

## **STEEP PARISH COUNCIL**

### **MANDATORY STANDING ORDERS – SEPTEMBER 2010**

- a. Meetings shall not take place in premises 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.
- b. 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.
- c. 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 of all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- d. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior consent.
- e. In accordance with standing order 1 (c) 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.
- f. 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 (if any).
- g. The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- h. Subject to model standing order 1 (o) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
- i. The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
- j. Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.
- k. The minutes of a meeting shall record the names of councillors present and absent.
- l. The Code of Conduct adopted by the Council shall apply to councillors in respect of the entire meeting.
- m. 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.
- n. No business may be transacted at a meeting unless at least one third of the whole number of members of Council are present and in no case shall the quorum of a meeting be less than 3.
- o. If a meeting is or becomes inquorate no business shall be transacted.