

STOKE CANON PARISH COUNCIL – STANDING ORDERS

Some of the Standing Orders are compulsory as they are laid down in Acts of Parliament. These are printed in **bold type**. These Standing Orders cannot be altered.

Wherever the masculine gender is used, this should be interpreted as also meaning the feminine gender, where appropriate.

1. Meetings

Parish Council Meetings will usually be held in the Village Hall on the first Thursday of January, March, May, July, September and November and will commence at 7.30 p.m.

The Annual Parish Meeting, which is held between 1st March and 1st June in any year, will usually be held in the third week of April.

The Annual Parish Council Meeting, which must be held in May in any year, will usually be held in conjunction with the May Parish Council meeting.

Serving of notice of meetings by e-mail is allowed.

2. 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.

3. Chair of Meeting

The person presiding at a meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting. This will normally be the Chair or Vice-Chair but may be any other councillor in their absence. The Clerk to the Council (Clerk) may not chair the meeting.

4. Proper Officer

The Clerk is the Proper Officer of the Council responsible for carrying out financial and secretarial duties as required. They shall also receive and record declarations of office; receive and record notices disclosing pecuniary interests; receive and retain plans and documents; sign notices or other documents on behalf of the Council; receive bylaws made by the District Council or the Parish Council; sign summonses to attend meetings by the Council.

5. Quorum

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

quorum is not present when the Council meets or if during a meeting the number of councillors present and not debarred for any reason of a declared pecuniary interest falls below the number for a quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chair may direct.

6. Voting

Members shall vote by show of hands or, if at least two members so request, by signed ballot.

No decision may be made on any subject which does not arise from the minutes, is not in the agenda and has not been otherwise published before the meeting, except that the Chair may rule that a subject is so trivial or uncontroversial that a decision may be made on it.

The Chair may give an original vote on any matter put to the vote, and in any case of equality of votes may give a casting vote whether or not he gave an original vote.

The person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.

7. Order of Business

At each Annual Parish Council Meeting the first business shall be to elect a Chair; to receive the Chair's Declaration of Acceptance of Office, or if not then to decide when it shall be received.

In an ordinary year of election of the Council, to fill any vacancies left unfilled at the election by reason of insufficient nominations by co-option.

To decide when Declarations of Acceptance of Office, which have not been received as provided by law shall be received.

To elect a Vice-Chair, other committee or sub-committee officers.

At every meeting other than the Annual Parish Council Meeting, the first business shall be to appoint a Chair if the Chair or the Vice Chair be absent.

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

- a) To read and consider the Minutes, provided that if 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 signing of the Minutes by the person presiding as a correct record.**
- c) **To deal with business expressly required to be done by statute.**
- d) To dispose of business, if any, remaining from the last meeting.
- e) To receive such communications as the person presiding may wish to lay before the Council.
- f) To receive the Finance Report and authorise payment of accounts.
- g) To receive correspondence and communications.

8. Public Participation in Meetings

It is the Council's policy to allow members of the public who live in the parish to comment and ask questions on such matters as they wish. A period of 15 minutes is set aside following the conclusion of its Meetings for this purpose. The Chair shall have the right to limit the time of such contributions to 3 minutes maximum per person.

Also, the Chair shall have the right, but not the duty, to invite members of the public to comment on specific matters during the course of a meeting for such length of time as he shall require.

9. Questions

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.

No question not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.

A person to whom a question has been put may decline to answer.

10. Expenditure

Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

11. Accounts and Financial Statements

Except as provided in the next paragraph, all accounts for payment and claims upon the Council shall be laid before the Council.

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 up to a maximum of £500 by the Responsible Financial Officer and approved by the Chair or Vice-Chair. Such payment shall be declared at the next Council Meeting.

The Responsible Financial Officer shall supply to each member at the May meeting an income and expenditure account for the completed financial year to 31st March. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to the Council (following internal audit) for formal approval at the May meeting.

12. Precept

The Council shall approve the estimated budget for the coming financial year in January.

13. Interests

If any member has a personal interest as defined by the Code of Conduct then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates.

14. Inspection of documents

The Freedom of Information Act Publication Scheme details all information available to the public.

15. Admission of the Public and Press to Meetings

The public and press shall be admitted to all meetings of the Council, which may, however, temporarily exclude the public by means of the following resolution:

'That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw'.

The Council shall state the special reason for exclusion.

If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that he be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

16. Confidential business

No member of the Council shall disclose to any person not a member of the Council any business declared to be confidential.

17. Planning Applications

The Clerk will record details of every planning application received for consideration and refer to the Council as soon as is practical.

Members of the public may stay to listen to planning application discussions but are not permitted to comment.

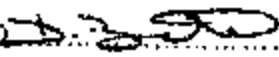
18. Financial business


Shall be carried out in accordance with Financial Regulations dated November 2009.

19. Variation, Revocation and Suspension of Standing Orders

Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.

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.

SIGNED  (CHAIR) DATE 6/7/17

SIGNED  (VICE CHAIR) DATE 6/7/17