

BRICKHILL

PARISH COUNCIL



Standing Orders for Committees

COMMITTEE MEETINGS

1.1 Chairing meetings

- 1.1.1 At the first meeting following the Annual Meeting of the council every committee shall, before conducting any business, elect a Chair for the year. A committee may also elect a Deputy Chair. Alternatively, the council may appoint the Chairs and Deputy Chairs of committees at the time the committees are appointed.

A meeting of a council (or a committee and sub committee) cannot take place unless a person has been lawfully appointed to preside the meeting. In legal terms, the Chair of a meeting of a committee is vital because of their power, in the event of an equality of votes, to exercise a second or casting vote in addition to their own

The effect of s.99 of the 1972 Act and paragraph 11 of schedule 12 is that if the Chair (or in his absence the Vice Chair of the council) attends any meeting of the parish council including any committee of a council, he must preside and will enjoy the second/casting vote in the event of an equality of votes. This can cause problems if a council has delegated functions to a committee and intended Councillors other than the Chair (or Vice Chair) of the council to experience a chairmanship role.

There is no reason why any parish council should **not** appoint as Chair of any committee, a councillor who is not Chair (or Vice Chair) of the council. The council would need Standing Orders to the effect that the Chair (and Deputy Chair) shall not be appointed as the Chair or Vice-Chair of any committee (or sub committee).

2.1 Quorum

- 2.2.1 No business shall be dealt with unless the committee is quorate.
Note: If a parish council has not made standing orders in respect of its committees, then each committee shall by virtue of s.106 of the 1972 Act, be entitled to implement standing orders regarding its quorum which should never be less than 3.

2.2.2 If there is no quorum the meeting will stand adjourned and should be reconvened.

2.3 Holding meetings

2.3.1 The Clerk will call the first meeting of the committee following consultation with the Chair.

2.3.2 Subsequent meetings shall be held at a place, date and time fixed by the committee. Meetings shall not be held in premises being used at the time for the supply of alcohol permitted by the Licensing Act 2003 unless no other suitable room is available free of charge or at a reasonable cost.

2.3.3 Notice of the time and place of meetings must be fixed in a conspicuous place in the parish at least 3 clear days before the meeting.

2.3.4 All Members of the committee shall be given (by post or left at their residence) at least 3 clear days written notice of a meetings of a committee from the Clerk specifying the business proposed to be transacted (the agenda).

2.4 Order of business

2.4.1 Business will usually be dealt with in the following order:

- Record of Members present;
- Record apologies and reasons for absence;
- Declarations of interests (existence and nature) with regard to items on the agenda;
- Formal announcements from the Chair;
- Agreeing the minutes of the last meeting and signing them;
- Public participation session with respect to items on the agenda;
- Business placed on the agenda.

Note:

Councils operating delegation arrangements may consider it appropriate to extend the provision for public participation to committee meetings.

The extent of public participation in committee meetings can be regulated and limited as appropriate.

2.5 Voting

2.5.1 Subject to any legal requirement all questions to be decided by a committee shall be decided by a majority of the Members present and voting.

2.5.2 Unless otherwise provided by Standing Orders, Members shall vote by show of hands. A Member's vote will only be counted if the Member is in the room of the meeting at the time the vote is taken.

2.5.3 Immediately before a vote is taken any Member may request that a vote is recorded. When a request is made the Chair, or other Member presiding, shall call the names of all the Members and after each name is called the Member shall state whether they are voting for or against the question put or abstaining. The record of voting shall be recorded in the minutes.

- 2.5.4 In the case of an equality of votes the Chair, or other Member presiding the meeting, has to give a casting vote in addition to their first vote.

2.6 Minutes

- 2.6.1 The minutes must record the names of Members present at the meeting and the existence and nature of any interest declared by Members.
- 2.6.2 The minutes are not a verbatim record of debate at a meeting but must accurately reflect the resolutions made and record voting if this is requested by a Member at that meeting.
- 2.6.3 The draft minutes of a meeting must be attached to the agenda for the next meeting for approval and signing by the Chair (or persons presiding the meeting).
- 2.6.4 There should be no discussion in respect of the draft minutes except that which relates to the motion to agree the accuracy of the draft minutes.
- 2.6.5 Any corrections shall be made by moving that the minutes are agreed with the corrections stated.

2.7 Attendance by Members

- 2.7.1 Any Member not being a Member of a committee may attend any meeting of the committee but their right to participate in the meeting will be equal to the public's right to do so and should be governed by Standing Orders.

2.8 Individual Members

- 2.8.1 A Member cannot individually exercise any statutory functions of the council on behalf of the council.

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