, Environment, Transport and Services
- (3) Allotments and Open Spaces

(d) To receive under those headings all correspondence received by the Clerk.

(e) To receive and consider reports from representatives and any working groups of the Council on topics under those headings.

(f) To receive matters for immediate note and for consideration on the next agenda.

- 21. FINANCE:** All payments shall be made by order of the Council, including electronic payments. Cheques and authorisation of bank transfers shall be signed by two Members of the Council, one of whom should be the Chairman or Vice Chairman (except in exceptional circumstances), countersigned by the Clerk or a third member of the Council, and all payments entered on the monthly statement of accounts.
- 22. PROCEDURE:** Where required for health and safety reasons, all meetings may be held virtually, following the agreed Virtual Meetings Procedure.
- Every Member, when speaking, shall address the Chair, and the Chairman shall have power to forbid any Member, except the mover, from speaking more than once on any one motion or question except in explanation. The mover shall be entitled to speak once in making the motion and once by way of reply.
- A Councillor vacates office if he fails to attend any meeting of the Council for six consecutive months after his last attendance, unless before the expiry of that period the Council approves a reason for his absence.
- 23. VOTING/CHAIRMAN'S CASTING VOTE:** Every question arising at any meeting shall be determined by the majority of the votes of Members present, and in the event of there being an equal number of votes cast on any question, the Chairman shall have a second, or casting vote.
- 24. RESOLUTION ALTERED OR RESCINDED:** No resolution of the Council shall be rescinded or altered unless fourteen days' notice of a meeting has been given by the Clerk to each Member, setting forth the proposed alteration, nor unless there be two thirds of the Members present at such meeting.
- 25. NEGATIVE DECISIONS:** A decision, which is in the negative, cannot be reconsidered until after a further six months has expired.
- 26. DECLARATION OF INTEREST DIRECT/ INDIRECT:** All Members shall abide by the Parish Council's current Code of Conduct, adopted by the Parish Council at its meeting held on 3 March 2022.
- 27. ADMISSION OF THE PRESS** Members of the press and public are welcome to attend meetings and have the right to participate during the designated session at the beginning of every full meeting, or at the discretion of the Chairman. If the meeting is to be recorded, the Council shall be informed of this at the start of the meeting.
- 28. EXCLUSION OF THE PUBLIC:** Members of the press or public can be excluded if there is confidential business to discuss, or for some other valid reason (Local Government Act 1972, Section 100). The exclusion motion is to be voted for by a majority of Councillors present. The reason is to be stated in the signed exclusion proposal, recorded in the minutes of the meeting and the signed proposal attached to the minutes. It is important to exclude, even if no member of the public or press is actually present at the time, if the subject matter warrants exclusion. (The most likely cases will be when employment, contractual, legal, conduct or standards matters are to be discussed.)
- 29. CLOSE OF MEETINGS:** Meetings of the Parish Council shall finish no later than 9.30pm unless a Member moves a resolution to continue business until it is concluded.