



Melton Mowbray Town Estate

1.17

Standing Orders

MEETINGS

1. The Feoffees must hold an Annual Town Meeting in connection with the Charity in the month of October in each year or as soon as is reasonably practicable thereafter.
2. The Feoffees will meet on at least six other occasions in the year.
3. The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.
4. At the first ordinary meeting, following the Annual Town Meeting the first business shall be:
 - To elect a Chairman (until such appointment is made, the meeting shall be presided by the Senior Townwarden).
 - To elect a Vice Chairman
 - To appoint the Town Estate Solicitor
 - To appoint members to the Feoffees Management Committee
5. The first business of each meeting will be to appoint a Chairman, i.e. if the Chairman and Vice Chairman are absent.
6. After the first business has been completed, the order of business, unless the Board of Feoffees otherwise decides on the grounds of urgency, shall be:
 - Apologies.
 - Declarations of interest.
 - Confidentiality - *Board of Feoffees' are reminded that information discussed at the Meeting is to remain confidential.*
 - To receive and consider the Minutes of the previous meeting.
 - After consideration to approve the signing of the Minutes by the person presiding as a correct record.
 - Any business determined by the Chairman to be a matter of urgency.
 - To receive the Financial Report.
 - To receive the Feoffees' Management Committee Report
 - To consider resolutions or recommendations in the order in which they have been notified.
7. Any Feoffee who wishes an item of business to be considered, should notify the Chairman and include a paper setting out the salient points of the item 14 days prior to the Meeting, or as soon as is reasonably practicable.

Melton Mowbray Town Estate, 2 Park Lane, Melton Mowbray, LE13 0PT

Telephone: (01664) 564559 Fax: (01664) 562206

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Registered Charity Number: 222142



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MINUTES

8. Minutes must be entered in a minute book.
9. No discussion shall take place upon the minutes except on their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chairman.
10. Minutes must be signed at the same time or the next following meeting by the person presiding.
11. Minutes of the Annual Town Meeting of the Town Estate must be signed at the following years Annual Town Meeting.
12. All Minutes kept by the Town Estate shall be open for the inspection of any member of the Board of Feoffees.

EXTRAORDINARY MEETINGS

13. The Chairman may convene an extraordinary meeting at any time.
14. If two members sign a requisition that an extraordinary meeting be convened, the Chairman must convene it within four working days. If the Chairman fails to do so, the members may convene it.

QUORUM

15. The quorum is five, or one third of the total membership, whichever is the greater.

PROTOCOL AT MEETINGS

16. A member wishing to speak shall draw this to the attention of the Chairman by raising their hand and lowering it when the Chairman acknowledges their request.
17. A member shall only speak when then called upon by the Chairman to do so.
18. A member when called to speak shall address the subject on the agenda and not widen the scope of debate without the Chairman's agreement.
19. A member will not speak for more than five minutes unless the Chairman has given exceptional agreement for them to do so.

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20. A member introducing a paper or report to the meeting may be allowed up to ten minutes to do so. Where the outcome is a motion proposed by that speaker the Chairman will allow the Seconder of the motion a period of five minutes to speak to it.

VOTING

21. Members shall vote by a show of hands.
22. If a member requests it, the Feoffees' Secretary shall record the names of the members who voted on any question so as to show whether they voted for or against it.
23. The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote. This may or may not be the same as their original vote.

EXPENDITURE

24. Orders for the payment of money up to £ 10,000 shall be authorized by resolution of the Feoffees Management Committee and signed by two members.
25. Orders in excess of £ 10,000 shall be authorized by resolution of the Board of Feoffees.
26. Members shall be provided with the Annual Accounts prior to the Annual Town Meeting.

ANNUAL TOWN MEETING

27. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that s/he leave the meeting; failure to observe the Chairman's direction could result in the Meeting being suspended.

CONFIDENTIAL BUSINESS

28. No Feoffee of the Town Estate shall disclose to any person not a member of the Board of Feoffees any business declared to be confidential by the Town Estate.

FAILURE OF A FEOFFEE TO ATTEND MEETINGS

29. If a Feoffee fails for twelve consecutive months to attend any meetings of the Town Estate, including site visits, then s/he ceases to be a Feoffee unless *either* his/her absence is due to employment in the armed forces during war or emergency, *or* the Town Estate approved the reason for non-attendance before the twelve month period expired.

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30. The Feoffees' Secretary must keep an attendance record for all meetings.

FEOFFEES CODE OF CONDUCT

31. All Feoffees are required to sign the Feoffees' Code of Conduct and to agree to abide by its provisions. Within 28 days of election a Feoffees must register all financial interests as required by the code. A copy of the code will be given to each new Feoffee.

DISORDERLY CONDUCT

32. No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully disrupt business, or behave offensively, improperly or in such a manner as to scandalise the Town Estate or bring it into contempt or ridicule.

33. If, in the opinion of the Chairman, a Feoffee has broken the provisions of paragraph 32, the Chairman shall express that opinion to the Board of Feoffees and thereafter any member may move that the member named should leave the meeting. If the motion is seconded and the member named does not comply, the Chairman may suspend the meeting.

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

34. Any or every part of the Standing Orders except those printed in bold type may be suspended by resolution in relation to any specific item of business.

35. A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Board of Feoffees.

STANDING ORDERS TO BE GIVEN TO MEMBERS

36. A copy of these Standing Orders shall be given to each member by the Feoffees' Secretary upon delivery to him/her of the member's declaration of acceptance of office.