

BROUGHTY FERRY COMMUNITY COUNCIL

STANDING ORDERS

1. Meetings (all held in public)

- (a) Ordinary meetings of the COMMUNITY COUNCIL shall be held between 7.00pm and 8.30pm on the first Tuesday of every month in Broughty Ferry Library or such other venue as may be intimated at the previous meeting. Special Meetings may be called at any time on the instructions of the Chairperson of the community council on the request of not less than one-half of the total number of COMMUNITY COUNCIL members; or the receipt of a common written request (petition), signed by at least 20 persons, resident within the COMMUNITY COUNCIL area, to convene a special meeting for a particular matter or matters to be debated, it shall call such a meeting. A special meeting shall be held within 14 days of the receipt of the request made to the Secretary of the COMMUNITY COUNCIL. Annual general meetings are held annually.
- (b) The notice of ordinary and annual general meetings of the COMMUNITY COUNCIL, featuring the date, time and venue, shall be provided to each COMMUNITY COUNCIL member and the local authority's named official by the Secretary of the COMMUNITY COUNCIL, at least 5 working days before the date fixed for the meeting.
- (c) The notice shall have appended a draft agenda of matters which will set out the matters for discussion
- (d) All meetings shall include some time for members of the public and Community Councillors to raise concerns of relevance to the community. To assist in effective time management, prior notice of matters to be raised and the reason for concern should be given to the Secretary by way of a concise letter or e-mail to be received 5 working days before the meeting in order that they can be incorporated into the agenda. Only in exceptional circumstances, and at the discretion of the Chairperson, will matters introduced without the prior notice, be dealt with at that meeting.

2. Minutes

(a) Minutes of the proceedings of a meeting of the COMMUNITY COUNCIL shall be drawn up within fourteen days from the date of that meeting, distributed in accordance with paragraph 3 of the Scheme of Community Councils and shall, following their approval, be signed at the next meeting of the COMMUNITY COUNCIL by the person presiding thereat and retained for future reference.

(b) The minutes shall conform to the following format:

- They shall be written in plain English and summarise only the information necessary for a person who was not present at the meeting to understand what business was transacted. For the avoidance of doubt the minutes shall not include a verbatim account of discussions.
- They shall provide a summary of decisions reached and, where applicable, the person with responsibility for carrying out that decision and the time period for completion.
- The minute shall record individual contributions only when an individual expressly requests that and the meeting agrees by a majority that the contribution should form part of the minutes.

3. Quorum

A quorum shall be one-third of the current voting membership of the COMMUNITY COUNCIL, or 3 voting members, whichever is the greater.'

4. Order of Business

(i) Ordinary Meeting

The order of business at every ordinary meeting of the COMMUNITY COUNCIL shall include: -

- (a) Presentations made by invitation to the Community Council
- (b) Recording of membership present and apologies received.
- (c) The minutes of the last meeting of the COMMUNITY COUNCIL shall be submitted for approval.
- (d) Matters Arising from the approved minutes of the last meeting and not dealt with elsewhere on the agenda.
- (e) Any other item of business which the Chairperson has directed should be considered. These will normally include the following taken in an order to be decided by the Chairperson:

- Police matters

- Local Elected Members' contributions
- Matters raised by Members of the Public
- Planning Secretary's Report
- Secretary's Report (including correspondence)
- Treasurer's Report
- Matters raised by Members of the Community Council in accordance with item 1(d) above.

(e) Any item of business not completed in the time scale set out in item 1(a) above shall be carried over to the next ordinary meeting of the COMMUNITY COUNCIL.

(ii) Annual General Meeting

It will not be uncommon that the COMMUNITY COUNCIL has arranged for an ordinary meeting of the COMMUNITY COUNCIL to begin at the close of the annual general meeting, to enable any outstanding reporting on business matters to be heard; and for COMMUNITY COUNCIL members and members of the public to have an opportunity to bring matters to the attention of the COMMUNITY COUNCIL, possibly for inclusion on a future agenda.

The order of business at every annual general meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present and apologies received.
- (b) The minutes of the last annual general meeting of the COMMUNITY COUNCIL shall be submitted for adoption.
- (c) Chairperson's Annual Report (and questions from the floor).
- (d) Secretary's Annual Report (and questions from the floor).
- (e) Treasurer's submission of Balance Sheet and Annual Accounts duly independently examined and certified correct (and questions from the floor).
- (f) Demit of current office bearers/election of office bearers.
- (g) Chairperson to declare date of next annual general meeting and close meeting.

(iii) Extraordinary General Meeting

The order of business at every extraordinary general meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present and apologies received.
- (b) Business for debate, as described in the calling notice for the special meeting.
- (c) Chairperson to close meeting.

5. Order of Debate

- (a) The Chairperson shall decide all questions of order, relevancy and competency arising at meetings of the COMMUNITY COUNCIL and that ruling shall be final and shall not be open to discussion. In particular, the Chairperson shall determine the order, relevancy and competency of all questions from the public in attendance at meetings of the COMMUNITY COUNCIL raised at 4, above. The Chairperson in determining the order, relevance and competency of business and questions shall have particular regard to the relevance of the issue to the community and ensure that the discussion and proceedings are conducted in such a manner that decisions are reached in a democratic manner. The Chairperson shall have the power, in the event of disorder arising at any meeting, to adjourn the COMMUNITY COUNCIL meeting to a time that the Chairperson may then, or afterwards, fix. In the event of disorder the terms of the Code of Conduct for Community Councillors shall apply.
- (b) Every motion or amendment shall be moved and seconded.
- (c) After a mover of a motion has been called on by the Chairperson to reply, no other members shall speak to the question.
- (d) A motion or amendment once made and seconded shall not be withdrawn without the consent of the mover and seconder thereof.
- (e) A motion or amendment which is contrary to a previous decision of the COMMUNITY COUNCIL shall not be competent within six months of that decision.
- (f) Without the agreement of the Chairperson no person present shall be allowed to speak more than twice on any one matter on the agenda.
- (g) All matters, including questions to members of the Community Council and any other person in attendance shall be directed through the Chair who will determine whether the question should be put and to whom.

- (h) For the avoidance of doubt, any member of the Community Council who refuses to be bound by any of the matters (a) to (g) above will be considered to have breached the Code of Conduct for Community Councillors.
- (i) Any person who is in breach of the Code of Conduct for Community Councillors will have membership of the Community Council terminated.
- (j) Any person who is in breach of the Standing Orders of Broughty Ferry Community Council will have membership of the Community Council terminated.

6. Voting

- (a) Voting shall be taken by a show of hands of those present and eligible to vote, with the exception that, at an annual general meeting, the election of office bearers may be held by secret ballot.
- (b) The Chairperson of a meeting of the COMMUNITY COUNCIL shall have a casting vote as well as a deliberative vote.

7. Alteration of Standing Orders

A proposal to alter these Standing Orders may be proposed to the local authority to be altered or added to at any time by the COMMUNITY COUNCIL, provided that notice of motion to that effect is given at the meeting of the COMMUNITY COUNCIL previous to that at which the motion is discussed. The local authority shall have final discretion on any proposed change.

8. Committees

The COMMUNITY COUNCIL may appoint such committees as it may from time to time decide and shall determine their composition, terms of reference, duration, duties and powers.

9. Conduct of Urgent Business

- a) **General Matters**
Any issue that is raised between ordinary meetings, which requires a decision before the next meeting, may be dealt with by the Chairman, in consultation with the Vice Chairman, Secretary and/or Treasurer and the Planning Secretary as appropriate. Such a decision must be ratified at the meeting immediately following.
- b) **Planning Matters**
Regarding objections to, and statements of support for, planning applications the following shall apply:
 - In performing its function as a statutory consultee, the general aim of objections and statements of support will be to encourage positive planning and thereby conserve and

enhance the overall appearance, character and amenity of the Broughty Ferry Community Council area.

- It is for the Planning Secretary alone to request planning applications from the planning authority on behalf of the Community Council and to engage in correspondence with the authority.
- As a courtesy to the planning authority, the Planning Secretary shall make the authority aware of the preliminary view of the Community Council as early as possible in the authority's relevant committee cycle. That view will be subject to ratification at the next ordinary meeting of the Community Council.
- Members of the Community Council may contact the Planning Secretary to discuss any planning application if they have concerns. If the Planning Secretary feels that there is enough interest that person will call a special meeting of the Planning sub-committee which is composed of the Planning Secretary, Chairperson, Vice-chairperson and the Secretary.
- The Community Council can advise on the appropriate procedures for submitting an objection to a planning application. However, it shall be unacceptable for applicants to lobby the Community Council or any member of the Community Council.
- For the avoidance of doubt, any member of the Community Council who has an interest in the progress of a planning application will be debarred from contributing to the discussion and voting on the ratification of the Planning Secretary's preliminary view. Any member who fails to declare an interest will be in breach of the Code of Conduct for Community Councillors.

10. Suspension of Standing Orders

These Standing Orders shall not be suspended except at a meeting at which three-quarters of the total number of COMMUNITY COUNCIL members are present and then only if the mover states the object of his motion and if two-thirds of the COMMUNITY COUNCIL members present consent to such suspension.
