

SALISBURY VISION BOARD

BOARD MEETING PROTOCOL

- The Vision Board will meet at least four times a year, at a location agreed by the Chair and the Director.
- Decisions will be made by consensus of the Vision Board, however where consensus can not be achieved, votes will be taken by simple majority and the Chair will not vote unless a casting vote is required. Eight members need to be present for the vote to be valid, of which the Chair can be one.
- The preferred method of communication with the Board will be email and then paper.
- Communications will be coordinated through the South Wiltshire Economic Development Team on behalf of the Vision Director.
- The Chairman will preside at any meeting of the Board at which he/she is present, or may appoint another person to do so.
- If the Chairman is absent and has not appointed another person to preside in his/her place, a person appointed to do so by those present shall preside.
- Members of the public may attend all Board meetings.
- At each meeting the Board will:
 - consider the minutes of the last meeting;
 - receive declarations of interest, if any;
 - receive updates on relevant planning applications from Wiltshire Council;
 - receive questions from and provide answers to members of the Board and the public in relation to matters which in the opinion of the Chairman are relevant to the business of the meeting;
 - deal with any other business from the last Board meeting;
 - receive reports on Vision projects from the Director and receive questions and answers on any of those reports;
 - consider any other business specified in the published Agenda.
- An extraordinary meeting may be called by the Chairman or the Director, or any three members of the Board if they have signed a requisition and presented it to the Chairman.
 - The notice for any extraordinary meeting must specify the business proposed to be transacted at the meeting.
- The time and place of meetings will be determined by the Vision Director and notified in the published Agenda.
- The Director of the Vision may cancel a meeting in the under mentioned circumstances following consultation with the Chairman and giving reasonable notice of its cancellation:
 - Inclement weather;
 - Where there is reason to believe the meeting would not be quorate;
 - Insufficient business for the meeting to be viable;
 - Other reasonable unforeseen circumstances.
- The quorum of a meeting will be one half of the whole number of members. During any meeting if the Chairman counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman. If he / she does not fix a date, the remaining business will be considered at the next ordinary meeting.

Statements from the Public

- The Vision Board welcomes questions or statements from members of the public as well as from members of the Board. However, the specific arrangements for public participation at Vision board meetings are a matter for determination by the Chairman and will as such be kept under review.
 - Up to three speakers are permitted to speak for up to 3 minutes each on any Agenda item although this may be varied at the Chairman's discretion.
 - Those wishing to make a statement must register to do so at least 10 minutes prior to the meeting by contacting the Director of the Salisbury Vision, or his assistant.
 - Statements must be relevant to the activities of Salisbury Vision and be clear and concise. A statement must not:
 - Be defamatory, frivolous, offensive, vexatious, unlawful or otherwise improper.
 - The minutes of the meeting shall record the name and status (i.e. resident, business or professional representative) of the person making the statement, the subject matter, and the name of the member (or Director) replying and shall include a copy of the statement by each individual.

Questions

- At ordinary meetings of the Board, questions can be asked of the Chairman of the Board and members of the Board, and the Director of the Vision. The total time set aside for such questions and answers will be limited to 15 minutes which can be extended at the Chairman's discretion.
- Notice of questions:
 - No person or organisation may submit more than two questions at any one meeting. No question may be sub-divided into more than two related parts.
 - Questions must be delivered in writing or by electronic mail to the Director of the Vision no later than four clear working days before the meeting. The period of notice is to allow sufficient time for a response to be formulated verbally or in writing.
 - In exceptional circumstances and in cases of urgency the Chairman may allow questions without the full period of notice having been given where he or she is satisfied there is sufficient justification. In these circumstances, there is no guarantee that a full reply will be given at the meeting.
 - Notice of each question must include the name and address of the questioner, (in respect of an organisation, the name of the organisation and the questioner's position within the organisation), and to whom the question is to be put. In the absence of which the Chairman may respond or nominate a responder.
- Scope of questions:
 - The question must be relevant to the activities of the Salisbury Vision and be clear and concise. A question will be rejected where it:
 - Does not relate to a matter for which the Vision has a responsibility or which affects its administrative area;
 - Is defamatory, frivolous, offensive, vexatious, unlawful or otherwise improper;
 - Requires the disclosure of confidential or exempt information;
 - Is considered by the Chairman to be inappropriate for the particular meeting.
 - The Chairman's ruling on rejection of a question will be final.
 - Where a question is rejected on the above grounds, the questioner shall be advised of the reasons for the rejection. Time permitting the questioner will be given an opportunity to submit and amended question that will be considered afresh against the aforementioned criteria. For the avoidance of doubt, questions amended in this way must be delivered within the timescale referred to above.
- At the meeting:

- Questions will be dealt with in order of receipt subject to the Chairman's discretion to group together questions on the same or similar subject.
- The Chairman may choose to take questions as read. However, if a questioner wishes to ask his or her question at the meeting, he or she will be given precisely three minutes to ask each question. If the questioner is not able to be present at the meeting and has not made arrangements for someone else to ask the question, the Chairman may ask the question on the questioner's behalf or indicate that a written reply will be given.
- Subject to time constraints, questions which are submitted by the deadline will be answered at the meeting. However, the Chairman may refer a question to the Vision Director for a direct written response if they consider the question can be most appropriately handled in that way. Where a question is dealt with in this way, the questioner will be advised of this and provided with a response where possible within five working days of the meeting copied to all members of the Vision Board.
- The relevant member of the Board or another member on their behalf, or the Director, will aim to provide a response in advance of, or at, the meeting and this will be followed up by a written copy of the response being sent to the questioner where possible within five working days of the meeting. Where it is not possible to provide a response at the meeting, a written response will be sent to the questioner where possible within five working days of the meeting.
- Any questions which cannot be dealt with during the time allocated for questions will be dealt with by a written response sent to the questioner where possible within five working days of the meeting and copied to all members of the Board.
- A response may take the following forms:
 - a direct oral answer;
 - where the answer is contained within a publication of the Council or in any report or minutes by reference to those documents;
 - a written reply.
- No debate shall be allowed on questions presented or responses given, except in exceptional circumstances determined by the Chairman in his absolute discretion.
- Circulation of questions and responses:
 - Upon receipt, copies of questions will be circulated to the Chairman, Director and to the member of the Board to whom the question is to be put and any other relevant members.
 - Copies of questions received in accordance with these rules will be provided to all members or members of the committee as appropriate prior to the meeting.
- The minutes of the meeting shall record the name and status (i.e. resident, business or professional representative) of the person asking the question, the subject matter, and the name of the member (or Director) replying.

Other Issues

- All meetings will be formally recorded by minutes and subject to a properly circulated Agenda with clearly delineated action points and responsibilities.
- All Agendas and reports will be made open to the public available for inspection
 - On the Salisbury Vision website at www.salisburyvision.co.uk;
 - On request from Salisbury Vision, 74 Fisherton Street, Salisbury, Wiltshire, SP2 7RB

at least five clear days before the meeting. If an item is added to the Agenda later, the revised Agenda (where reports are prepared after the Agenda has been issued, the Vision Director shall make each such report available to the public as soon as the report is completed and sent to Board members) will be open to inspection from the time the item was added to the Agenda.

- The Vision will make available copies of the following for six years after a meeting:
 - The minutes of the meeting or records of decisions taken, together with reasons, for all meetings of the Board, excluding any part of the minutes of proceedings when the meeting was not open to the public or whose disclose exempt or confidential information;
 - The Agenda for the meeting;
 - Reports relating to items when the meeting was open to the public.

At the following locations:

- On the Salisbury Vision website at www.salisburyvision.co.uk;
 - On request from Salisbury Vision, 74 Fisherton Street, Salisbury, Wiltshire, SP2 7RB.
- Such matters which might prejudice negotiating positions of landowners, tenants or Wiltshire Council or create potentially adverse or advantageous positions for companies or individuals will be considered Commercial in Confidence until resolution or consent of the parties to disclosure is obtained.
 - The public must be excluded from meetings during an item of business whenever it is likely in the view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed.
 - If the Director thinks fit, the Vision may exclude access by the public to reports which in his or her opinion relate to items during which, in accordance with these rules, the meeting is likely not to be open to the public. Such reports will be marked “Commercial in Confidence”.
 - This Board Meeting Protocol will be reviewed regularly by the Board.