

BERGH APTON PARISH COUNCIL

STANDING ORDERS

(As authorised by the Parish Council on 17th May 2017)

The Statutory Annual Meeting

In an election year the Annual Parish Council Meeting shall be held on or within 14 days following the day on which the Councillors elected take office and in a year which is not an election year the Annual Parish Council Meeting shall be held on such day in May as the Council may direct

In addition to the Statutory Annual Parish Council Meeting at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct

Chairman of the Meeting

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

The proper Officer of the Council shall be the Clerk or nominated officer

The Clerk receives declarations of acceptance of office

Receive and record notices disclosing interests at meetings

To receive documents and plans

To sign notices and other documents on behalf of the Council

To sign and issue the summons to attend meetings of the Council

To keep proper records for all Council meetings.

Quorum of the Council

Three members or one-third of the total membership (7), whichever is the greater, shall constitute a quorum at meetings of the Council.

If a quorum is not present or if during a meeting the number of Councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted and shall be transacted at the next meeting.

Voting

If a member so requires, the Clerk shall record the names of the member who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.

Subject to (1) and (2) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he/she gave an original vote.

(1) 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 Chairman and Vice-Chairman until the end of their term of office he may not give an original vote in an election for Chairman.

(2) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

Order of Business

At each Annual General Meeting the first business shall be:

- a) To elect a Chairman of the Council
- b) To receive the Chairman's declaration of acceptance of office
- c) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- d) To elect a Vice-Chairman of the Council
- e) To appoint representatives to outside bodies
- f) To consider the payment of any subscriptions

At every meeting other than the Annual General Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman are absent and receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.

After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:

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

Rules of Debate

No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.

Disorderly Conduct

No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such manner as to bring the Council into disrepute

Finance

The responsible Financial Officer (RFO) shall be the Clerk or a Councillor nominated by the Council

The RFO shall be responsible for the proper administration of the Council's financial affairs, under the direction of the Council

The RFO shall be responsible for the production of financial management information

The Council requires two cheque signatories. Only three Councillors are authorised as cheque signatories. All payments are authorised at meetings.

Payments for which authorisation is sought are listed on the Agenda

Full accounts and explanation must be provided at meetings.

Signatories must initial the cheque stub.

Cheque signatories must satisfy themselves that there are sufficient funds available to meet them.

Any cash payments must have a receipt

Payments to the Council must be paid into the bank at the earliest opportunity.

A budget must be prepared, agreed and the annual precept fixed at the December/January meeting.

An internal auditor will carry out an audit of the end of year accounts. They will be an individual resident of Bergh Apton but not a member of the Council. They will be appointed by the Council.

Voting in Committees

The Chairman shall in the case of an equality of votes have a second or casting vote

Inspection of Documents

All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council

Admission to the Public and Press to Meetings

The public and press shall be admitted to all meetings of the Council

Standing Orders to be Given to Members

A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to the Clerk of the member's declaration of acceptance of office. All Members must observe the Code of Conduct which was adopted by the Council on 17th March 2017