



Midsomer Norton Town Council

Procedure & Administration of the Council

Adopted by Council: 6th January 2014



MIDSOMER NORTON TOWN COUNCIL

PROCEDURE AND ADMINISTRATION

These Procedures and Administration were adopted by the Council as Appendix D to the Standing Orders of the Council at a meeting on.

1. The Council, shall, as far as it is possible and practical, meet on a monthly basis.
2. Meetings of the Council and its Standing Committees shall be held on a Monday, whenever possible.
3. So far as is administratively practical, 4 clear days notice of meetings shall be given (i.e. excluding the date of dispatch and the day of the meeting).
4. So far as is administratively practical, agenda items shall be accompanied by written reports incorporating clear and concise recommendations.
5. Business for meetings of the Council shall be allocated by the Town Clerk, or other delegated officer, in consultation with the Mayor (or the Deputy Mayor in the absence of the Mayor).
6. Extraordinary or special meetings of the council or a Committee or Sub Committee shall be convened only when warranted by the particular significance or urgency of the matter(s) to be discussed, and, in relation to the urgency provisions contained in the Terms of Reference of Committee, the possibility of using the Operations Working Party shall be considered first.
7. In the event of the business to be transacted by a scheduled meeting of a Standing Committee not appearing to warrant a meeting taking place, the Town Clerk, or other designated officer, shall confer with the Mayor (or, in their absence, the Deputy Mayor or Chair of the Standing Committee) with a view to the cancellation of the meeting and/or the transaction of any business which cannot reasonably await the next meeting of the Committee by Full Council.
8. In the event of the cancellation of a scheduled and/or publicised meeting of the Council, or the Planning Committee, public notice of the cancellation shall be given. As a minimum, notices shall be posted on the Council's public notice boards.
9. The Town Clerk shall have overall responsibility for the co-ordination and administration of the Council meeting, and for the administration of Standing Committee, sub committees, working parties and any other official meetings.
10. The co-ordinating officer for the Council Meeting shall be the Town Clerk.
11. The agenda for all ordinary meetings of the Council, and of the Standing Committees, shall include an item headed "Public Access Time". This item shall appear before the beginning of the agenda. A maximum of 20 minutes shall be allowed for this purpose. Any submission from a member of the public shall not exceed 5 minutes. At all times persons making a submission



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shall have respect for the Chair of the meeting and shall take heed of any guidance that may be given. The Chair of the meeting shall have an absolute right to terminate a submission if this is considered necessary.

Members who have a prejudicial interest may speak on the item under Public Access and they shall be the first to speak. The Member should leave the room when the agenda item is discussed.

Submissions will be dealt with strictly in order of receipt/notification other than a Member wishing to speak on an item in which they may have a prejudicial interest. Notice shall normally be received by the Town Clerk by no later than 12 noon on the day of the meeting. Any notification of a desire to speak must include information as to the subject matter.

If necessary, or desired, assistance will be given in the making of a submission or presentation.

12. The Town Clerk, or such other designated officer, shall on request arrange a briefing for the Member who is to Chair a meeting, prior to the commencement of the meeting, at a time to be agreed.
13. The Leader of any political group represented upon the Council shall formally notify the Town Clerk of any changes to Committee or Sub Committee memberships within that Group's allocation of seats. Such changes shall be deemed to be effective immediately.

Any changes to Committee membership shall be formally reported to the next ordinary meeting of the Council in respect of Committees and the parent Committee in respect of Sub Committees.

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