

**Standing Orders adopted by
Sibford Gower Parish Council**
(Resolution passed at Parish Council Meeting held on 4th July 2012)

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.

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.

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 or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior (written) consent.

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.

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).

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.

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All questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.

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.

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. Such a request shall be made before moving on to the next item of business on the agenda.

The minutes of a meeting shall record the names of councillors present and absent.

The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.

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.

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 3.

If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

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All complaints by members of the public against individual councillors or the decisions of the Parish Council shall be addressed in the first instance in writing to the individual concerned or an officer of the Parish Council.

There shall be a duty of providing a written response on the person or officer approached.

If the complainant is not satisfied with the response, they may register a formal complaint to the responsible officer at Cherwell District Council. The complainant should forward both their original complaint and the response they have received.

The Council's Clerk shall do the following.

- i. Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council at least 3 clear days before the meeting.
- ii. Give public notice of the time, date, venue agenda at least 3 clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
- iii. Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office. Make available for inspection the minutes of meetings.
- iv. Receive and retain copies of byelaws made by other local authorities.
- v. Receive and retain declarations of acceptance of office from councillors.

Financial

Cheques to be issued shall be signed by three of any of the following:-

Members of the Parish Council

The Clerk