MILLBROOK PARISH MEETING

STANDING ORDERS

MEETINGS

Meetings of the Parish Meeting shall normally be held at 7.30pm in May and November Additional meetings may be held on such dates and times and at such place as the Meeting may direct.

Meetings should not last longer than two hours other than in exceptional circumstances; if this cannot be avoided a break must be permitted.

ANNUAL STATUTORY MEETING OF THE MEETING

The Annual Parish Meeting shall be held on such day in May as the Meeting may direct.

In addition to the Statutory Annual Parish Meeting at least one other statutory meeting shall be held in each year on such date and time and at such place as the Meeting may direct.

CHAIR OF THE 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.

PROPER OFFICER

The duties of the clerk (referred to in legislation as the proper officer) are as follows:

- to receive declarations of acceptance of office
- to receive and record notices disclosing interests at meetings
- to receive and retain plans and documents
- to sign notices or other documents on behalf of the Meeting
- to receive copies of bylaws made by another local authority
- to sign and issue the summons to attend meetings
- to keep proper records for all meetings.

QUORUM OF THE MEETING

The Parish Meeting does not require a quorum.

VOTING

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

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. Such a request must be made before moving on to the next business.

(1) Subject to (2) below the Chair 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 they gave an original vote.

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

ORDER OF BUSINESS

At each Annual Parish Meeting the first business shall be:-

- to elect a Chair of the Meeting
- to elect a Vice-Chair of the Meeting
- to appoint committees and sub-committees
- and shall thereafter follow the usual order of Meeting business.

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

- 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
- After consideration to approve the signature of the Minutes by the person presiding as a correct record
- To deal with business expressly required by statute to be done
- To dispose of business, if any, remaining from the last meeting
- To receive such communications as the person presiding may wish to lay before the Meeting
- To receive and consider reports and minutes of committees
- To receive and consider resolutions or recommendations in the order in which they have been notified
- If necessary, to authorise the signing of orders for payment.

URGENT BUSINESS

A motion to vary the order of business on the ground of urgency 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 shall be put to the vote without discussion.

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 Chair.

A resolution or amendment must be proposed and seconded and supported by a majority of members to be carried.

Members shall address the Chair. If two or more members wish to speak, the Chair shall decide who to call upon.

Whenever the Chair speaks during a debate all other members shall be silent.

DISORDERLY CONDUCT

All members must observe the Code of Conduct.

No member shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Meeting into disrepute.** If, in the opinion of the Chair, a member has broken these provisions, the Chair shall express that opinion to the Meeting, and thereafter, any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. If either of these motions are disobeyed, the Chair may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES

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 Meeting, it shall not be considered until the Meeting or committee (as the case may be) has decided whether or not the press and public shall be excluded.

EXPENDITURE

Orders for the payment of money shall be authorised by resolution of the Meeting.

BANKING

Two signatories to sign each cheque. Signatories are to ensure that the amount on the invoice matches that on the cheque and counterfoil, initialling the invoices and the cheque counterfoil.

Online banking – after authorisation to pay the invoice, the Clerk (secondary user) raises the payment online which is then authorised by the councillor who is primary user.

The RFO to obtain bank balances in advance of each meeting for inclusion on the agenda and to prepare a bank reconciliation and budget statement.

The RFO to present bank statements and the bank reconciliation to the Parish Meeting quarterly.

COMMITTEES AND SUB-COMMITTEES

The Meeting may at its Annual Parish Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-

- shall not appoint any member of a committee so as to hold office later than the next Annual Meeting
- may dissolve or alter the membership of the committee.

Chairs of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

ACCOUNTS AND FINANCIAL STATEMENT

All accounts for payment and claims upon the Meeting shall be laid before the Meeting. Where it is necessary to make a payment before it has been authorised by the Meeting, such payment shall be certified as to its correctness and urgency by the appropriate officer. All such payments shall be included in the next schedule of payments before the Meeting.

The Responsible Financial Officer shall supply to each member as soon as practicable after 31st March in each year a statement of the receipts and payments of the Meeting for the completed financial year.

The Statement of Accounts of the Meeting (which is subject to external audit) shall be presented to the Meeting for formal approval at the appropriate time along with a copy of the annual return.

ESTIMATES/PRECEPT

The Meeting shall approve written budgets for the coming financial year at its meeting in November.

INTERESTS

If a 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.

Under Section 12 (2) of the Code of Conduct for Town and Parish Councils, where there is a prejudicial interest in any business of the authority, the member may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

APPOINTMENTS

Canvassing of members of the Meeting or of any committee, directly or indirectly, for any appointment under the Meeting shall disqualify the candidate for such appointment. A member of the Meeting or of any committee shall not solicit for any person any appointment under the Meeting or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Meeting with an application for appointment.

INSPECTION OF DOCUMENTS

A member may inspect any document in possession of the Meeting or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

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

UNAUTHORISED ACTIVITIES

No member of the Meeting or of any committee or sub-committee shall in the name of or on behalf of the Meeting, inspect any lands or premises which the Meeting has a right or duty to inspect or issue orders, instructions or directions, unless authorised to do so by the Meeting or the relevant committee or sub-committee.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

The public and press shall be admitted to all meetings of the Meeting and its committees and sub-committees, **which may, however, temporarily exclude** the public by means of the following resolutions:

"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 Meeting shall state the special reason for exclusion.

At all meetings the Chair may at their 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.

The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Meeting.

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.

CONFIDENTIAL BUSINESS

No member of the Meeting or of any committee or sub-committee shall disclose to any person not a member of the Meeting any business declared to be confidential by the Meeting, the committee or the sub-committee as the case may be. Any member in breach of this Standing Order shall be removed from any committee or sub-committee of the Meeting by the Meeting.

PLANNING APPLICATIONS

The Clerk shall, as soon as practicable, refer every planning application to the Meeting.

FINANCIAL MATTERS

The Meeting shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer.

Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £10,000 shall be procured on the basis of a formal tender as summarised below:

- a public notice of intention to place a contract to be placed in appropriate local newspapers or newsletters;
- a specification of the goods, materials, services and the execution of works shall be drawn up;
- tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;

- tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of Council;
- tenders are then to be assessed and reported to the appropriate meeting of Meeting or Committee.
- The Meeting, nor any Committee, is not bound to accept the lowest tender, estimate or quote.

The Financial Regulations of the Meeting shall be subject to review once a year.

COMPLAINTS

The Meeting shall deal with complaints of maladministration allegedly committed by the Meeting or by any officer or member in such manner as adopted by the Meeting except for those complaints which should be properly directed to the Standards Board (England) for consideration.

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 Meeting.

COPIES TO BE GIVEN TO MEMBERS

A copy of these Standing Orders shall be placed on the Parish Meeting website and given to each member of the Meeting when requested.