

Waverley Community Council Remote Meetings - Standing Order

INTRODUCTION:

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

CONVENING

- a. A remote meeting of the Council or of one of its committees will be convened in accordance with Paragraph 10 of the Local Government Act 1972.
- b. The council will ensure that the agenda, payment list and previous meeting minutes are posted on its website and where possible, on the website of the principal authority for its district area.

CHAIR'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 with voting rights to observe the code of conduct adopted by the Council.

1. 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).

2. 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.

3. VOTING:

Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors 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.

4. COUNCIL DISCUSSION:

On each item of business to be transacted, which requires discussion

- The rules of debate, as set out in Waverley Community Council SOs will apply.

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

A councillor 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.

If a Councillor has a DPI or other interest to declare, they must make the Clerk aware at least 3 days in advance of the meeting. The Councillor will need to complete the 'Declaration of Interest' form. The Clerk will determine how to manage this and brief the Councillors ahead of the meeting.

If the Chair has declared a DPI or other interest, the vice-chair, will chair the meeting for that agenda item.

6. PUBLIC PARTICIPATION:

The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the chairman of the meeting; a member of the public shall not speak for more than 3 minutes. As per WCC current Standing Orders

The Chairman will ask the public, 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' the clerk will make a note of these and they will be invited to speak by the chairman.

7. EXCLUSION OF THE PRESS AND PUBLIC

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.

Once the council has resolved to exclude the press and public from the meeting the host (clerk/RFO) will remove members of press and public from the meeting.