

# **Oswestry Town Council**

## **Standing Orders – Updated November 2020**

### **Badges of Office**

1. The distinctive Badges of Office for the Town Council shall be a Gold Chain or Medallion to be worn by the Mayor and a Medallion to be worn by the Deputy Mayor at their discretion. Maces belong to the Council.

The Proper Officer shall be the Town Clerk.

### **Meetings of Council**

2. Meetings of the Council shall be summoned in accordance with the relevant provisions of the Local Government Act 1972 and subsequent legislation. The Statutory Annual Meeting shall be on the second Monday of May. The three other statutory Meetings shall be held on the second Monday in the months of February, July and November. All Meetings shall start at 7.00 p.m. Meetings shall not take place in premises which, at the time of the meeting, are used for the supply of alcohol unless no other premises are available, free of charge or at reasonable cost.

The Annual Meeting on the second Monday of May will be limited to the election of The Mayor and The Deputy Mayor.

The Mayor of the Council may convene an extraordinary meeting of the Council at any time. If the Mayor of the Council does not or refuses to call an extraordinary meeting of the Council within seven days, having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of the Council. The Statutory Public Notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.

The Council will reconvene the Annual Meeting again during May to appoint its Committees, Committee Chairmen and Representatives.

In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.

In an Election year it will fill any Casual Vacancies that may apply. Any relevant business will also be conducted at this meeting.

The Mayor of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Deputy Mayor of the Council shall preside.

## **Quorum**

3. Six Members shall constitute a quorum but a motion to suspend any standing orders shall not be moved without notice unless at least two-thirds of the Members are present.

## **Order of Proceedings when not one-third of the Council present**

4. Upon the attention of the Mayor being called by a Member of the Council to the fact that there is not one-third of the Members of the Council present at any Meeting of the Council, the Town Clerk shall call over the names of such Members, and if it shall appear that there be not one-third present, the Mayor shall declare the Meeting of the Council at an end and the names of those who are present and those who are absent, shall be recorded upon the Minutes.

## **Council Summons Notice of Business**

5. The Town Clerk shall insert the Summons for each Meeting of the Council, its Committees and Sub-Committees, Notices of all business, which in his judgement requires to be brought before the Council. The Summons must be issued so that it is left at the address of each Member of the Council three clear days before the day of the Meeting. The summons can be issued by e-mail provided the councillor has consented to service in this manner.

When calculating the three clear days for notice for meetings of Councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day

of the Easter break, or a Bank Holiday, or a day appointed for Public Thanksgiving or mourning shall not count.

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of the meeting shall be by a resolution which shall give reasons for the public's exclusion. The Town Clerk shall provide, in a conspicuous place, public notice of the time, place and agenda.

## **Notices of Motion**

6. All notices of Motion shall be submitted in writing to the Town Clerk for inclusion in the Agenda for the next Meeting of the Council and must be submitted at least seven days prior to the Meeting.

A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

## **Minutes**

7. The Minutes of the proceedings shall be entered in a book to be kept by the Town Clerk for such purpose, and a copy sent to each Member of the Council to reach him at least one day clear before the Quarterly or Annual Meeting and such Minutes when confirmed shall be signed by the Mayor.

The minutes of a meeting shall include an accurate record of the following:

- the time and place of the meeting;
- the names of councillors who are present and the names of councillors who are absent;
- interests that have been declared by councillors and non-councillors with voting rights;
- the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- if there was a public participation session; and

- the resolutions made.

## **Public Session and General Issues**

8. Between 7.00 p.m. and 7.15 p.m., members of the public are invited to make a brief statement not exceeding 3 minutes on any item or question the Council on local issues etc. Questions will be answered by The Mayor, Chairmen of Standing Committees, Town Clerk; at the discretion of the Chairman other Councillors may be invited to respond. If the question cannot be answered on the evening, then a formal, written response will be made within 10 working days.

A record of a public participation session at a meeting shall be included in the minutes of that meeting.

Photographing, filming and audio recording of proceedings are permitted in accordance with the Openness of Local Government Bodies Regulations 2014 in terms of meetings of the Council open to the public.

While no prior permission is required to carry out this activity, it is requested that any person wishing to film or audio record a public meeting of the Council advise the Town Clerk in advance so that all necessary arrangements can be made for the public meeting.

The Council and/or its Committees will not permit an individual to film or audio record any private session discussions.

Tweeting and Blogging during Council meetings is permitted by Elected Members and the public provided it is not disruptive and does not distract from the proper conduct of the meeting.

The Council will not permit filming of members of the public, children, the vulnerable or other members of the public who actively object to being filmed without undermining the broader transparency of the meeting.

Oral commentary during a meeting is not permitted as this could be disruptive to the good order of the meeting.

## **Order of Business at Council Meetings**

9. At all Statutory Meeting of the Council the order of business shall be as follows:
  - (a) Apologies for absence and reasons.
  - (b) Declarations of pecuniary.
  - (c) To confirm the Minutes of the last Meeting or Meeting of the Council.
  - (d) To answer any question of which at least forty-eight hours' notice has been given; no discussion shall be permitted thereon.
  - (e) The Mayor's Communications.
  - (f) To consider the Minutes and Reports of the various Committees of the Council.
  - (g) Seals and formal matters.
  - (h) Any other business specified in the summons.

At all Meetings of the Council, other than Statutory Meetings, the order of business shall be as set out in the notice summoning the Meeting.

There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy.

## **Varying Order of Business**

10. On the motion of a Member, duly seconded and carried by a majority of the Member present, the Council shall at any Meeting vary the order of business so as to give precedence to any business of special urgency.

## **Who may take up Business under Notice**

11. The business under any notice upon the summons shall not be proceeded with in the absence of the Member of the Council in whose name it stands, unless he has given authority in writing that it be taken up by some other Member of the Council, or it be business which by law the Council must transact.

## **Confirmation of Committee Business**

12. Every Committee of the Council shall submit to the next scheduled Meeting a report dealing with the activities of the Committee in relation to matter delegated to the Committee. The report of all Committees to be presented to the Council and a copy supplied to each Member of the Council. Upon consideration of a report of a Committee, the Chairman or other Member, having charge of such report shall submit to the Council motions for information.

## **Amendments**

13. Whenever any Amendment is moved upon the original proposition, no second Amendment shall be taken into consideration until the first Amendment has been disposed of.
14. If an Amendment be carried, it shall displace the original question, and become the substantive motion for consideration. Upon which a further Amendment may be moved before the vote is taken.
15. The mover of an Amendment may reply immediately before the reply of the mover of the motion, which latter reply shall conclude the discussion. The mover of every original motion, but not of any Amendment, shall have a right to reply, when all Amendments have been disposed of, and immediately thereafter the question shall be put from the Chair.

## **Motions of Closure of Debate**

16. After a motion has been moved, and seconded, any Member having the right to speak shall, after such discussions thereon, as the Mayor or Chairman may deem reasonable, be at liberty to move "That the question now under discussion be put", and such latter motion, on being seconded, shall be at once put, and if a majority of the Members of the Council present vote in favour thereof, the question under consideration after the mover of the motion has replied, shall be put without further discussion.

## **Motions disposed of not to be brought up again for four months**

17. No motion in relation to any business which has once been disposed of by the Council shall be again brought forward within

four months. A Member may move for and obtain leave to reconsider any such motion, in which case the Town Clerk shall include notice of such motion in the summons for the next Meeting of the Council.

## **Mode of Voting**

18. The Council shall (subject to the provision of the next succeeding Standing Order, and except where bylaw, it is otherwise provided) vote on all questions by show of hands, unless the Council shall at the time decide otherwise. Provided, however, that on the demand made before the vote is taken, of any two Members of the Council, the vote shall be recorded on any original motion, or on an Amendment which has become the substantive motion, and in that case the vote shall be taken by a call of the names of all the Members of the Council, and the answer of those present to the question put shall be recorded.

Where there is an equality of votes, the Mayor or Chairman shall have a second, or casting vote in addition to an ordinary vote, the desire to express the initial vote shall remain the prerogative of that Office.

No proxy voting is permitted.

## **Voting on Election to Office**

19. The Mayor and Deputy Mayor shall be elected in order of seniority to serve a Term of Office of one year and having completed that Term of Office will then be placed on the end of the Seniority List of Members of the Council. If a break in Membership of the Council occurs this will not be added to the terms previously served with the Council but the Member will start from when newly elected.

The Mayor of the Council, unless he or she resigns or becomes disqualified, shall continue in Office and preside at the next Annual Meeting until his or her successor is elected at the next Annual Meeting of the Council.

The Deputy Mayor of the Council, unless he or she resigns or becomes disqualified, shall hold Office until immediately after the

election of the Mayor of the Council at the next Annual Meeting of the Council.

In an Election year if the current Mayor of the Council has not been re-elected as a Member of the Council, he or she shall preside at the meeting until the successor Mayor of the Council has been elected. The current Mayor of the Council shall not have an original vote in respect of the election of the new Mayor of the Council but must be given a casting vote in the case of an equality of votes.

When two or more Councillors are elected to serve on the Council on the same date, by Election, then the order of the Seniority List is determined by the below process.

The name of each Councillor sharing the same Election date to the Council are to be placed in a suitable receptacle and an independent person will pull out a name at a time.

The first name drawn out will take the position of seniority and the process will continue, if necessary, and subsequent names drawn out will, in descending order, complete the Seniority List.

The list, as then established, will remain in place for the ongoing service of each Councillor, regardless of future Elections.

If two or more Councillors are Co-opted to the Council, at the same meeting, then the Councillor that fills the first Co-option will become senior and others, as may then be Co-opted will, in descending order, complete the Seniority List.

The process, if required, will normally take place in February, when the Council determines the Mayor Elect and the Deputy Mayor Elect for the forthcoming year, and will form part of a Council Agenda for both adoption and transparency.

Should a Councillor decline the opportunity to become the Mayor Elect, or the Deputy Mayor Elect then that name will immediately be placed at the end of the Seniority List.

In an Election year, following completion of Term of Office, the outgoing Mayor will be placed at the end of the Seniority List below any newly Elected Councillors.

## **Casual Vacancies and Appointments**

20. When more than two persons have been nominated for any position to be filled by the Council and the votes given there is not an absolute majority in favour of one person the name of the person having the least number of votes shall be struck off the list and a fresh vote taken and so on until a majority of votes is given in favour of one person.

## **Order of Debate**

21. Any Member of the Council on speaking shall arise from his seat and address himself to the Chairman, and not to any other Member of the Council. Every Member of the Council shall be seated except the one who may be addressing the Council, and when the Chairman rises no one else shall continue standing nor shall anyone else rise until the Chair be resumed, and the Members shall speak of each other in the Council during the transaction of business by their respective titles of "Mayor", or "Councillor" as the case may be.

## **Member must keep to question under discussion**

22. When a Member speaks at a Council or Committee Meeting he or she must confine his remarks to the question then under discussion. The ruling of the Mayor or Chairman on any point shall be final.

No speech by a mover of a resolution, or the presenter of a report to Council or Standing Committee, shall exceed 5 minutes and no other speech or contribution shall exceed 3 minutes except by consent of the Council or the Standing Committee.

## **Resolutions of the Council**

23. No resolution of the Council shall be rescinded or varied except upon motion, which shall refer to the resolution sought to be rescinded or varied.

## **No Protest entered upon Minutes**

24. No protest or expression of dissent shall be entered upon the Minutes of the Council.

## **Committees**

### **Public Session and General Issues**

25. Between 7.00 p.m. and 7.15 p.m., members of the public are invited to make a brief statement not exceeding 3 minutes on any item or question the Council on local issues etc. Questions will be answered by The Mayor, Chairmen of Standing Committees or Town Clerk. If the question cannot be answered on the evening, then a formal, written response will be made within 10 working days.

A record of a public participation session at a meeting shall be included in the minutes of that meeting.

## **Committees**

26. The Council shall at its Annual Meeting appoint such Committees as it may determine and decide the continuation or otherwise and membership of other Sub-Committees or working groups. This regulation shall not prevent the appointment from time to time of such other Committees, Working Groups etc. as the Council may consider requisite. Each Standing Committee shall consist of all Members of the Council.

## **Mayor on all Committees**

27. The Mayor and Deputy Mayor shall be Members of every Standing Committee, Sub-Committee and working group how so ever established.

## **Business of Committee**

28. Each May, or on the appointment of any Committee, it shall be its duty at its first Meeting to elect a Chairman of such Committee from and out of its own body.

Each May, the Standing Committees of the Council will meet on the same evening, in turn, and appoint their Chairman and Vice Chairman. The Mayor will preside in each instance to receive nominations for Chairman and oversee the appointment. Should the Mayor not be in attendance then the Deputy Mayor will preside. In the case of an equality of votes for the election of the position of Chairman then the Mayor will have a casting vote. The Chairman of each Standing Committee, when elected, will take nominations for election of Vice Chairman. The Chairman shall in case of equality of votes have a second or casting vote, but no Member of the Council shall be Chairman of more than one Standing Committee.

## **Quorum**

29. The quorum of the Council shall be in accordance with Standing Order Number Three. The quorum for all Committees, Sub-Committees and Working Groups shall be one-third of Membership or a minimum of, but never less than, three.

## **Special meeting of Committee**

30. A Chairman of a Committee may summon a special Meeting of that committee at any time. A special Meeting shall also be summoned on the requisition in writing of not less than a quarter of the Members of the Committee.

## **Sub-Committees**

31. Committees may appoint Sub-Committees of their number for facilitating the transaction of business, who shall report to the Committee but such Sub-Committee shall not have power to transact any business without express authority from the Committee. The Chairman of any Committee shall ex-officio be a Member of all its Sub-Committees, who may elect a Chairman of their number.

## **Voting in Committee**

32. All questions in Committee shall be determined by a majority of the votes of the Members present by a show of hands unless the Committee shall at the time decide otherwise. Provided, however, that on the demand made before the vote is taken, of any two

Members of the Committee, the vote shall be recorded on any original Motion, or on an Amendment which has become the substantive Motion, and in that case the vote shall be taken by a call of the names of all the Member of the Committee, and the answer of those present to the question put shall be recorded.

No proxy votes are permitted.

### **Period of continuance of Committee and Sub-Committees**

33. The Period of the continuance of every Committee and Sub-Committee shall, unless sooner determined, be until the second Monday in May, after appointment.

### **Conduct of Business**

34. The conduct of the business of each Committee shall be limited to the Members thereof and officials. All order of debate and conduct shall be as defined for procedure at a Council Meeting.

### **Committee to take up References**

35. Every Standing Committee is authorised to take up all references by the Council proceeding Committee, which may not have been fully discharged.

### **Reports of Committees**

36. The reports of all Committees shall be presented to the Council in writing or printed, and after being received and adopted a minute of their adoption be made in the proceedings of the Council. In the event of the Chairman having to make a decision immediately which has to be dealt with prior to the next Meeting of the Committee the Chairman shall consult the Mayor. The Deputy Mayor, and the Vice-Chairman of the Committee. Such action shall be reported to the Committee.

### **Expenditure**

37. An annual budget shall be approved for each Standing Committee and each Standing Committee shall not exceed that defined budget without receiving express consent from the Council.

## **Minutes of Committees**

38. The Minutes of all Committees shall be laid upon the table of the Council at all its Meetings and the details of the proceedings, resolutions and reports of every Committee shall be presented by the Chairman or some Member of the Committee.

## **Attendance of Members**

### **Attendance of Members**

39. A record shall be kept of the attendance of the Members at the Council Meetings and at each Committee and Sub-Committee, and a register will be compiled up to May, and presented within the Performance Management system of the Council.

## **Miscellaneous**

### **Common Seal**

40. All Deeds and other Documents, to which the Common Seal of the Town shall require to be affixed, shall be sealed by the Mayor and one other Member of the Council. The document shall not be sealed on behalf of the Council unless the sealing has been authorised by a resolution.

### **Abstract of Annual Accounts**

41. The Finance Officer shall present to each Member of the Council, made up to the 31<sup>st</sup> March previous, the Council's Statement of Annual Governance and the Annual Return and Accounts to comply with the prescribed Accounts and Audit Regulations governing the activities of Local Councils.

### **Financial Regulations**

42. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer and will be reviewed on a regular basis.

## **Opinion of Counsel**

43. No opinion of Counsel shall be taken at the expense of the Council, except by order of the Council or Standing Committee or in cases of necessity by the direction of the Mayor.

## **Procurement and the Signing of Contracts**

44. The Town Clerk shall sign on behalf of the Council all Contracts agreed to be entered into by the Council or by any Committee of the Council duly authorised to enter into Contracts.

Where it is intended to enter into a contract exceeding £5,000 in value for the supply of goods or materials or for the execution of works, the Town Clerk shall seek a minimum of three competitive tenders. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

The Town Clerk shall be delegated with authority to enter into any contract that is in accordance with the policy of the Council, a Health & Safety requirement or a legal matter up to the value of £10,000. The Clerk should report such action to the Mayor/Chairman of the Finance and General Purposes Committee as soon as possible and to the Council as soon as practicable thereafter.

A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.

A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015.

## **Appointment of Staff**

45. It shall be the responsibility of the Town Clerk to advise the Council of his need to appoint staff in the employment of administrative or manual posts.

## **Standing Orders etc. for new Members**

46. A copy of the Standing Orders shall be given to every Member of the Council, upon his acceptance of Office.

## **Change in Standing Orders**

47. No new Standing Order, or alteration, or repeal of any existing Standing Order shall be passed without notice on the Council Summons that such proposition is intended to be made.

## **Suspension of Standing Orders**

48. Any one or more of the Standing Orders made by the Council may be suspended at any meeting, so far as regards any business at such Meeting, in accordance with Standing Order Number Three.

## **Donations**

49. No grant or donations shall be made to any individual or organisation, in excess of £100 without the individual or organisation first submitting in writing to the Council a request for financial assistance, together with a full financial statement disclosing all other sources of income, real and potential, together with all out goings; this to be in the prescribed template form provided by the Council.

Grants and donations will be considered (and approved) by the Finance and General Purposes Committee in line with Council policy. Any decision to provide a grant or donation over and above the budgetary provision within the Free Resource Budget can only be made by full Council.

50. In cases of extreme need, hardship or disaster the Council or Finance and General Purposes Committee may if it so chooses allocate a grant or donation without reference to the proceeding Standing Order.

## **Investment Income**

51. The Town Clerk shall present statements of investment income to Meetings of the Finance and General Purposes Committee.

## **Chairman's Group**

52. This policy forming and specialist issue Group shall comprise of The Mayor, The Deputy Mayor, Chairman and Vice-Chairman of Standing Committees and consider any issue as delegated to it by Council or Standing Committee. The Council or Standing Committee can, if appropriate, delegate the decision function itself and relevant budget to the Group. Each Member has a voting right and The Mayor will act as Chairman.

## **Interests**

53. All Councillors and Officials are required to comply with adopted Codes of Conduct at all times. The Council is required to adopt, where appropriate, all national codes and ensure proper access to training for Members and Officials.

The Code of Conduct adopted by the Council shall apply to Councillors in respect of the entire meeting and in their role as a Councillor.

An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor by a meeting shall be recorded in the minutes.

Unless he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest

If, in the opinion of the Chairman, there has been a breach of any standing order then the Chairman shall express that opinion and thereafter any Councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forth with and without discussion.

If a resolution is made in accordance with this statement and is disobeyed, then the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he or she may adjourn the meeting.

On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer of the Council shall refer the matter to the Shropshire Council and the Monitoring Officer.

## **Freedom of Information Act 2000**

54. All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.

## **Management of Information**

55. The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form.

The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification. Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

## Responsibilities under Data Protection Legislation

- The Council shall appoint a Data Protection Officer.
- The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- The Council shall have a written policy in place for responding to and managing a personal data breach.
- The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- The Council shall maintain a written record of its processing activities.

## Relations with the Press/Media

56. All requests from the Press or other Media for an oral or written statement or comment from the Council shall normally be processed through the Mayor, Chairman of Standing Committees or the Town Clerk.

Any Councillor that speaks to the Press or other Media directly does as an individual and should confirm that their views are personal and not representative of the corporate position of the Council.

The Council will produce a Media Policy that will be reviewed in each Council term.

## General Power of Competence

57. To acknowledge that the Council will always seek to apply for the sanction to use the General Power of Competence to enable them to undertake an enhanced role and do things previously restricted under existing legislative powers.

Subject to eligibility, the Council will resolve that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk. At the time the resolution has been passed,

at least two-thirds of the Council will hold Office as a result of being declared elected (ie not co-opted).

At the time the resolution is passed the Town Clerk must hold a recognised professional qualification and have passed the 2012 CiLCA module relating to the General Power of Competence.

Having made the resolution, this to be clearly written in the minutes. The Council then to revisit that decision and make a new resolution at every “relevant” Annual Meeting of the Council to confirm that it still meets the criteria if appropriate. A “relevant” Annual Meeting is the Annual Meeting of the Council after the next ordinary election has taken place.

To acknowledge that the eligibility remains in place until the “relevant” Annual Meeting, even if the conditions of the eligibility criteria have changed. If the Council loses its qualified Clerk, or has insufficient elected Members, it must also record it in eligibility at the next relevant meeting.

## **Conduct and disruption**

58. In terms of disorderly conduct, no person shall obstruct the transaction of business at a meeting or behave offensively or improperly.

If this standing order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct. If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any Councillor or the Chairman of the meeting may move that the person be no longer heard or be excluded from the meeting.