

Little Missenden Parish Council

Standing Orders

1. Powers and Duties of the Chairman

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

2. Proper Officer

The Proper Officer of the Council is the Clerk. The Responsible Financial Officer of the Council is the Clerk. Other duties and responsibilities of the Clerk are as laid down in the Conditions of Service Contract and Job Description.

Notwithstanding those duties and responsibilities, it shall be the duty of the Clerk to advise Members on the content and interpretation of these Standing Orders.

3. Quorum

The quorum for meetings shall be a minimum of four (4). If a quorum is not present when the Council meets or if during a meeting the number of Members, for whatever reason, falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may decide.

4. Voting

Members shall vote by show of hands unless the meeting decides otherwise.

If the meeting so requires, the Clerk shall record the names of the Members who voted on any question and how they voted.

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, whether or not an original vote was given.

5. Order of Business

The order of business shall be stated on an agenda paper which shall be delivered to each Member at least three clear days prior to the date of the meeting along with the summons convening the meeting.

6. Resolutions Moved on Notice

Except as provided by these Standing Orders, no resolution, involving financial expenditure, may be moved unless the business to which it relates has been included on the Agenda.

Members may put an item or notice of resolution on the Agenda by giving the Clerk written notice of the item or resolution at least seven clear days prior to the meeting to which that agenda relates.

Every resolution, amendment or recommendation shall be relevant to some subject over which the Council has the power or which affects its area.

7. Resolutions Moved Without Notice

Resolutions on procedural matters may be moved without notice including those to vary the order of business on grounds of urgency or procedural efficiency. Such resolutions shall be put to the vote without discussion.

8. Rules of Debate

All remarks shall be addressed to the Chairman.

No discussion shall take place on the minutes of previous meetings except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chairman.

A Member shall, except as provided by these Standing Orders, only be entitled to speak once on any motion or amendment.

A Member shall direct comments to the question under discussion or to a personal explanation or to a point of order.

No speech by a mover of a resolution shall exceed three minutes and no other speech shall exceed two minutes except by consent of the Council.

The mover of a resolution shall have the right of reply not exceeding one minute.

The ruling of the Chairman on a point of order or on the admissibility of an item shall not be discussed.

A representative of the local Constabulary shall be allowed to speak at Council meetings at the discretion of the Chairman.

Whenever the Chairman rises to his feet during a debate all other Members shall be seated and silent.

9. Closure

A motion of closure of a debate may be moved at any time but must be proposed and seconded without comment. The Chairman may refuse such motion if he feels that the question before the Council has not been sufficiently debated.

10. Rescission of Previous Resolutions

A decision of the Council (whether affirmative or negative) shall not be reversed within six months except by a special resolution, the written notice of which bears the names of at least three Members of the Council. When such a resolution has been disposed of, no similar resolution may be moved within a further six months.

11. Confidential Business

No Member of the Council shall disclose to any person, not being a Member of the Council, any business declared to be confidential by the Council.

12. County and District Councillors

County and District Councillors who are not also Parish Councillors shall be invited to attend meetings and shall be sent copies of agendas, minutes and other relevant documentation. They may be allowed to speak at the discretion of the Chairman.

13. Length of Meetings

Except at the discretion of the Chairman, all meetings of the Council shall finish not later than two-and-a-half-hours after commencement. Any business not transacted shall be carried over to the next meeting or such other date as the Chairman may decide.

14. Suspension of Standing Orders

These Standing Orders may be suspended at any time and for any period of time by resolution.

15. Smoking

Smoking shall not be permitted during meetings.

16. Standing Orders to be Given to Members

A copy of these Standing Orders shall be given to all Members.

17. Interpretation

In these Standing Orders words importing one gender shall include all genders and the singular includes the plural and vice versa.

18. Parish Council Correspondence

All correspondence sent by the Parish Council must be sent under the name of the Clerk unless otherwise agreed by the Members.

19. Complaints Procedure

Refer to appendix 1

20. Audio Visual Recording at Council Meetings

Members of the public/press are permitted to film, photograph or make an audio recording of a Full Council/Planning Committee meeting.

Refer to appendix 2

Appendix

1 Complaints Procedure

2 Audio Visual Recording at Council Meetings

Little Missenden Parish Council

Policy for Filming and Audio Recording at Parish Council Meetings

The Parish Council supports the principle of transparency and will allow filming recording and reporting by means of social media at its full Council Meetings or Planning Committee Meetings.

As a courtesy to the public, the staff, Councillors and the Parish Council, the Parish Council would welcome notice being given in advance of a Meeting, if filming, audio or photography is to take place. The Chairman of the Meeting will have absolute discretion to terminate or suspend any of these activities if, in his opinion, continuing to do so would prejudice proceedings at the meeting. The circumstances in which termination or suspension might occur could include but not be limited to:

- public disturbance or suspension of the meeting.
- where it is considered that continued recording/filming might infringe the rights of any individual.
- when the Chairman, considers that a defamatory statement has been made.
- when requests are received from members of the public attending the meeting to cease recording when they speak – for example when asking a question or making a presentation.
- The Parish Council agreeing to formally exclude the press and public from the meeting due to the confidential nature of the business being discussed.*

In allowing this, the Parish Council requires that the recording of the proceedings are not edited in a way that could lead to misinterpretation of the proceedings, or infringe the values of the Parish Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect. It is a requirement that recording and reporting of the Parish Council meetings is subject to law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation.

The use of flash photography or additional lighting will not be allowed unless this has been approved in advance with the Clerk prior to the meeting, and agreement reached as how it will be done without disrupting proceedings.

At the beginning of each meeting, the Chairman will make an announcement that the meeting may be filmed or recorded. Meeting agendas will also carry this message.

**In common with all Councils, some agenda items, known as Part II items, (i.e. HR or Contract issues) are debated in a closed meeting. The guidelines covering these items are covered by the Local Government Act 1972. Agenda papers must give the reason for their inclusion in Part II and Members must vote to exclude the press and public from that part of the meeting.*

Following the completion of the Part 11 items, Members and Officers can be approached for comment, however they must continue to respect the confidentiality issues.

This Policy was adopted by Little Missenden Parish Council at its Full Council Meeting held on 20th October 2014

Parish Clerk

Little Missenden Parish Council - Complaints Procedure

Should you have a complaint or compliment regarding the Council we would like to hear from you. The following form will let you know how to complain and what happens once you make a complaint. It also informs you about who will be dealing with the complaint, how you are represented, when the decision is made and how you will be notified of the outcome. At all times the Council has a duty to act fairly. Complaints about a policy decision made by the Council will be referred back to the Council, or relevant Committee, as appropriate, for consideration.

Receiving feedback from local residents is the only way that we can continually strive to improve our services.

Our aims are:

- To make it easy and straightforward to make a complaint.
- Solve the problem as quickly as possible.
- To learn from our mistakes and to try to prevent problems from happening again.
- To strive and encourage good practices.

How to contact us regarding your complaint Complaints or Compliments - your views matter to us...

You may email or write to us, and the contact details are as follows:- Council Offices, 38 New Pond Road, Holmer Green, Bucks HP15 6SU,
Or email – clerk.lmpc@btconnect.com

What we will do when we hear from you regarding a Complaint

We will deal with any comments about the Council as quickly as possible and we will investigate your complaint thoroughly and fairly. We may be able to give you an answer straight away or we may need more time to investigate. We aim to acknowledge your correspondence in writing within *three* working days of receiving your correspondence and give you an answer within *five* working days following the next scheduled Council Meeting. If the matter is more complicated, we may need longer to fully investigate. We will always let you know if we required more time.

Complaints Procedure June 2015

Sometimes it will not be appropriate to deal with all complaints from Members of the Public under our complaints procedure. Detailed in the table below are examples of complaints which will require *special consideration* and other procedures or bodies will have to be involved. If this is the case we will advise you of this.

Type of Conduct	Refer to
Any type of Financial Irregularity	Local Electors statutory right to object Councils audit of accounts pursuant to s. 16 Audit Commission Act 1988. On other matters, councils will need to consult their auditor / Audit Commission
Criminal Activity	The Police
Member conduct	In England if the complaint relates to a failure to comply with the Code of Conduct, this must be submitted to the standards committee of the relevant Principal Authority
Employee conduct	Internal disciplinary procedure

Confidentiality

We will make every effort to maintain confidentiality where particular circumstance demand (for example, information regarding third parties). Details will only be given to members of staff directly concerned.

The Council believes that all parties should be treated fairly and the process should be reasonable, accessible and transparent

Complaints Procedure June 2015