

ADDLETHORPE PARISH COUNCIL

STANDING ORDERS.

These Standing Orders were adopted by the Parish Council at its meeting held on 10th June 2014.

Signed:

Chairman

Dated:

Signed:

Clerk/RFO

Dated:

For Annual Review at Annual General Meeting.

ADDLETHORPE PARISH COUNCIL STANDING ORDERS

The following Standing Orders are the legal framework by which the Parish Council must abide. Any revision to these Orders may be reviewed at the Annual General Meeting.

1) Meetings:

The Parish Council shall meet on at least 10 occasions in each year. One of these meetings to be the Annual General Meeting.

The Annual General Meeting shall be held:

- a) In the year of election, the fourth day after the day of election to the Council or within fourteen days thereof
- b) In non-election years – on any day in May

2) Chairman:

If present the Chairman shall preside at the meeting. In the absence of the Chairman, the Vice-chairman shall preside at the meeting. In the absence of both the Chairman and Vice-chairman, the first business of the meeting shall be to appoint a Chairman for the meeting.

The person presiding at a meeting may exercise all the powers and duties of Chairman relating to the conduct of the meeting.

3) Quorum:

A quorum shall consist of three or one-third of the membership of the Council, whichever is the greater.

4) Voting:

Voting shall be by show of hands or, if at least two members so request, by signed ballot. If a member so demands, a recorded vote shall be taken, the Clerk recording who voted for and against the question for which it is demanded.

The Chairman may give an original vote on any matter put to the vote.

- a) The person presiding, in the case of an equality of voting, may give a casting vote whether he or she gave an original vote except in as in b) or c) below
- b) If the person presiding at the opening of the meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chairman and Vice-chairman until their successor is appointed may not give an original vote in the election for Chairman
- c) The person presiding must give a casting vote in the election of Chairman when there is an equality of votes.

5) Orders of Business:

The first business at each Annual general Meeting shall be:

- a) To elect a Chairman and Vice-Chairman
- b) To receive the Chairman's Declaration of Acceptance of Office or decide when it shall be received
- c) To decide when any Declarations of Acceptance of Office of Parish Councillors which have not been received as provided by law shall be received.
- d) To review the Council's Insurance Policy
- e) To review the salary of the Clerk and any other Employees of the Council

At every meeting the following business shall be conducted:

- a) After consideration to approve the signing of the minutes by the person presiding as a correct record.
- b) To deal with business expressly required by statute to be done.

6) Expenditure:

Authorisation for expenditure shall be by the Parish Council.

All cheques shall be signed by two members of the Council

If required: Any proposed works or contracts in excess of £500 shall be put out to tender by at least 2 firms, but neither the Council or its Committees shall be bound to accept the lowest tender.

7) Interests:

Members and Officers shall declare as soon as practicable after commencement of the meeting any pecuniary interests, direct or indirect, they may have in any matter to be discussed by the Council

Declarations of Interest shall be recorded by the Clerk in the book kept for that purpose. The book shall be open for inspection by any member of the Council at any reasonable time

Any member who has declared an interest in any matter under consideration shall leave the meeting while the item is under discussion unless the Council expressly invites him/her to remain.

8) Inspection of Documents;

All minutes kept by the Council and its Committees shall be open for inspection by any member of the Council.

9) Admission of Public and Press:

The public and press shall be admitted to all meetings of the Council and its Committees. The public and press may be temporarily excluded from the meetings by means of a resolution 'That in view of the special or 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 asked to withdraw.

An open forum, not exceeding 15 minutes, will be held prior to the commencement of each Parish Council meeting. Members of the public are invited to make known their views on any matter concerning the Parish. The time can be extended at the discretion of the Chairman.

10)Committees:

If a Committee or Sub-Committee is formed, the Chairman of such a committee shall have a second or casting vote.

M.K. Boughton
Clerk to Addlethorpe Parish Council
16th May 2014