

Saltash Town Council – Standing Orders Appendix (April 2020)

This document should be read in conjunction with the Standing Orders of the Council and the Remote Meetings Protocol and Procedure Rules.

Background

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 4 April 2020. These regulations apply to meetings that are held or due to be held before 7 May 2021 unless the legislation is repealed prior to that date.

- **Part 2** of the Regulations make provision for remote access to meetings of local authorities by members of a local authority and by the press and public.
- **Regulation 4** enables local authorities to hold and alter the frequency and occurrence of meetings without requirement for further notice.
- **Regulation 5** makes provision for members of local authorities to attend meetings remotely.
- **Part 3 of the Regulations** modifies the existing legislative requirements for local authority meetings.
- **Regulation 6** removes the requirement to hold an annual meeting.
- **Regulations 13 to 17** modify legislation relating to public and press access to information relating to decisions made by local authorities to enable such access to be available through remote means.

The following amendments to Standing Orders apply to arrangements for meetings (which include committee and sub committee meetings) held by Saltash Town Council until 7th May 2021 or earlier if the legislation is repealed.

The Regulations made under s78 of the Coronavirus Act 2020 apply and where there is a conflict between these and any other adopted standing orders or legislation, these Remote Meetings Protocol and Procedure Rules take precedence in relation to any remote meeting.

Standing Order 1d: General

The requirement to give one month's notice, and then adopt by resolution by two thirds majority of the full Council, to alter the frequency of meetings of the Council is removed.¹

¹ Local Authorities and Policy and Crime Panels (Coronavirus) (Flexibility of Local Authority and Policy and Crime Panel Meetings) (England and Wales) Regulations 2020 Part 2 (4)(1)

Requirement for meetings to be held

The minimum number of meetings to be held this year is now three.

Standing Order 6a: Annual Meetings

1. The requirement for STC to hold an Annual Meeting in May has been removed and may only take place prior to 7th May 2021
 - a. where called by the Chair
 - b. following a resolution calling for an annual meeting being passed at an ordinary or extraordinary meeting of the Council.
2. Existing governance may remain in place until 7th May 2021 or a rescheduled Annual Meeting (whichever is the sooner).²
3. Mayor and Deputy Mayor:

The Mayor and Deputy Mayor will continue in Office until the next Annual Meeting unless they resign or become disqualified.
4. Appointments to Committees:

All appointments will remain in place until the next Annual Meeting unless a Member resigns or becomes disqualified.
5. Appointments to Outside Bodies:

All appointments will remain in place until the next Annual Meeting unless a Member resigns or becomes disqualified.

Standing Order 2: Meetings

Place of Meeting

A meeting of the Town Council is no longer limited to a place in which all Members are present. A 'place' where a meeting is held includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers. ³

Scheduling of Meetings

Meetings will be scheduled as required and may vary from the annual calendar. ⁴

Attendance by Members

Any Member of the Town Council will be deemed to be in (remote) attendance (i.e. present) for purposes of the six-month rule if the following conditions are satisfied⁵:

² Part 2 (2)

³ Part 2 (5) (1)

⁴ Part 2 (4)

⁵ Part 2 (5) (3.a-c)

The Member is able to:

- a. hear, and where practicable see and, where practicable, be seen by, the other members in attendance;
- b. hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
- c. to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

Public and Press attendance

Meetings shall be open to the public and press in remote attendance where access is provided including (but not limited to) video conferencing, live webcast, live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person.⁶

Any member of the public or press in attendance will continue to be excluded by resolution from the meeting where an item of confidential business is to be discussed. The minutes will record that only Members remain in the meeting for these items.

Notice of Meetings (including publication of associated documents)

Notice of meetings shall be posted on the Town Council website and social media with three clear days' notice. All associated documents shall continue to be posted on the Town Council website.

Voting on items

Standing order 2r continues to apply.

All votes shall be recorded in the normal manner to ensure accuracy by a roll call in alphabetical order of those present at the meeting and eligible to vote.

Ordinary Meetings

Order of business:

- a. To choose a person to preside if the Mayor and Deputy Mayor are absent
- b. Introduction to meeting format including:
 - i. Rules of debate
 - ii. Recording of meeting
 - iii. Voting procedure
 - iv. Public attendance

⁶ Part 3 (13)

- v. Procedure in event of technical incident(s)
- c. Roll call of Members present
- d. Apologies
- e. To received Declarations of Interests and consider written requests for dispensations
- f. Public participation (maximum of 15 minutes) - to consider written questions from Members of the public 24 hours prior to the meeting by email enquiries@saltash.gov.uk
- g. To read and approve as correct the Minutes of Full Council
- h. To receive and note Minutes of Committees and Sub Committees reporting to Full Council and consider recommendations therein.
- i. To consider other matters placed on the agenda.
- j. To consider other matters submitted by motion.
- k. To consider matters of public engagement and communication.
- l. To note the date of the next meeting.
- m. To move to order that the Common Seal of the Council be affixed to all deeds and documents necessary to give effect to the foregoing acts and proceedings.