

Jargon buster

Glossary of terms frequently used by the Parish.

PC – the Parish Council

LCC – Leeds City Council

YLCA – Yorkshire Local Councils Associations, a regional organisation to whom the Parish Council are affiliated.

NALC – National equivalent of the YLCA.

Motion – a proposal that the council does a particular action

Seconder – not mandatory, but gives further support to a motion

‘Moved’ – when someone proposes an action – when the proposal has been made the chairman may describe this as being ‘moved’. Councillors also use the word when they are voting in agreement with a particular proposal.

Resolution – the decision that the council makes following a proposal and seconder, ie it was RESOLVED that the council

Amendment – An alteration to a proposal. If an amendment is made the chairman must deal with the amendment before dealing with the original proposal.

Procedural Motion – used to progress or close debate at a meeting and also to respond to matters of procedure in the meeting itself.

Point of Order – an objection addressed to the chairman at a meeting about a procedural irregularity in the debate that is taking place or the conduct of the meeting itself. This can be due to non-compliance with a statutory provision or the Council’s standing orders.

Standing Orders – policies set by individual councils to govern their business.

Casting vote – a second vote that the chairman may use in the situation of a tied vote – note that there is only one occasion when the chairman must use the casting vote – election of chairman.

Quorum – the requisite number of councillors to be present in order for lawful business to be transacted. The law says that a quorum is three or a third whichever is the greater. This does not apply to committees – a council must determine the quorum of a committee and this is entirely at the council’s discretion.

Exclusion of the press and public – the council uses its power under the Public Bodies (Admissions to Meetings) Act 1960 to exclude the press and public due to the prejudicial nature of the business to be transacted. If it is clear prior to a meeting that there is business that is prejudicial to the public interest ensure that there is an agenda item to resolve to agree this. Parish and Town Councils do not use the power of Section 100 of the Local Government Act 1972 to exclude press and public from meetings