

Current Standing Orders	Proposed Standing Orders
<p>7. Meetings</p> <p>7.1 Meetings of the Council are meetings of the Full Council, its Committees or Sub Committees. The Full Council is a meeting of all members of the Council.</p> <p>7.2 (a) Meetings of the Council shall be held at the Town Hall, Market Place, Newbury at 7.30 p.m. unless otherwise decided at a previous meeting or by the Chairperson and stated in the summons.</p> <p>(b) Smoking, including electronic cigarettes, is not permitted at any meeting of the Council or in any of its buildings or facilities.</p> <p>7.3 In addition to the Annual Meeting, not less than three additional meetings of the Full Council shall be held each year on such days as the Council may determine.</p> <p>7.4 The Chairperson of any Committee or the Town Mayor may summon an additional meeting of the Council/that Committee at any time. An additional meeting shall also be summoned on the requisition in writing of no less than 2 members of the Council or any Committee. The summons shall set out the business to be considered at the additional meeting and no other business shall be transacted at that meeting. In the event of the Chairperson not calling an extraordinary meeting within 7 days of receiving the request, the 2 members may call an extraordinary meeting.</p> <p>7.5 The agenda of each meeting is issued by the proper officer to each participating Councillor, in consultation with the Chairperson, not less than 3 clear days before the date of the meeting.</p> <p>7.6 A Councillor ceases to be a member of the Council if he/she fails throughout a period of six months to attend any meeting of the Council unless his/her absence was due to some reason approved by the Council. Such approval must be by resolution of the Council and before the expiry of the six month period.</p> <p>7.7 Approval may be given by the Council to a prolonged absence, in advance (for example, maternity leave)</p> <p>7.8 The responsibility for ensuring that a member of Council does not vacate his/her office through continuous failure to attend meetings rests entirely with that councillor and no-one else.</p> <p>7.9 Non-attendance at Council meetings will be recorded either as an apology or as being absent.</p>	<p>7. Meetings</p> <p>7.1 Meetings of the Council are meetings of the Full Council, its Committees or Sub Committees. The Full Council is a meeting of all members of the Council.</p> <p>7.2 (a) Meetings of the Council shall be held at the Town Hall, Market Place, Newbury at 7.30 p.m. unless otherwise decided at a previous meeting or by the Chairperson and stated in the summons.</p> <p>(b)Smoking, including electronic cigarettes, is not permitted at any meeting of the Council or in any of its buildings or facilities.</p> <p>7.3 In addition to the Annual Meeting, not less than three additional meetings of the Full Council shall be held each year on such days as the Council may determine.</p> <p>7.4 The Chairperson of any Committee or the Town Mayor may summon an additional meeting of the Council/that Committee at any time. An additional meeting shall also be summoned on the requisition in writing of no less than 2 members of the Council or any Committee. The summons shall set out the business to be considered at the additional meeting and no other business shall be transacted at that meeting. In the event of the Chairperson not calling an extraordinary meeting within 7 days of receiving the request, the 2 members may call an extraordinary meeting.</p> <p>7.5 The agenda of each meeting is issued by the proper officer to each participating Councillor, in consultation with the Chairperson, not less than 3 clear days before the date of the meeting.</p> <p>7.6 A Councillor ceases to be a member of the Council if he/she fails throughout a period of six months to attend any meeting of the Council unless his/her absence was due to some reason approved by the Council. Such approval must be by resolution of the Council and before the expiry of the six month period.</p> <p>7.7 Approval may be given by the Council to a prolonged absence, in advance (for example, maternity leave)</p> <p>7.8 The responsibility for ensuring that a member of Council does not vacate his/her office through continuous failure to attend meetings rests entirely with that councillor and no-one else.</p> <p>7.9 The names of Members present at the meeting shall be recorded in the minutes¹</p> <p>7.10 Non-attendance at Council meetings will be recorded either as an apology or as being absent.</p> <p>7.11 For the purpose of the attendance register, Members will be recorded as present, apologies, absent or no presence required. Where a substitute Member attends for a Committee/ Sub-committee Member, the Committee member will be recorded as “no presence required.”</p>

¹ This is all that is required by legislation