

**CHORLEYWOOD PARISH COUNCIL**

**MINUTES of the meeting of the EXTRA ORDINARY MEETING OF THE PARISH COUNCIL held in the  
Parish Office, South Lodge, Rickmansworth Road, Chorleywood, on  
Tuesday 21<sup>st</sup> April 2015**

**MEMBERSHIP & ATTENDANCE**

Chairman: \* Tony Edwards

Councillors:	* Jo Clarke	* Ken Morris
	* John Copley	* Alison Preedy
	* Harry Davies	* David Raw
	* Barbara Dickens	* Martin Trevett
	* Barbara Green	* Steve Watkins
	* Raj Khuroya	* Jane White
	* Rodney Kipps	* Jenny Wood
	* Jill Leeming	* Jackie Worrall

\*Denotes Member present

**Officers Present: Mrs C James – Deputy Clerk  
Mrs M Putman – Admin Officer**

**The Chairman opened the meeting by confirming the reason for calling the meeting and explaining the background to the NALC Model Standing Orders and the format of the document.**

**14/93 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**14/94 STANDING ORDERS**

Members reviewed each Standing Order (SO) in turn, referring where necessary to the existing Standing Orders of the Council. Agreement was sought at the end of the debate of each order and on individual items within a given SO where required. Text in italics identifies additions made.

**SO1: Rules of debate at meetings**

1 (m) removed

1 (o) replaced with a Councillor may speak more than once in the debate on a motion at the discretion of the Chairman.

1 (t) amended to

Excluding motions moved under Standing Orders 1(r) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes *on each occasion* without the consent of the Chairman of the meeting.

All agreed

**SO2: Disorderly conduct at meetings**

2 (a) amended to

No person shall obstruct the transaction of business at a meeting or behave offensively or improperly *in contravention of the Code of Conduct of the Council*. If this standing order is ignored, the Chairman of the meeting shall request such person (s) to moderate or improve their conduct.

All agreed

### **S03: Meetings Generally**

3 (e) delete 'council offices' and replace with '*at any designated council premises*'

3 (e) amendment of the start time of meetings to 7.30pm was carried by a majority of 12 votes in favour of a 7.30pm start with 5 against.

3 (g) 15 minutes was agreed by all as the time designated for public participation at meeting

3 (g) ref to 3 (e) should be to 3 (f)

3 (h) three minutes agreed as the limit on the time a member of the public can speak.

3 (i) ref to 3 (e) should be to 3 (f)

3 (m) to be changed to reflect the Public Bodies (Admission to Meetings) Act 1960 that has been amended by the Openness of Local Government Bodies Regulations 2014. The Amended 1960 Act provides that a person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

a) Film, photograph or make an audio recording of a meeting:

b) Use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;

c) Report or comment on proceedings in writing during or after a meeting or orally report or comment after the meeting.

3 (x) It was agreed that a meeting shall not exceed a period of three hours, without the resolution of the committee.

All agreed

### **S04: Committees and sub-committees**

4 (d) i. To be replaced by Appendix 1 of the existing Council Standing Orders – Terms of Reference, Powers and Duties of Standing Committees.

4 (d) v. Discussion took place on the need for substitutes and how the system worked at TRDC.

Cllr Martin Trevett proposed that substitutes at meetings be allowed. This proposal had no seconder so the motion was lost.

All agreed that this item be removed which results in substitutes are not permitted at meetings.

4 (d) vi. and vii. Deleted

4 (d) vii the wording 'other than a standing committee' to be removed

4 (d) ix deleted

4 (d) x. reword to

Shall determine if the public and press are *not* permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee.

Debate took place on the existing standing order 19 2 (d) the Chairman and Vice-Chairman of the council shall be voting Members of every committee.

Views expressed covered the right to attend but not vote, the right to vote unbalanced a committee and was not felt to be democratic, the continuity that the Chair and Vice chair being voting members on all committees currently and the benefits this brings both to council business and other councillors and officers alike, undue influence that might result in this arrangement which was countered by the experience to date of this never happening, the fact that the current system works well and has done so for a number of years so why change. It was agreed to keep the system as present that the chairman and Vice chairman of the Council shall be voting members of every committee.

The inclusion of existing SO 19 7 was considered but not agreed for inclusion.

It was agreed that the following items should be added from the existing Standing orders to the new S04:

SO19 2 (b), 2 (d), 2 (e), 3 and 4 (excluding the last sentence of 4).

All Agreed

**S05: Ordinary council meetings**

No changes – all agreed

**S06: Extraordinary meetings of the council and committees and sub-committees**

6 (d) agreed with the inclusion of *seven* days and *two* members.  
All agreed

**S07: Previous Resolutions**

No changes – all agreed

**S08: Voting on appointments**

No changes - all agreed

**S09: Motions for a meeting that require written notice to be given to the Proper Officer**

9 (b) and (d) *Four* days agreed

**SO 10: Motions at a meeting that do not require written notice**

No changes – all Agreed

**SO 11: Handling confidential or sensitive information**

No changes – All Agreed

**SO 12: Draft minutes**

No changes – All Agreed

**SO 13: Code of Conduct and dispensations**

No changes – All Agreed

**SO 14: Code of conduct complaint**

No changes – All Agreed

**SO 15: Proper Officer**

15 (b) iii *Three* days agreed

**SO 16: Responsible Financial Officer**

No changes – All Agreed

**SO 17: Accounts and Accounting Statements**

No changes – All Agreed

**SO 18: Financial controls and procurement**

18 a (v) and C – £60,000 to be reduced to £20,000 to be in line with the Financial Regulations.

**SO 19: Handling Staff Matters**

19 (a) Reference to SO 32 to be removed

All Agreed

**SO 20: Requests for Information**

No changes – All Agreed

**SO 21: Relations with the press/media**

No changes – All Agreed

**SO 22: Execution and sealing of legal deeds**

No changes – All Agreed

**SO23: Communicating with District and County or Unitary councillors**

No changes – All Agreed

**SO 24: Restrictions on Councillor Activities**

No changes – All Agreed

**SO 25: Standing Orders generally**

No changes – All Agreed

Thanks were expressed by Members to Cllrs Barbara Green and Jackie Worrall for the hard work they had put into the review of the Standing Orders.

The Council

RESOLVED

To adopt the new Standing Orders based on the NALC model as amended and with the amendments agreed at this meeting

This was proposed from the Chair by Cllr Tony Edwards and carried unanimously.

**14/95 FINANCIAL REGULATIONS**

It was noted that at the P&R meeting of the 23<sup>rd</sup> September 2014:

**14/19 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

Financial Regulations (Chairman & Clerk) – the Chairman explained the colour coding, numbering system and method to get to the draft before members. The Clerk confirmed that financial limits were viable and present in the current financial regulations. Members agreed that this draft was acceptable for recommendation to Full Council without amendment

The Council

RESOLVED

To adopt the Financial Regulations as presented.

This was proposed from the Chair by Cllr Tony Edwards and carried unanimously.

**14/96 LOCATION OF THE ANNUAL PARISH AND ANNUAL MEETINGS 5<sup>TH</sup> MAY 2015**

The Council

RESOLVED

That the meetings start at 7.30pm and take place at the War Memorial Hall.

This was proposed by Cllr Martin Trevett, seconded by Cllr Jane White and carried unanimously.

**14/97 CLOSURE**

The meeting have started at 7.30 pm, closed at 10.19 pm

These minutes have been checked by the Chairman.

Signed ..... Dated .....

These minutes have been agreed at Full Council and signed by the Chairman.

Signed .....Dated.....