

**DUNKIRK PARISH COUNCIL
STANDING ORDERS 2019/20**

These Standing Orders were reviewed and adopted by the Council at its Meeting held on 20 May 2019.

1. Meetings of the Council shall be held at Dunkirk Village Hall at 7.30pm unless the Council decides otherwise at a previous meeting or is so informed by the Clerk.
2. **The Statutory Annual Meeting shall be held on:**
 - (a) In an election year - the fourth day after the ordinary day of election to the Council or within fourteen days thereafter
 - (b) In a year which is not an election year - shall be held in the month of May.
3. **The three other statutory meetings shall be held on the third Monday in the months of August, November and February.**
4. **Eight additional meetings shall be held on the third Monday of the months of June, July, September, October, December, January, March and April.**
5. **The Annual Parish meeting shall be held on a date between 1 March and 1 June.**
6. **The council shall hold a planning committee on the first Monday of the month or on other dates as set to fulfill the council's obligations for planning matters.**
7. **The planning committee will comply with its terms of reference as agreed and reviewed each year at the Statutory Annual Meeting and attached to these Standing Orders as Appendix A.**
8. Other meetings may be held as and when circumstances require, to be decided by the Chairman and/or at least two other members of the Council.
9. **The person presiding at the meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.**
10. Unless nominated otherwise by the Council, where a statute, regulation or order confers functions or duties on the Proper Officer of the Council, the Proper Officer shall be the Clerk. The Clerk will record the proceedings of the meetings. In the absence of the Clerk the person presiding at the meeting may record the proceedings or appoint another to do so.
11. **All councilors will at all times adhere to the Council's agreed Code of Conduct and will register their interests on their Declarations of Member's Registered Interests.**
12. **Four members shall constitute a quorum.** If a quorum is not present for the transaction of business at or during a meeting, the business not transacted shall be dealt with at the next meeting or on such a day as the Chairman may fix when a quorum is present.
13. Members shall vote by a show of hands or, if at least two members so request, by a signed ballot.

14. If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it.
15. Subject to (a) and (b) below, the Chairman may give an original vote on any matter put to the vote, and in the case of equality of votes may give a casting vote even though he or she gave no original vote.
 - (a) If the person presiding at the Annual Meeting of the Council would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of Chairman and Vice Chairman until the end of their term of office, he or she may not give an original vote in the election for Chairman.
 - (b) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.
16. At each Statutory Annual Meeting the first business shall be:
 - (a) To elect a Chairman;
 - (b) To receive the Chairman's declaration of acceptance of office, or, if not then received, to decide when it shall be received;
 - (c) In the ordinary year of election of the Council to fill any vacancies unfilled at the election by reason of insufficient nominations;
 - (d) To decide when any declarations of acceptance of office which have not been received as provided by law shall be received;
 - (e) To elect a Vice Chairman;
 - (f) To appoint members of Committees;
 - (g) To, if required, inspect any deeds and trust instruments in the custody of the Council
 - (h) and shall hereafter follow the order set out in Standing Order 17.
17. At every meeting other than the Statutory Annual Meeting the first business shall be to appoint a Chairman if the Chairman and Vice Chairman be absent and to receive such declarations of acceptance of office (if any) as are required by law to be made, or if not then received then to decide when they shall be received.
18. In every year not later than the meeting at which the financial estimates for the next year are settled the Council shall review the pay and conditions of service of existing employees.
19. After the first business has been completed, the order of business, unless the Council otherwise decides on the grounds of urgency, shall be:
 - (a) To record the names of those councillors present at the meeting;
 - (b) To record apologies for absence, with reasons in order to avoid an inadvertent casual vacancy arising through failure to attend a meeting for six consecutive months;
 - (c) To request notification from members present of additional items they wish to raise and include on the agenda at that meeting;
 - (d) To read and consider the minutes of the previous meeting: if already circulated to members they may be taken as read;
 - (e) After consideration to approve the signature of the minutes by the person presiding as a correct record;

- (f) **To deal with business expressly required by statute to be done;**
 - (g) To dispose of any business remaining from the last meeting;
 - (h) To receive such communications as the person presiding may wish to lay before the Council, this includes all reports, requests and letters received by the Council since its last meeting;
 - (i) To receive and consider reports from members of the Council and any Council committees;
 - (j) All accounts for payment and claims upon the Council must be laid before the Council to authorize the signing of orders for payment;
 - (k) To consider resolutions or recommendations from members or committees.
20. No meeting shall last more than two hours without adjournment for a break of at least ten minutes.
21. Immediately before the commencement of each of the twelve monthly meetings no more than thirty minutes may be made available for members of the public to make observations or put questions to the Council. By prior arrangement with and the consent of the Council guest speakers may be given an opportunity to speak within the normal time of a Council meeting; at the discretion of the presiding officer the meeting may be adjourned while this occurs.
- 22. Orders for the payment of money shall be proposed and seconded and a vote taken on their payment. This shall be recorded in the minutes. All cheques will be signed by two members of the council and they shall initial the cheque stubbs so that a record of signatories is kept.**
23. The Council may appoint standing committees, subject to any statutory provision in that behalf, and;
- (a) Shall not appoint any member to a committee so as to hold office later than the next Annual Meeting of the Council;
 - (b) May appoint persons other than members of the Council to any committee provided that the majority of those committee members are elected councilors.
24. The Chairman and Vice Chairman ex-officio shall be members of every committee.
25. Every committee shall at its first meeting before proceeding to any other business elect a Chairman and may elect a Vice Chairman who shall then hold office until the next Annual Meeting of the Council.
26. Except when ordered by vote of the Council the quorum for any committee shall be one half of its members but with a minimum of two persons.
- 27. Chairmen of committees shall in the case of equality of votes have a second or casting vote.**
28. The Council shall approve written estimates for the coming financial year at its meeting in November.
- 29. A member who has a pecuniary interest in any matter under discussion must declare it and refrain from voting or speaking on the subject. He/she may be required to withdraw**

from the room in which the meeting is being held. Should this occur, brief details giving the name of the member and the reasons for withdrawal must be entered in the Minutes of the meeting.

30. **The Clerk shall record in a book to be kept for the purpose particulars of any notice given by a member or officer of the Council of a pecuniary interest in a contract and the book shall be open during reasonable hours of the day for inspection by any members of the Council.**
31. **All Minutes kept by the Council and by any committee shall be open for the inspection by any member of the Council.**
32. No member of the Council nor of any committee shall in the name of or behalf of the Council
 - (a) Inspect any lands or premises which the Council has a right or duty to inspect;
 - (b) Issue orders, instructions or directions unless authorized to do so by the Council or the relevant committees.
33. **The public shall be admitted to all meetings of the Council and its committees which may, however, temporarily exclude the public** by means of the following resolution:

“That in view of the (special) (confidential) nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.”
34. **The Clerk shall afford to the press reasonable facilities for making their report of any proceedings at which they are entitled to be present.**
35. If a member of the Council or public interrupts the proceedings at any meeting the Chairman may, after warning, order that he/she be removed from the place of meeting.
36. Where it is intended to enter into a contract exceeding £1000 but not exceeding £10,000 in value for the supply of goods or materials or for the execution of works (as specified herewith) the Clerk must request at least three suppliers to submit quotations for the contract, report those quotations to the Council with all relevant information and let the Council decide as to which quotation is accepted. The Council is not bound to accept the lowest price.
37. Any or every part of these Standing Orders except those **printed in bold type** may be suspended by resolution in relation to any specific item of business.
38. A resolution to permanently add, vary or revoke any Standing Order shall, when proposed and seconded stand adjourned without discussion until the next ordinary meeting of the Council.
39. A copy of the Standing Orders will be given to each member by the Clerk upon delivery to the Clerk of the members' declaration of acceptance of office.
40. The Annual Parish Meeting shall follow the order of business from the Chairman:
 - (a) To sign the Minutes of the previous Annual Parish Meeting, having read them aloud and asked if there are any amendments or if it represents a true record of that meeting;

- (b) To give the Annual Report of the Parish Council;
- (c) To give a report of the Parish Council accounts for the year ended the preceding 31st March;
- (d) To give the Councils observations on its finances and plans for the current year;
- (e) To receive the report of any school governor appointed by the Council;
- (f) To receive any reports or comments on the Parish Council activities by any Borough or County councillors present;
- (g) To receive any reports from invited community organisations;
- (h) To invite any questions from the public.

Signed: 

Name: OR TURT

Position: Chairman

Date Approved: 20/5/2019

APPENDIX A

DUNKIRK COUNCIL PLANNING COMMITTEE TERMS OF REFERENCE:

1. The Planning Committee is constituted as a Standing Committee of Dunkirk Parish Council. The Committee will operate within Local Government law and the Council's own Standing Orders. The Committee may submit a budget to the Council as part of the Council's overall budget process. The Committee composition shall be a minimum of 3 Councillors as voting members. All three Councillors or two members of the Planning Committee + a substitute (Councillor) constitutes a quorum. The Committee may, at its discretion, elect a maximum of one non-Councillor whose expertise and knowledge will be beneficial to Committee deliberations and who may also act as substitute.
2. The Chairman and Vice-Chairman to be elected annually by the Committee.
3. A record of all planning applications, the responses and eventual results shall be noted in the minutes of meetings.
4. The Committee has delegated executive powers to consider:

All planning applications pertaining to Dunkirk Parish and to respond to Swale Borough Council Planning Authority and any other authority. Statutory and non-statutory planning policy documents from whatever source. Select from its membership a person, or persons, to represent the Council at site meetings, planning appeals, public inquiries, etc using the Council's previously agreed and authorised comments.


The Committee will submit minutes of its meetings to the next Council meeting for information.
5. The Planning Committee may canvas opinions for and against applications to assist with fair determination of applications. The Committee has an obligation to ensure that relevant parties are given an adequate hearing – applicants, as well as objectors, will have the opportunity to speak at meetings in accordance with the Parish Council Standing Orders.
6. If the deadline for applications allows then a decision should be made by the full parish council rather than the planning committee under delegated executive powers. Any controversial applications may be referred to the full Parish Council. A time sensitive response may be made by the Committee Chairman or Clerk following a majority decision by the Committee. Any Councillor may request an application be deferred for a meeting of the Full Parish Council.
7. Where a site meeting is arranged, it will be subject to the prior approval of the Chairman or Vice-Chairman. A Committee member will then present findings to the Committee.
8. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.
9. All correspondence shall be conducted through the Clerk of the Parish Council wherever possible.

10. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail to members of the Parish Council.
11. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.
12. All members to attend a planning training session within a year of appointment and further training at least every four years.
13. These terms of reference will be reviewed at the Annual Statutory Meeting each year.

Signed: 

Name: J P TUTT

Position: Chairman

Date Approved:  20/5/2019