

# Sonning Common Parish Council

## Extraordinary Meeting

Held in the Village Hall on  
Wednesday 14<sup>th</sup> March 2011 at 8pm

Chairman Mr Rooke

### Minutes

**Present:** Mr Rooke (Chairman), Mrs Phillips-Tilbury, Mrs Diwell, Mr Fort, Mr Kedge, Mrs Poska, Mr Stoves, Mrs Noble, Mrs Lewis, no members of the public

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- 11/01 **Apologies for absence** Mr Greenwood, Miss Hunt, Mr Reynolds
- 11/02 **Declarations of Interest**
- 11/03 **Public Question Time** There being no questions the meeting resumed.
- 11/04 **Standing Orders** Previously circulated to all councillors. The meeting is to adopt the NALC Model Standing Orders and review any additions, exclusions and amendments to these. The items in bold are mandatory orders and must be worded in this way. The items in normal type face are suggestions and can be amended or deleted to suit the council. The items presented in the draft version in purple are additions and also inclusions from the original Standing Orders. Previously the Terms for Reference for the committees have been agreed and the Standing Orders is also being amended in light of this. All references related to the draft version of the minutes and may be subject to change.
- 04.01 Mr Rooke opened the meeting. The council gave a vote of thanks to Douglas Kedge for his work on the Standing Orders. Mr Kedge ran through the subject headers.
- 04.02 Section 30, Public Question Time. The council agreed that (h) be tightened up to read as an example "the chairman may invite public participation from an individual during significant debates of the council".
- 04.03 Section 1, (k). The council agreed the second option, in red [...raise hand when requesting to speak,.. speak when standing, except..]
- 04.04 Section 1 (aa) Proposal by Mrs Poska to set the limit of meeting times to 2 hours. Motion not carried. Proposal by Mrs Phillips-Tilbury to set the meeting limit to 2.5 hours. Motion carried. Agreed (2 abstentions).
- 04.05 Section 1, Annual Meetings. Delete k(i) agreed.
- 04.06 Section 9, Minutes. Include Minutes signed by Chairman or Vice Chairman of committee they relate to. If no members are there to present the minutes –they are deferred until next meeting. Agreed.
- 04.07 Section 16, Committees. (Viii) Former option in red agreed.
- 04.08 Section 16, XV. Other members of the finance Committee shall have at least one year's tenure as a Sonning Common Parish Councillor or have substantial experience in the field. Agreed.
- 04.09 Section 20. Mr Kedge proposed that the Clerk(s) add a clause to state that the cheques for agreed orders will be sent out prior to the full council meeting [in accordance with Financial Regulations 6.4] Agreed.
- 04.10 Mr Kedge proposed that the Clerk(s) be given the right to use their discretion to reword or tighten up the orders now that they have been agreed. Agreed.
- 04.11 Section 2, annual meetings k(xii). To be included. Agreed.
- 04.12 The council agreed to adopt the new standing orders with the above amendments.
- 11/05 Mr Rooke closed the meeting.

Meeting closed 9.10pm

Signature \_\_\_\_\_ Date \_\_\_\_\_