

PROCEDURAL STANDING ORDERS OF BOOTHBY PAGNELL PARISH MEETING

These standing orders govern the proceedings and business of the Boothby Pagnell Parish Meeting.

INTRODUCTION

The law in respect of Parish Meetings is set out in sections 9 and 13 and Part 3 of Schedule 12 of the Local Government Act 1972. A Parish Meeting consists of the local government electors of the parish and the purpose of a meeting is to discuss parish affairs. A parish affair could be any local issue, activity, subject matter which specifically affects a particular parish and which a Parish Meeting may wish to discuss, debate and influence. Parish Meetings are potentially an effective forum at which the local electorate may assemble, debate and decide on the needs and business of the village.

CONVENING A MEETING

A Parish Meeting may be convened at any time by any of the following:

- the Chair of the Parish Meeting;
- a person representing the parish on the district council;
- any six local government electors of the parish.

Public notice of the Parish Meeting itself will be given at least 7 clear days beforehand. The notice will:

- specify the time and place of the intended meeting;
- set out an agenda of the business to be transacted at the meeting, and
- be signed by the person or persons convening the meeting.

Notice of a Parish Meeting is to be given by:

- posting a notice of the meeting in some conspicuous place or places in the parish, and
- such other manner, if any, as appears to the person or persons convening the meeting to be desirable.

A meeting shall not be held unless a minimum of five electors of the parish are present.

AGENDA AND CONDUCT FOR PARISH MEETINGS

The agenda is drawn up by the Chair in consultation with the Parish Clerk and notice circulated as above.

The business of the meeting should address the items on the agenda. The Chair has the discretion to accept further items for discussion and decision with the consent of the meeting.

The elected Chair will hold the office until his successor is elected.

The Parish Meeting may regulate its own proceedings and business and may therefore conduct the business of the Parish Meeting as it sees fit.

TIMES AND NUMBERS OF MEETINGS

The Parish Meeting of the parish shall hold its annual meeting on some day between 1st March and 1st June, inclusive, in every year to conduct the business of the Annual General Meeting of the Parish Meeting.

The Local Government Act 1972 states that in a parish which does not have a separate parish council the Parish Meeting shall assemble at least twice in every year. The practice in the parish has been to hold a second Ordinary Meeting immediately following the Annual General Meeting. This practice will continue.

Nevertheless, the Chair will convene a separate meeting each year if members bring to his attention sufficient items of business to discuss, that 1) cannot await the next annual assembly, and 2) in aggregate, in the opinion of the Chairman, warrant the holding of a separate meeting. It remains open to any six local government electors in the parish to convene a Parish Meeting if the Chair declines to do so.

The proceedings at a Parish Meeting shall not commence earlier than 7 o'clock in the evening.

The Local Government Act 1972 states that meetings shall not be held in premises which at the time of the meeting are used for the supply of alcohol, unless no other room is available free or at a reasonable cost. In the interests of comfort the Social Club room at the village hall may be used for Parish Meetings unless in the opinion of the chair of the meeting this may prejudice proceedings.

CHAIR OF THE MEETING

If the Chair is absent from an assembly of the Parish Meeting, the Parish Meeting may appoint a person to take the chair, and that person shall have, for the purposes of that meeting, the powers and authority of the Chair.

ATTENDANCE AND VOTING

The Parish Meeting is open to the general public. However only local government electors for the parish are qualified to vote at the Parish Meeting. A question to be decided by the Parish Meeting shall, in the first instance, be decided by the majority of those present at the meeting and voting thereon. The decision of the chair at the meeting as to the result of the voting shall be final unless a poll is demanded. In the case of an equality of votes, the chair has a casting vote, in addition to any other vote he may have.

If a poll is demanded it shall not be conducted unless either the chair of the meeting consents or not less than ten electors or one third of those present (whichever is the lower) demand the poll. The poll should then be conducted in accordance with the provisions of the Representation of the People Act 1983.

MINUTES OF MEETINGS, DOCUMENTS AND FREEDOM OF INFORMATION ACT

Minutes of the proceedings of every Parish Meeting shall be taken by the Parish Clerk.

The minutes should be signed by the presiding chair at the next Meeting and when so signed shall be a true record of the meeting.

Copies of all minutes will be kept by the Chair and will be available for inspection on request at all reasonable times.

Approved by Boothby Pagnell Parish Meeting

Chair

Date