

**MODIFICATIONS TO MANTON PARISH STANDING ORDERS (ADOPTED OCTOBER 2019) TO SUPPORT THE NEW EMPOWERMENT ENSHRINED IN THE CORONAVIRUS ACT 2020 AND ASSOCIATED 2020 REGULATIONS. – ADOPTED BY MPC 22 APRIL 2020**

**UPDATE April 2020** The highlighted sections in **yellow** are amendments from the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

**ITEM 1 REPLACE PARA 3 WITH THE FOLLOWING:**

**3 MEETINGS GENERALLY**

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●
- Remote Meetings ●

- **a Meetings shall take place at a time and date as the Council shall determine in accordance with standing orders 3e and f.**

LAPCP Regulations 2020 Part 2 Reg 4(a)

- **b Council may alter the frequency, move or cancel such meetings.**

LAPCP Regulations 2020 Part 2 Reg 4(a)

- **c A meeting of a local authority is not limited to a meeting of persons all of whom, or any of whom, are present in the same place and any reference to a “place” where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.**

LAPCP Regulations 2020 Part 2 Reg 5 (1)

- **d Members (including members of the public) in remote attendance attends the meeting at any time if all of the conditions in subsection are satisfied:**

- **(a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,**

- **(b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and**

- **(c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.**

LAPCP Regulations 2020 Part 2 Reg 5 (2) (3) & (4)



- m In accordance with standing order **3(j)**, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- n A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- o A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- p Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- q **Subject to standing order **3(s)**, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- r **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- s **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- t **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- u **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) 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.**
- v **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- 
- 
-

- **w The chairman of a meeting 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.**
- *See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- **x Unless standing orders provide otherwise, voting on a question shall be by a show of hands.**
- **or,**
- **Members to verbally announce their vote each in turn,**
- **or,**
- **Pressing a button to record their vote.**
- **LAPCP Regulations 2020 Part 2 Reg 6(a)**
- **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.** Such a request shall be made before moving on to the next item of business on the agenda.
- **y Y The minutes of a meeting shall include an accurate record of the following:**
  - i. the time and **media used to conduct the** meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- **z A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- **aa No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the**

**quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- bb **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- 
- 
- cc A meeting shall not exceed a period of 2 hours

**ITEM 2 REPLACE THE RELEVANT PARAS OF SECTION 5 WITH THE FOLLOWING:**

**5 ORDINARY COUNCIL MEETINGS**

**b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides. This is now optional and if councils are able to hold this meeting then it should go ahead.**

LAPCP Regulations 2020 Part 6 (c)

**c If no other time is fixed, the annual meeting of the Council shall take place at 6pm but this no longer applies until May 2021.**

LAPCP Regulations 2020 Part 6 (c)

**e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council. This no longer applies until May 2021.**

LAPCP Regulations 2020 Part 6 (c)

**f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**

**g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**

**ITEM 3 REPLACE THE RELEVANT PARA OF SECTION 6 AS FOLLOWS:**

**6 EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

b If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed **electronically** by the two councillors.

**ITEM 4 REPLACE THE RELEVANT PARA OF SECTION 15 AS FOLLOWS:**

**15 PROPER OFFICER**

b The Proper Officer shall:

i. at least five clear days before a meeting of the council, or in the case of a committee or a sub-committee, three clear days

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, and instructions how to link to the remote meeting the agenda and,**
- **Provide, in a conspicuous place or publishing on the website of the body or, for a parish council, on the website of the principal council within the meaning of the Local Government Act 1972 [Councils website] public notice of the time, place and agenda.**

LAPCP Regulations 2020 Part 1 Reg 13 (a)

iv **facilitate inspection of the minute book by local government electors or if physical access is not permitted under the regulations access to electronic copies of the minutes;**