

**PENTON MEWSEY PARISH COUNCIL
STANDING ORDERS**

(a) FINANCE:

- 1) The Clerk to the Council is the Responsible Financial Officer (RFO).
- 2) Any Councillor may be Signatory on the bank mandate (but not the Clerk to the Council).
- 3) Orders for the payment of money shall authorised by resolution of the Council, all cheques must be signed by two Signatories and the clerk & stubs initialled.**
- 4) An internal audit shall be undertaken within six months of the end of the Financial Year (1st April to 30th March), by a Councillor
- 5) A budget shall be presented and approved by the Council prior to a decision on the Precept for the coming Financial Year.
- 6) Any Councillor, or his/her spouse, who has a pecuniary interest in any matter under consideration must declare this interest, which must be recorded in the minutes. The Councillor may remain in the meeting but cannot enter any discussions or vote.

(B) THE PARISH COUNCIL MEETING:

- 7) The Chairman of the Council shall preside.**
- 8) If the Chairman is absent then the Vice-Chairman shall preside.**
- 9) If the Chairman and Vice-Chairman are both absent, the Council shall appoint a Chairman before proceeding to any other business.**
- 10) The Clerk shall record the meeting of the Parish Council.
- 11) If the Clerk is absent the Chairman may record the meeting or appoint another to do so.
- 12) The Council will endeavour to meet every eight weeks.

(C) QUORUM & VOTING

- 13) Three councillors shall constitute a quorum. If for any reason a quorum is not present, business not transacted shall be completed at the next meeting.
- 14) Members may vote by a show of hands or by ballot paper. The Chairman may give an original vote on any matter put to vote (unless an out-going Chairman) and, in the case of equality of votes, may give a casting vote even though he/she gave no original vote. Councillor(s) may, before voting, request that the voting be recorded in the Minutes (Councillor and vote).
- 15) These Standing Orders may be amended by resolution of the Council. Those sentences in **heavy print** are of a statutory nature and are not subject to amendment
- 16) In any instance not covered by these Standing Order, reference shall be referred to Standing Orders and Chairmanship documentation issued by NALC.
- 17) Protocol for Public and Press Reporting at Council Meetings attached at enclosure a.

Enclosure a)

PROTOCOL FOR REPORTING AT MEETINGS
[Annex to Standing Revision: June 2015]

1. Introduction

1.1 This Protocol provides guidance to members of the public or press who wish to photograph or record proceedings at any of Penton Mewsey Parish Council's public meetings.

1.2 The Council supports the principles of openness and transparency in the way it conducts its meetings. Sound recording, photographing, filming, and use of social media at meetings which are held in public is permitted:

- (a) subject to the provisions of this Protocol; and
- (b) provided that the Chairman is satisfied that it will not be disruptive or distracting to the good order and conduct of the meeting.

1.3 No restrictions will be placed on anyone using social media at a public meeting subject to the limitations regarding photography and audio/visual recording set out in this Protocol.

1.4 Meetings which take the form of hearings or which discuss sensitive employment or contractual information such as the Personnel Sub-Committee may not be suitable for recording due to the nature of some of the evidence given at the meeting. It will be at the Chairman's discretion to determine whether the recording of a particular meeting will be permitted.

1.5 Failure to follow the provisions within this Protocol may result in the Chairman refusing to allow the proceedings to be photographed or recorded.

1.6 For the purposes of this Protocol 'recording' includes sound recording, photographing, filming, and use of social media. Social media includes, but is not limited to Twitter, Facebook and blogs.

2. Before the meeting

2.1 Those wishing to record proceedings at a meeting are recommended to contact the Clerk as early as possible before the start of the meeting so that arrangements can be discussed and the agreement of the Chairman be sought.

2.2 The name, organisation (if applicable) and contact details of the person wishing to record proceedings are required and should be provided before the meeting if possible:

3. At the meeting

3.1 Members of the public attending a meeting to ask a question will be deemed to have given consent to being photographed or recorded.

3.2 Members of the public seated in the public seating area who actively object, should not be photographed, filmed or recorded as long as this does not undermine the broader transparency of the meeting.

3.3 Photography or filming must take place from a fixed position in the meeting room approved by the Chairman to ensure that the view of Councillors, officers, public and press, is not obstructed.

3.4 The use of flash photography or additional lighting will only be permitted if agreed in advance with the Clerk and the Chairman

3.5 Photography or audio/visual recording will be stopped if the Chairman feels it is disrupting or inhibiting the meeting in any way.

3.6 If someone refuses to stop recording when requested to do so the Chairman will ask the person to leave the meeting. If the person refuses to leave, the Chairman will adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

3.7 Anyone asked to leave a meeting because they have refused to comply with the Chairman's request to do so, maybe refused permission to record future meetings.

4. After the meeting

4.1 Photographs and audio/visual recordings must not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being expressed in a way that may ridicule or show lack of respect towards those being photographed or recorded.

4.2 If someone fails to comply with this Protocol the Chairman may refuse to allow this person to record any future meetings.

4.3 The responsibility for how any photographs or audio/visual recording is used rests with the person who made the recording and not the Council.

IMPORTANT NOTICE
PROTOCOL FOR REPORTING AT MEETINGS

1. The Council supports the principles of openness and transparency in the way it conducts its meetings.
Sound recording, photographing, filming, and use of social media at meetings which are held in public is permitted:

(a) subject to the provisions of the Protocol for Reporting at Meetings;
and

(b) provided that the Chairman is satisfied that it will not be disruptive or distracting to the good order and conduct of the meeting.

2. Where recording has been confirmed by the Chairman an announcement will be made at the start of the meeting to advise all participants of the presence and location of any recording devices.

3. If you enter the room after the meeting has started please ensure that any recording does not disrupt the meeting. If there is such disruption, the Chairman may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

4. Only the official signed minutes of the council and its committees will be recognised as the formal, statutory and legally binding record of a meeting.

Date of resolution 8th June 2015. Clerk Ms Nanette Colbourne

Reviewed by Council meeting 8th May 2017.