

STANDING ORDERS FOR THE PARISH COUNCIL OF THE PARISH OF MELKSHAM WITHOUT

MEETINGS

1. Meetings of the Council shall normally be held at Crown Chambers, Melksham Market Place, starting at 7.00 p.m., and finishing no later than 10.00 p.m. At the Council's (or Chairman's) discretion, meetings may be held elsewhere if there is an issue of local interest or if large numbers of residents are expected to attend.
2. **The Statutory Annual Meeting (a) in an election year shall be held on any day next following the fourth day after the ordinary day of the elections to the Council and (b) in a year which is not an election year shall be held in the second week in May, if possible.**
3. **The three statutory meetings and other meetings shall be held each month except August.**

CHAIRMAN

4. **The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the Meeting.**

PROPER OFFICER

5. Where a statute, regulation or order confers functions or duties on the Proper Officer of the Council, in the following cases, he/she shall be the Clerk:-
 - (a) To receive declarations of acceptance of office.
 - (b) To receive and record notices disclosing personal or prejudicial interests.
 - (c) To receive and retain plans and documents.
 - (d) To sign notices or other documents on behalf of the Council.
 - (e) To receive copies of the byelaws made by Wiltshire Council.
 - (f) To certify copies of byelaws made by the Council.
 - (g) To sign summonses to attend meetings of the Council.

In any other case the Proper Officer shall be the person nominated by the Council, and in default of nomination, the Clerk.

QUORUM

6. Five members shall constitute a Council quorum.
7. If a quorum is not present when the Council meets or if during a meeting, the number of councillors present and not debarred by reason of a pecuniary interest falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chair may fix.

VOTING

8. Members shall vote by show of hands, or if at least two members so request, by signed ballot.
9. **If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it.**

10. **Subject to (2) and (3) below the Chair 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 even though he/she gave no original vote.**
 - (2) **If the person presiding at the Annual Meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chair and Vice-Chair until the end of their term of office he/she may not give an original vote in an election for Chair.**
 - (3) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.**

ORDER OF BUSINESS

11. **At each Annual Meeting, the first business shall be:**
 - (a) **To elect a Chair.**
 - (b) **To receive the Chair's Declaration of Acceptance of Office or, if not then received, to decide when it shall be received.**
 - (c) **To decide when any Declaration of Acceptance of Office which have not been received as provided by law shall be received.**
 - (d) To elect a Vice-Chair.
 - (e) To appoint committees.
 - (f) To inspect the deeds and trust instruments in the custody of the Council, and shall thereafter follow the order set out in Standing Order 15.
12. **At every meeting, other than the Annual Meeting, the first business shall be to appoint a Chair, if the Chair and Vice-Chair be absent, and to receive such declarations of acceptance of office (if any) as are required by law to be made, or if not then received to decide when they shall be received.**
13. In every year not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. (see Standing Order 38, below).
14. After the first business has been completed, the order of business, unless the Council otherwise decides shall be as follows:
 - (a) To read and consider the Minutes: provided that a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - (b) **After consideration to approve the signature of the Minutes by the person presiding as a correct record.**
 - (c) To receive Declarations of Interest.
 - (d) **To deal with business expressly required by statute to be done.**
 - (e) To dispose of business, if any, remaining from the last meeting.
 - (f) To receive such communications as the person presiding may wish to lay before the Council.
 - (g) To answer questions.
 - (h) To receive and consider reports and minutes of committees.
 - (i) To receive and consider reports from officers of the Council.
 - (j) To authorise the sealing of documents.
 - (k) To authorise the signing of orders for payment.
 - (l) To consider resolutions or recommendations in the order in which they have been notified.
 - (m) Any other business specified in the summons.
15. A motion to vary the order of business on the grounds of urgency.

- (a) may be proposed by the Chair or by any member, and if proposed by the Chair, may be put to the vote without being seconded, and
- (b) shall be put to the vote without discussion.

RESOLUTIONS MOVED ON NOTICE

- 16. Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 10 clear days before the next meeting of the Council.
- 17. The Clerk shall date every notice of resolution or recommendation when received and he/she shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
- 18. The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving notice of a motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
- 19. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- 20. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chair, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- 21. Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.

RESOLUTIONS MOVED WITHOUT NOTICE

- 22. Resolutions dealing with the following matters may be moved without notice:-
 - (a) To appoint a Chair of the meeting.
 - (b) To correct the Minutes.
 - (c) To approve the Minutes.
 - (d) To alter the order of business.
 - (e) To proceed to the next business.
 - (f) To close or adjourn a debate.
 - (g) To refer the matter to a committee.
 - (h) To appoint a committee or any members thereof.
 - (i) To adopt a report.
 - (j) To authorise the sealing of documents.
 - (k) To amend a resolution.
 - (l) To give leave to withdraw a resolution or an amendment.
 - (m) To extend the time limit for speeches.
 - (n) To exclude the public (see Order 61 below).
 - (o) To silence or eject from the meeting a member named for misconduct (see order 32 below).

- (p) To invite a member having an interest in the subject matter under debate to remain (see Order 53 below).
- (q) To give the consent of the Council where such consent is required by these Standing Orders.
- (r) To suspend any Standing Order (see Order 69 below).

QUESTIONS

- 23. A member may ask the Chair or the Clerk any question concerning the business of the Council, provided notice of the question has been given to the person to whom it is addressed before the meeting begins.
- 24. No question not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- 25. Every question shall be put and answered without discussion.
- 26. A person to whom a question has been put may decline to answer.

RULES OF DEBATE

- 27. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chair.
- 28.
 - (a) A resolution or amendment shall not be discussed unless it has been proposed and seconded and unless proper notice has already been given, it shall, if required by the Chair, be reduced to writing and handed to him/her before it is further discussed or put to the meeting.
 - (b) A member when seconding a resolution or amendment may, if he/her then declares his/her intention to do so, reserve his/her speech until a later period of the debate.
 - (c) A member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.
 - (d) No speech by a mover of a resolution shall exceed 5 minutes, and no other speech shall exceed 3 minutes except by consent of the Council.
 - (e) An amendment shall be either:-
 - (i) To leave out words.
 - (ii) To leave out words and insert or add others.
 - (iii) To insert and add words.
 - (f) An amendment shall not have the effect of negating the motion before the Council.
 - (g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
 - (h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
 - (i) The mover of a resolution or of an amendment shall have the right of reply, not exceeding 2 minutes.
 - (j) A member, other than the mover of a resolution shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on a point of order, or in personal explanation or to move a closure.
 - (k) A member may rise to make a point of order or a personal explanation. A member rising for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of the former speech by him which may have been misunderstood.

(l) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been refused.

(m) When a resolution is under debate no other resolution shall be moved except the following:-

- (i) To amend the resolution.
- (ii) To proceed to the next business.
- (iii) To adjourn the debate.
- (iv) That the question be now put.
- (v) That a member named be not further heard.
- (vi) That a member named do leave the meeting.
- (vii) That the resolution be referred to a committee.
- (viii) To exclude the public and press.
- (ix) To adjourn the meeting.

29. (a) The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.
- (b) Members shall address the Chair.
- (c) If two or more members indicate their wish to speak, the Chair shall call upon one of them to speak and the others shall wait until called.
- (d) Whenever the Chair rises during a debate all other members shall be seated and silent.

CLOSURE

30. At the end of any speech, a member may, without comment, "move that the question be now put", "that the debate be now adjourned" or that the Council do now adjourn". If such a motion is seconded the Chair shall if he is of the opinion that the question before the Council has been sufficiently debated. If the motion that "the question be now put" is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

DISORDERLY CONDUCT

31. (a) No member shall at any meeting persistently disregard the ruling of the Chair, wilfully obstruct business or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.
- (b) If, in the opinion of the Chair, a member has broken the provisions or paragraph (a) of this Order, the Chair may express that opinion to the Council and thereafter any member move that the member named be no longer heard of that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- (c) If either of the motions mentioned in paragraph (b) is disobeyed, the Chair may suspend the meeting or take further steps as may reasonably be necessary to enforce them.

RIGHT OF REPLY

32. The mover of a resolution shall have a right of reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall

not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF RESOLUTION

33. A member may, with the consent of his/her seconder, move amendments to his own resolution.

RESCISSION OF PREVIOUS RESOLUTION

34. (a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 5 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
(b) When a special resolution has been disposed of, no similar resolution may be moved within a further six months.

VOTING ON APPOINTMENTS

35. Where more than two persons have been nominated for any position to be filled by the Council and of 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 and a fresh vote taken, and so on until a majority of votes is given in favour on one person.

DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

36. If at a meeting, there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service of any person employed by the Council, it shall not be considered until the Council, or committee (as the case may be) has decided whether or not the public shall be excluded (See Standing Order No. 61).

RESOLUTIONS ON EXPENDITURE

37. Any resolution, which is moved otherwise than in pursuance of a recommendation of the Finance Committee or of another committee after recommendation by the Finance Committee, and which if carried, would in the opinion of the Chair, substantially increase the expenditure upon any service which is under the management of or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon and the Finance Committee shall report on the financial aspect of the matter.

EXPENDITURE

38. (a) Orders for the payment of money shall be authorised by resolution of the Council and checked and signed by two members of the Finance Committee

SEALING OF DOCUMENTS

39. (a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
(b) Any two members of the Council may seal, on behalf of the Council, any document required by law to be issued under seal.

COMMITTEES

40. The Council may at the Annual Meeting appoint standing committees and may at any other time appoint such committees as are necessary, but subject to any statutory provision in that behalf:-
 - (a) shall not appoint any member of a committee so as to hold office later than the next Annual Meeting, and
 - (b) may subject to the provisions of Order 35 above at any time dissolve or alter the membership of a committee.
41. The Chair and Vice-Chair shall be members of every committee.
42. Every committee shall at its first meeting before proceeding to any other business, elect a Chair and may elect a Vice-Chair who shall hold office until the next Annual Meeting of the Council.
43. The Chair of a committee or the Chair of the Council may summon a meeting of that committee at any time. The summons shall set out the business to be considered at the meeting and no other business shall be transacted at that meeting.
44. Except where ordered by the Council, the quorum of a committee shall be one half of its members.
45. The Standing Orders on rules of debate (except those parts relating to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee meetings.

ADVISORY COMMITTEES

46. The Council has a right to appoint persons to a committee, who are not members of the Council if this is considered to be necessary and helpful.

VOTING IN COMMITTEES

47. Members of committees shall vote by show of hands, or, if at least two members so request, by signed ballot.
48. **Chair of committees shall in the case of an equality of votes have a second or casting vote.**

PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

49.
 - (a) A member who has proposed a resolution which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.
 - (b) A member who is unable to attend a committee meeting may send another suitable councillor as a substitute for that meeting. The substitute may then vote in that meeting on any resolution on behalf of the committee member. The member must inform an officer of the proposed substitution in advance of the committee meeting.

ACCOUNTS AND FINANCIAL STATEMENT

50.
 - (a) Except as provided in paragraph (b) of this Standing Order, or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
 - (b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by

the committee, if any, having charge to the business to which it relates, or by the Chair and Vice-Chair of the Council.

(c) All payments ratified under sub-paragraph (b) of this Standing Order shall be separately included in the next schedule of payments laid before the Council.

51. The Clerk shall supply to each member at the Annual Meeting next after the end of the Financial Year a statement of year end accounts.

ESTIMATES

52. (a) The Council shall approve written estimates for the coming financial year at its meeting in the month of January.
(b) Any committee desiring to incur expenditure shall, not later than 15th December, give to the Clerk a written estimate for the coming year.

53 PECUNIARY INTERESTS

All pecuniary interests shall be lodged in writing in a Register of Interests form and online with the Parish Council and Wiltshire Council by members and their spouses within 28 days of taking office, in accordance with the Localism Act 2011 – Section 29 and 30 and Wiltshire Council’s regulations 2012.

If any member has a pecuniary interest, direct or indirect, within the meaning of Sections 29 and 30 of the Localism Act 2011 and Wiltshire Council’s regulations in any contract, proposed contract or any other matter, he shall, while it is under consideration by the Council, withdraw from the Meeting unless a Dispensation has been granted.

54 DISCRETIONARY INTERESTS

Members and spouses shall be invited to record in writing and online, discretionary interests within the ambit of the National Code of Local Government Conduct, in Q8 of the form (and this information shall be displayed online by the Parish Council and Wiltshire Council).

If any member has a non –pecuniary discretionary interest within the ambit of the Localism Act 2011 and Wiltshire Council regulations 2012, he/she shall, having declared it, be free to leave the meeting for that item, if he/she so wishes to do so.

55 INTERESTS RELATING TO APPOINTMENTS

If a candidate for any appointment under the Council is to his/her knowledge related to any member of or any holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for such appointment, and if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed Standing Order 53 shall apply.

The Clerk shall make known the purport of this Standing Order to every candidate.

56 CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

(a) Canvassing of members by any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment.

The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.

(b) A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but nevertheless, a member may give a written testimonial of a candidate's ability experience or character for submission to the Council with an application for appointment.

Standing Orders number 54 shall apply to tenders as if the person making the tender were a candidate for an appointment.

57 DISPENSATIONS

The Council may, upon receipt of a written request from a member to the proper Officer of the Council grant dispensations for up to 4 years for a member to participate in or vote at meetings where they have a disclosable pecuniary interest. The written request must be received at least 5 clear working days prior to a Council Meeting or a Meeting of the Dispensation Committee if such a Committee has been set up by the Council

Dispensations may be granted if the Council considers that:

- a) without a dispensation Council business is likely to be impeded**
- b) the political balance of the body making the decision is so upset as to alter the outcome of the vote**
- c) granting the dispensation is in the interests of the Council's area**
- d) without a dispensation all members of the executive are unable to participate in executive business**
- e) it is otherwise appropriate to grant a dispensation.**

INSPECTION OF DOCUMENTS

58. A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or the committee, and if copies are available, shall, on request, be supplied for the like purpose with a copy.

59. All Minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

UNAUTHORISED ACTIVITIES

60. No member of the Council or of any committee shall in the name of, or on behalf of the Council:
- (a) inspect any lands or premises which the Council has a right or duty to inspect: or
 - (b) issue orders: unless authorised to do so by the Council or the relevant committee.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

61. **The public and press shall be admitted to all meetings of the Council and its committees. The Council may however, temporarily exclude the public** by means of the following resolution, viz:
"That in the view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw."
(Notes: The special reasons should be stated. It is desirable that the following matters be treated as confidential: (a) engagement, terms of service, conduct and dismissal of employees; (b) terms of tenders and proposals and counter-proposals in negotiations for contracts; (c) preparation of cases in legal proceedings; (d) the early stages of any dispute. Nat. Assoc. Circular 1/86 also deals with situations where it is likely to be desirable to exclude the public. If any person's advice or assistance is needed they may be invited (by name) to remain after the exclusion resolution is passed.)
62. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
63. If a member of the public interrupts the proceedings at any meeting the Chair may, after warning, order that he/she be removed from the Council Chamber.

CONFIDENTIAL BUSINESS

64. (a) No member of the Council or of any committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, or the committee, as the case may be.
(b) Any member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any committee of the Council by the Council.
- (c) Confidential Notes:
- i) A Confidential Note for a related Minute will be marked "confidential", produced on pink paper and circulated with to Members with Minutes in advance. It will be signed with the public Minute of the same number.
- ii) The Council Master Minute Book only will include the letter C next to the open Minute: e.g. Min.491/14C. (NB: The public minutes accessible in the office are copies)
- iii) The Confidential Note for the Minute, along with the public version of the same Minute, will be retained in a separate folder marked Confidential Notes for Minutes in the Clerk's office, out of reach of the public
- iv) A list to be kept of Confidential Notes for Minutes at the front of the Confidential Notes for Minutes book, to show the date, subject and Minute number.

LIAISON WITH UNITARY COUNCILLORS

65. A notice of meeting shall be communicated, together with an invitation to attend, to the Unitary Councillors for the division.

66. If the Council decides, a copy of a letter ordered to be sent to the Unitary Council shall be transmitted to the Unitary Councillor for the ward as the case may require.

PLANNING APPLICATIONS

67. (a) The Clerk shall notify all members of Council of every planning application and decision made on a weekly basis, by forwarding the Wiltshire Council notification email to the Councillors.
(b) If the Council deems that a Planning Site Meeting is necessary to determine comment on a planning application, the Council shall appoint no less than three members of the Planning Committee to attend the site meeting.

STANDING ORDERS ON CONTRACTS

68. (a) Where it is intended to enter into a contract exceeding £1,000 but not exceeding £10,000 in value for the supply of goods or materials or for the execution of works, the Clerk shall give at least three weeks public notice of such intention in the same manner as public notices of meetings of the council is given.
Where the value of the intended contract exceeds £10,000 similar notice shall be given in addition in such newspapers circulating in the district as the Council shall direct.
(b) Notice of a contract exceeding £10,000 shall state the general nature of the intended contract and state the name and address of the person to whom tenders are to be addressed and the last date by which those tenders should reach that person in the ordinary course of post.
(c) Tenders shall be opened by the Clerk or other person to whom tenders are required to be addressed on the date specified pursuant to paragraph (b) of this order and shall be reported by the person who opened them to the Council, or where the tenders are sought by a committee to that committee.
(d) Neither the Council nor any committee is bound to accept the lowest tender.
(e) If no tenders are received or if all the tenders are identical the Council may make such arrangements for procuring the goods or materials or executing the work as it thinks fit.
(f) A notice issued under this Standing Order shall contain a statement of the effect of Standing Orders no's 57, 58 and 59.

REPEATED ABSENCE FROM MEETINGS

69. If a councillor fails throughout six consecutive months to attend any meetings of the Council or its committees of joint committees and if he/she has not formally represented the Council upon any business during this period, then he/she ceases automatically to be a member of the Council, irrespective of whether ¹apologies for absences have been tendered and accepted by the Council, unless he/she has a ²statutory excuse or his/her absence has been approved at a prior meeting. The period begins with the last Council/Committee Meeting attended.

¹ An apology for absence is considered a matter of courtesy for absences which are unavoidable e.g. illness or work shift. It is not considered to be on a par with attending a Meeting

² A "Statutory excuse" comprises recognised engagement of official state business, such as service in the armed forces at a time of war, or jury service, or suspension by the Standards Board for a period of investigation.

PROCEDURE FOR CO-OPTION

70. Any vacancies of the Council which fail to be filled by an election shall be filled at the earliest opportunity by co-option, within seven weeks of the election date and after such vacancies have been advertised in two local newspapers.

CODE OF CONDUCT ON COMPLAINTS

- 71 The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in the manner recommended in the SLCC (Society of Local Council Clerks) "Advice Note: Complaints Handling and Model Complaints Procedure" dated 26th July, 2012.

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- 72 Any or every part of Standing Orders except those in bold type, may be suspended by resolution in relation to any specific item of business.
73. 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 Council.

STANDING ORDERS TO BE GIVEN TO MEMBERS

74. A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him/her of the member's Declaration of Acceptance of Office.

THESE STANDING ORDERS WERE ADOPTED BY THE ANNUAL COUNCIL MEETING OF MELSKHAM WITHOUT PARISH COUNCIL ON 23rd MAY 2016