



STANDING ORDERS

(2002) - last amended July 2012

1. MEETINGS.

1.1 The Statutory Annual General Meeting (AGM)

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

1.2 Regular meetings In addition to the statutory Annual General Parish Council Meeting, the Council will meet at least three times, on such dates, times and at such place as the Council may direct, but meetings shall be no more than three months apart.

1.3 Annual Parish Assembly The Council shall hold an Annual Parish Assembly in April of each year to which all electors are invited. The meeting shall be chaired by the Chairman, or in his absence, a Councillor appointed as Deputy by the Council.

1.4 Chairman The person presiding at any meeting of the Council may exercise the powers and duties of the Chairman in relation to the conduct of the meeting.

1.5 Quorum Three Councillors shall constitute a quorum. 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 three, the meeting shall be adjourned and the business not transacted shall be deferred to the next meeting.

1.6 Notice of meetings The Clerk shall summon to Councillors to attend meetings and give public notice of the Agenda, at least three working days prior to any meeting of the Council.

1.7 Proper officer Where a statute, regulation or order confers functions or duties on the proper officer of the Council, the Proper Officer shall be the Clerk.

1.8 Voting

- a) Either verbally, by show of hands or, if at least two members so request, by signed ballot.
- b) If a member so requires, the Clerk shall record the names of members 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.
- c) Subject to the points below the Chairman 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 / she gave an original vote, except when:
 - If the person presiding at the Annual General Parish Council Meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chairman and Deputy Chairman until the end of their term of office he / she may not give an original vote in an election for Chairman.
 - The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

1.9 Order of Business

a) At the Annual General Meeting of the Parish Council

- To receive any apologies for absence.
- To elect the Chairman of the Council
- To receive the Chairman's declaration of acceptance of office.
- In election years to receive new Councillors' Declaration of office and undertaking to abide by the Code of Conduct adopted by the Parish Council.
- To advise on procedure for completing and submitting Declaration of Interest forms.
- To appoint representatives to outside bodies.
- In election years to fill any vacancies by reason of insufficient nominations.
- Thereafter to follow the order set out under c) below.

a) At every regular Meeting of the Parish Council

- To appoint a Chairman for the meeting if the elected Chairman is absent.
- To receive any apologies for absence.

c) After the first business has been completed

unless the Council otherwise decides on grounds of urgency, order of business as follows:

- To receive Declarations Interest if any.
- To consider the Minutes of the previous Meeting, which shall be circulated to each member no later than the summons to the meeting.
- After consideration to approve the Minutes of the previous meeting by the person presiding as a true record.
- To dispose of business in the order given in the summons to the meeting.

1.10 Time of Meetings All meetings of the Council will commence at 7pm and will aim to close by 9pm. An extension of the meeting may be agreed by Councillors, or any business not completed carried over to the next meeting or to a reconvened meeting if the Council so decides.

1.11 Smoking policy Smoking shall not be permitted at any meeting of the Council.

1.12 Admission of the public and press

a) The public and press shall be admitted to all meetings of the Council, which may, however, temporarily exclude the public and press 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 press and public be temporarily excluded and they are instructed to withdraw.'

b) At all meetings of the Council, the Chairman may at his / her discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.

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

1.11 All Minutes kept by the Council shall be open for inspection by any member of the Council.

2. GENERAL

2.1 Conduct: all members must observe the Code of Conduct adopted by the Parish Council at the meeting of Thursday 12th July 2012, minuted at 5.1.

'5.1 Code of Conduct The Parish Council resolved unanimously to adopt the BDBC version of the new Code of Conduct of 21st June 2012' issued in line with the Localism Act.

2.2 Register of Interest

a) Members shall complete and return to BDBC's Monitoring Officer a 'Register of Member's Interest' on taking Office. This form should be immediately updated as required by new circumstance. The Register of Interest is published on the BDBC website.

b) If a member has an Interest as defined by the Code of Conduct adopted by the Council on 12th July 2012, then he/she shall declare such interest as soon as it becomes apparent at any meeting of the Council and not take part in a decision on the item to which the interest relates.

2.3 Expenditure:

a) Orders for payment of money shall be authorised by resolution of the Council and all cheques shall be signed by two members plus the Clerk.

b) The Council shall approve a Budget for the coming financial year and agree the precept before the end of the preceding November.

c) Competitive tendering. The best value quotation shall be taken for any proposed maintenance work or replacement of assets with a cost in excess of £200 unless not tendered due to part of an ongoing contract.