

3.1 Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol. other than Hurworth Grange.

3.2 Notice for ordinary meetings shall be no less than three days, and should be given to the Parish Council members and the public.

3.3 Meetings shall be open to the public and press 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.

3.4 Public Participation;

i) Subject to para. 3.3 above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. The period of time which is designated for this is at the Chairman's discretion.

ii) Subject to para. 3.4.i) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes.

iii) A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. The Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor/Clerk for an oral response.

iv) Any person speaking at a meeting shall address his comments to the Chairman and the proceedings shall be minuted.

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

3.6 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.

3.7 Voting; 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. 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.

3.8) 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.

3.9 Councillors must declare any interest that they have in any item placed on the Agenda. The rules of 'declaration of interest will then apply.

3.10 Ordinary Meetings

i) In an election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.

ii) In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.

lii) The Hurworth P.C. shall hold at least six meetings each year. It is expected that eleven meetings will be held, on a monthly basis, excluding August.

iv) In addition to the annual meeting of the Council, other ordinary meetings may be held in each year on such dates and times as the Council may direct.

v) The election of the Chairman and Vice Chairman of the Council shall be the first business completed at the annual meeting of the Council.

vi) The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.

vii) The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.

viii) In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.

ix) In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

x) Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the Annual Meeting of the Council, the order of business may be as follows.

a) In an election year, delivery by councillors of their declarations of acceptance of office.

b) Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.

c) Review of delegation arrangements to committees, sub-committees, employees and other local authorities.

d) Review of the terms of references for committees.

e) Receipt of nominations to existing committees.

d) Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.

e) Review and adoption of appropriate procedures.

f) Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.

g) Review of representation on or work with external bodies and arrangements for reporting back.

h) Review of inventory of land and assets including buildings and office equipment.

i) Review and confirmation of arrangements for insurance cover in respect of all insured risks.

j) Review of the Council's and/or employees' memberships of other bodies.

k) Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

l) Establishing or reviewing the Council's policy for dealing with the press/media

m) Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3.11 Annual Parish/Annual Assembly;

is not a council meeting. It is a meeting of the parish electors and could involve any local organisations e.g church, village hall, drama group. Strictly speaking electors can set the agenda, and in practice these meetings often celebrate local activities and debate current issues in the community. The Chairman of the Council calls the meeting and chairs it. Normally the Parish Meeting and the Annual Meeting will be held on different occasions in order to avoid confusion.

3.12 Emergency Meetings – amendment made and recorded in minute 331a of the PC Meeting dated 3rd January 2012

In the case of an emergency, and only in such situation, an virtual meeting can be convened by the Clerk, using E Mail communications. Any proposal made, must be accepted by the majority of the council members. The Clerk must contact all councillors via E Mail, and follow up by direct contact, to ensure that all councillors are given the opportunity to vote, within the specified timeframe of not less than 24 hours. The result of any decision must be recorded in the minutes of the next Parish Council meeting.