

SHADWELL PARISH COUNCIL

ADDENDUM TO STANDING ORDERS FOR REMOTE MEETINGS

A1 INTRODUCTION:

The following Standing Orders are an addendum to the Standing Orders (SOs) for Parish Council to enable the effective management of meetings held remotely due to the Coronavirus pandemic; in all other matters, Shadwell Parish Council Standing Orders apply.

A2 CONVENING

- a. A remote meeting of the council or of one of its committees will be convened in accordance with Paragraph 10 of Schedule 12 of the Local Government Act 1972.
- b. Agendas for remote meetings will be posted on the council's website at least three clear days before the meeting is due to take place.

A3 CHAIRMAN'S ROLE:

All meetings shall commence with a statement from the council Chairman, outlining the procedures to be undertaken to hold a lawful and effective remote meeting and will highlight the requirement for all councillors and non-councillors with voting rights to observe the code of conduct adopted by the Council.

A4 PRESENT:

Councillors are deemed present for the purposes of any remote meeting, when they can speak, hear, and be heard (and where practicable see and be seen) by all those in attendance (whether by video conferencing or by telephone).

Where the council has taken reasonable measures to provide guidance and support to a councillor to join a remote meeting, but that member is experiencing difficulties that are outside of the control of the council, the lack of attendance of the member shall not invalidate a properly convened and quorate meeting

All councillors present will be required to state their name prior to the commencement of the meeting.

A5 QUORUM:

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.

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.

A6 VOTING:

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.

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.

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 chairman will request a response to each proposal verbally, from each member present and the chairman will confirm that response verbally.

The chairman will read out all votes cast once collected and the minutes will reflect the decision of the council.

A7 COUNCIL/COMMITTEE DISCUSSION:

On each item of business to be transacted, which requires discussion (including where members are joining the meeting by telephone):

- The rules of debate, as set out in the council's standing orders will apply.
- The Chairman will ask each member, in turn, whether he/she wishes to contribute to the discussion.
- After each member has been heard, the Chairman will call for a proposal on the item of business to be transacted, by a member present (member to state their name prior to making the proposal)
- Once a proposal is moved, if required, the Chairman will call for that proposal to be seconded by a member present (member to state their name prior to speaking)
- The Chairman will request any amendments to said proposal from each member present, prior to moving to a vote on that proposal.

A8 DECLARATIONS OF INTEREST IN AN ITEM OF BUSINESS TO BE TRANSACTED AT THE MEETING:

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.

Where a declaration of interest has been made, the remote access for the councillor or non-councillor with voting rights will be muted, until that matter has been concluded.

A9 PUBLIC PARTICIPATION:

Any person wishing to observe or participate in a remote meeting must apply to the clerk using details available on the published agenda, at least three hours before the published starting time of the meeting.

The period of time designated for public participation at a remote meeting shall not exceed 10 minutes unless directed by the chairman of the meeting; a member of the public shall not speak for more than 3 minutes.

The Chairman or clerk will ask each member of the public, joining the meeting by telephone, if they wish to contribute to this session.

Members of the public joining the meeting by video link shall use the 'raise my hand facility' or physically raise their hand – the clerk will make a note of these and they will be invited to speak by the chairman.

A10 EXCLUSION OF THE PRESS AND PUBLIC FROM REMOTE MEETINGS

All meetings of the council and its committees must be available for the press and public to attend (i.e. open to the public).

The council or a committee may resolve to exclude the press and public, from a meeting (whether during the whole or part of the proceedings), due to publicity of the matter being prejudicial to the public interest, by reason of the confidential nature of the business to be transacted or for other special reasons. Any confidential items will be considered after all other matters on the agenda have been concluded.

A resolution to exclude the press and public shall be implemented immediately by the host (usually the clerk) removing the link(s) to the meeting for members of the press and public.

Adopted by Full Council 04/05/20, minute 385/19