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# Standing Orders

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Reviewed May 2017

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## **STANDING ORDERS**

### ***Meetings***

1. Meetings of the Town Council shall be held within the Town of Tetbury at 7.00pm unless the Council otherwise decides at a previous meeting. Meetings shall not exceed a period of 3 hours. After a duration of 3 hours a vote shall be taken to decide whether to terminate the meeting.
2. **The Statutory Annual Council Meeting (a) in an election year shall be held on the Monday next following the fourth day after the ordinary day of elections to the Council and (b) in a year which is not an election year shall be held on a Monday in May.**
3. **The three other statutory meetings shall be held on the third Monday in the months of January, March and September.**
4. **Eight additional meetings shall be held on the third Monday in the months of February, April, June, July, October, November and the second Monday in December. No Council meeting will be held during the month of August\*. The Annual Town Meeting (meeting of the Electorate), must be held between 1<sup>st</sup> March and 1<sup>st</sup> June. The Mayor will call this meeting and if present, chair the meeting. This meeting will be convened at 7.00pm.**
5. **The Mayor may convene an extraordinary meeting of the council at any time. The Deputy Mayor may convene an extraordinary meeting if the mayor is incapacitated by illness or in the case of prolonged or arranged absence of the mayor. In addition, if two members sign a requisition that the Council be convened and the Mayor (or Deputy Mayor as the case may be) either refuse or neglect to do so for seven working days, then any two members may convene. The two convening members need not be the same as the requisitioning members.**

\*Planning Decisions will be decided under S101 Delegated Powers

\*Appendix One, Two and Three are extracts from Model Standing Orders which provide more detail surrounding Rules of Debate, Disorderly Conduct at Meetings and Meetings Generally

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### ***Chairman of Meeting***

6. **The person presiding at any meeting may exercise all the powers and duties of the Mayor in relation to the conduct of the meeting.**
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### ***Quorum***

7. **Three or one-third of the total membership, whichever is the greater, shall constitute a quorum.**
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### ***Meeting Protocol***

8. **Any of the following 'meeting protocols' may be introduced at the discretion of the Mayor or Committee Chairman without prior notice:**

- a) **The gavel shall be the normal method of control at any meeting.**
- b) A member, when speaking, shall address the Chair. If two or more members wish to speak the Chair shall call on one to speak, the other(s) shall then remain silent.
- c) While a member is speaking the other members shall remain silent, unless raising a point of order or in personal explanation.
- d) In extreme circumstances, if the Chairman of a meeting rises during a debate, all other members shall be seated and silent. This action will normally constitute the end of the meeting, any former decisions taken will however stand. The meeting may be recommenced at the discretion of the Chairman.
- e) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If, in the opinion of the Chairman, there has been a

breach of this standing order, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

- f) If a resolution made in accordance with standing order 8(e) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he/she may adjourn the meeting.
- g) **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted and Tetbury Town Council will make reasonable provision for people wishing to do these things. We are not required however to make provision for activities that would disturb meetings e.g. live commentary.**

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### ***Voting***

- 9. (a). Members shall vote by show of hands. **Every question shall be decided by a majority of members present and voting.**  
(b). Any member shall be entitled to request the holding of a secret ballot on any issue provided that the proposal be duly seconded and agreed by majority decision.
- 10. **If a member, prior to voting taking place, so requires and requests, the Town Clerk shall record the names of members who voted on any motion in order to show whether they voted for or against**
- 11. (a). **Subject to (b) and (c) below the Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though he gave no original vote.**  
(b). If the person presiding at the Annual Meeting of the Town Council would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Mayor and Deputy Mayor until the end of their term of office, he may not give an original vote in an election for Mayor.  
(c). **The person presiding must give a casting vote whenever there is an equality of votes in an election for Mayor.**
- 12. **For the conduct of elections for the cooption of members or the appointment of persons by the council to a committee or other body, to ensure that the decision is by the majority of members present and voting the following procedure shall apply:**
  - (a). All candidates duly nominated and qualified will be presented in alphabetical order of surname to those able to vote in rounds and each person voting will have one vote at each round of voting, subject to SO11 above.
  - (b). If there is more than one vacancy each vacancy should be taken in turn, with the vacancy attracting the longest period of appointment taken first. Candidates may specify what ward they would like to represent
  - (c). If more than two candidates are duly nominated and qualified for a vacancy voting shall be carried out in a series of rounds. At the first round of voting the candidate with the least number of votes cast will be eliminated. If several candidates have obtained the same number of least votes they should be struck off one by one, in an order determined by lot or further vote.
  - (d). Rounds of voting should continue until one candidate receives a majority of all votes cast.
  - (e). If there is more than one vacancy subsequent vacancies should then be filled as above, with no candidate disqualified by virtue of having been eliminated in any of the early rounds of voting for any of the previous vacancies.

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### ***Annual Meeting Of The Town Council***

- 13. **At each Annual Meeting of the Town Council the first business shall be:**

- (a) **To elect a Mayor.** The maximum term of office for a Mayor is to be two years. This is also extended to Deputy Mayor but not committee chairmen.
  - (b) **To receive the Mayor's declaration of acceptance of office, or, if not received, to decide when it shall be received.**
  - (c) To elect a Deputy-Mayor
  - (d) At a meeting following an election, newly elected Councillors should, if they have not done so before, sign in the presence of the Town Clerk a declaration of acceptance of office prior to the commencement of the meeting. **The Council will decide when any declarations of acceptance of office, which have not been received as provided by law, shall be received.**
  - (e) To appoint standing committees, including the remit of such committees, the number of members in respect of each committee and elect members to those committees.
  - (f) To consider appointments to school governing bodies, management committees, charitable trusts and representatives on other outside bodies etc.
  - (g) To appoint/confirm bankers and signatories to cheques.
  - (h) **To confirm adoption of Standing Orders, Financial Orders (Part 2) and Remit of Committees which is to be Proposed, Seconded and duly Minuted**
  - (i) **To review and make arrangements to reaffirm eligibility to exercise the Power of General Competence (in an election year)**
- The aforementioned will form part of the May Full Town Council Meeting.**
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#### **Full Council Meeting**

- 14. **At every meeting, other than the Annual Town Council Meeting, the first business shall be to appoint a Chairman if the Mayor and Deputy-Mayor be absent and to receive such declarations of acceptance of office (if any) as are required by law to be made, or if not received then to decide when they shall be received.**
- 15. After the first business has been completed, the order of business shall be as follows:
  - (a) To receive and accept apologies for absence.
  - (b) To allow a period not exceeding fifteen minutes for members of the public to make statements and ask questions of the Council.  
**"To allow public consultation  
Fifteen minutes for public questions or statements. Each person to state name & allowed 3 minutes maximum. Questions may be answered briefly but not debated. Issues may be referred for subsequent response if necessary"**
  - (c) To receive any declarations of pecuniary interest from members.
  - (d) To approve for signature, by the Mayor/Chairman, the Minutes of any previous meetings of the Council (provided that a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes will be taken as having been read by members).
  - (e) To report on and note any matters arising.
  - (f) **To deal with business expressly required by statute to be done.**
  - (g) To receive a report from the Mayor / Town Clerk
  - (h) Police matters
  - (i) Full council to receive a quarterly financial budget statement in accordance with Financial Regulations.
  - (j) To consider any correspondence received.
  - (k) To receive Committee Reports, reports from visiting Council Committees and all other Reports.
  - (l) To receive reports from local and district Councillors on local matters.
  - (m) Items for inclusion on following month's Agenda
  - (n) To Note the Following dates.

(o) Any other business specified in the summons. (Any matters for which Public/Press may need to be excluded should feature here eg closed session)

**No decisions shall be taken on any matter not specified in the Agenda.**

16. A motion to vary the order of business on the grounds of expediency or urgency; (a). may be proposed by the Mayor/Chairman or by any member, and if proposed by the Mayor/Chairman may be put to the vote without being seconded, and (b). shall be put to the vote without discussion.
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***Committee Meetings***

17. The Council may at the Annual Meeting of the Town Council appoint standing committees and may at any other time appoint such other committees as are necessary. Committees may be dissolved or altered subject to the provisions of SO29.
18. The Mayor is an ex-officio member of every Council Committee, but should not be Chairman of any one committee.
19. a) Every committee shall at its first meeting elect a Chairman and a Deputy Chair who shall hold office until the next Annual Meeting of the Town Council.  
b) Committee membership shall be a 'fixed' number of Council Members per each committee as agreed each year at the Annual Town Council Meeting and then shown in the Annual Committee Appointments listing for that respective 12 month term. The fixed number of Members on a Committee may be altered by any full council meeting.
20. Non Cllr members of committees shall not be entitled to vote. **The Chairman of a committee shall in the case of an equality of votes have a second or casting vote. (Please note Quorum regulation)**
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***Handling Confidential Or Sensitive Information***

21. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
22. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.
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***Draft Minutes***

23. Draft Minutes will be down loaded to the website [Tetbury Town Council](http://www.tetburytowncouncil.gov.uk) and emailed to the committee members within 14 days of the meeting.
- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 9a above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

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### ***Financial Matters***

24. **Orders for the payment of money shall be authorised by resolution of the Council and signed by the Responsible Financial Officer and two Members.**
25. (a) Except as provided in paragraph (b) of this SO or by statute, all accounts for payment and claims upon the Council shall be laid before the Council/F&S Committee  
(b) Where it is necessary to make a payment before it has been authorised by F&S Committee such payment shall be certified as to its correctness and urgency by the Town Clerk and authorised by the committee, if any, having charge of the business to which it relates, or by the Mayor or Deputy-Mayor of the Council.
26. The Town Clerk shall supply to each member at the ordinary meeting next after the end of each financial year a copy of the accounts. These will be unaudited and subject to change.
27. The Council shall approve written estimates for the coming financial year no later than at its meeting in the month of January where reasonably possible. Any committee desiring to incur expenditure shall, not later than 1<sup>st</sup> December, give to the Town Clerk a budget of the expenditure recommended for the coming year.

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### ***Code Of Conduct & Register Of Pecuniary Interests***

28. **a) Members will provide the local Monitoring Officer at Cotswold District Council with the necessary Declaration of Interests on election and in the event of a change in circumstances, any amendments within 28 days.**  
**b) Members must declare any interests as soon as they are aware that they have a declarable interest during any meeting of the council or committees.**  
**d) Councillors with a declarable pecuniary interest in relation to any item of business being transacted at a meeting may enjoy the same right as any member of the public and may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.**  
e) A register of Interest and Gift Log is held at the Town Offices, members must advise of any gifts to the value of £25.00 or more offered or accepted in their position as Councillor.  
  
f) Dispensation requests - Dispensation policy states that the adjudication on any request for a dispensation may be made either by the full Council, or by the Town Clerk under delegated powers (LGA 1972 s.101).
29. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
30. All Cllrs will attend GAPTC “Good Cllr” training within 6 months of being appointed, a log of training will be held at the council offices to support future “Quality Council” accreditation.

***Motions For A Meeting That Requires Written Notice To Be Given To The Proper Officer***

31. A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- a No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (8) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
  - b The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
  - c If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least (6) clear days before the meeting.
  - d If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
  - e The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
  - f Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
  - g Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

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***Motions At A Meeting That Do Not Require Written Notice***

32. The following motions may be moved at a meeting without written notice to the Proper Officer;
- i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;

- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

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### ***Special Resolution To Re-debate Before A Period Of Six Months Has Elapsed***

33. Tetbury Town Council will not revisit any decision already taken (whether affirmative or negative) unless there is either a) significant material change in circumstances following the original decision, which might have altered the way members voted or b) a significant piece of information arises which was not available at the original meeting, which might reasonably have altered the way members voted. Furthermore, it is up to the six Members requesting the review to provide reasonable evidence to meet these criteria in their letter of application which is to be submitted to the Town Clerk.

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### ***The Town Clerk***

- 34. Where a statute, regulation or order confers functions or duties on the Proper Officer and/or Responsible Financial Officer of the Council, this shall be the Town Clerk.
- 35. The Council shall review the pay and conditions of service of the Town Clerk during the December Council meeting, or unless otherwise agreed by contract.
- 36. Any question relating to the appointment, conduct, dismissal, salary or conditions of service of the Town Clerk or other existing employees of the Council shall not be considered until the Council has excluded the public and press.

**The Town Clerk's Roles & Responsibilities are as defined in his/her Contract of Employment together with that of NALC Part 3 Guide to Good Employment Practice in Local Councils.**

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### ***Councillors***

- 37. (a). Councillors shall not undertake official Council business unless specifically authorised to do so by the Council or any committee as recorded in the minutes of said Council or committee. Any such agreed undertakings should also then be notified to the Town Clerk prior to ensure there will be no legislative issues resulting from such action.  
(b). The Council or one of its Committees only can take decisions. **Individual Councillors have no decision-making power. Chairmen of Committees should not purport to exercise powers rightly belonging to the Council or its Committees.**

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### ***General Matters***

- 38. **All minutes kept by the Council and by any Committee shall be open for the inspection of any member of the Council or the public and will be issued in draft form within 2 weeks of the meeting.** Minutes shall be available on the Town Council website
- 39. The press and public shall be admitted to all meetings of the Council and its committees which may, however, temporarily exclude the press and public by resolution moved without notice on the grounds of the special or confidential business to be transacted. Working Groups are not council meetings but fact finding discussion groups only. Press and public are therefore not present unless specifically invited by all Members of this group. Any Public Meetings must be authorised by full council.

40. For the execution of works where the cost exceeds £5000, a minimum of three tenders shall be invited. Tenders shall be opened by the committee seeking the tenders. Neither the Council nor any committee is bound to accept the lowest tender. Wherever possible (and if considered appropriate) local trades people/resources will be used.
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***The Local Government Transparency Code***

41. The Local Government Transparency Code was issued in February 2015. The code applies to local authorities in England and parish councils with either gross income or expenditure of over £200,000. Although only legally binding to councils with gross income or expenditure of over £6.5 million in accordance with recommended “good practice” Tetbury Town Council will conform to this code. In the circumstances 1<sup>st</sup> May 2015 Tetbury Town Council will publish:

- Expenditure exceeding £500.00
  - Data on the land and buildings held by the council
  - Information on invitations to tender with a value of over £5,000
  - Grants to voluntary, community and social enterprise organisations: dates made and amounts granted
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***Variation, Revocation And Suspension Of Standing Orders***

42. Any or every part of the Standing Orders except those printed in bold type (**required by law**) may be suspended by resolution moved without notice in relation to any specific item of business.
43. A resolution to permanently add, vary, or revoke a Standing Order shall when proposed and seconded stand adjourned without discussion to the next Council meeting. Standing Orders and Financial regulations shall be reviewed annually or as and when new Statute dictates necessary.

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**Signed by Tetbury Town Council Mayor**

**Date**.....

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**Signed by the Town Clerk**

## Appendix One

# Model standing orders

## Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.

- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under

discussion and shall not exceed ( 5 ) minutes without the consent of the chairman of the meeting.

Appendix Two

## Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## Appendix Three

# Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- 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 **The minimum three clear days for notice of a meeting does not include 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.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- ■ d **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.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed (15) minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than (3) minutes.

- h In accordance with standing order 3(e) above, 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.
- i [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [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.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k 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.
-   l **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.**
-   m **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.**
-  n **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 any).**
-  o **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.**
-    p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
-    q **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(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.*

- r **Unless standing orders provide otherwise, voting on a 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.
- s The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
  - ii. the names of councillors present and absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - v. if there was a public participation session; and
  - vi. the resolutions made.
-  t **(England) 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.**
- (Wales) A councillor or a non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts his right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the council.*
-  u **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) below for the quorum of a committee or sub-committee meeting.*
-  v **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.
- w A meeting shall not exceed a period of (3) hours.