

KIRKBAMPTON PARISH COUNCIL
STANDING ORDERS FOR PARISH COUNCIL MEETINGS

Adopted at the Meeting held on 9th July 2007

- (1) Meetings of the Council
 - (a) The Council will normally meet six times a year.
 - (b) Meetings will normally take place on the second Monday of January, March, May, July, September and November.
 - (c) Meetings will normally start at 7.30 p.m.
 - (d) There will be no smoking at Council meetings
 - (d) Additional meetings may be called, with due notice, should urgent business require it.

- (2) The Statutory Annual Meeting
 - (a) 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
 - (b) 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.

- (3) 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.

- (4) Attendance
 - (a) Members should advise the clerk, (or, failing him, the chairman) if they are unable to attend a particular meeting.
 - (b) If a member fails throughout six consecutive months to attend any meetings of the council, he ceases automatically to be a member of the council, unless his failure is due to a reason approved by the council. The period begins with the last meeting attended.
 - (c) The clerk will record attendance at each meeting, and maintain a cumulative record.

- (5) 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.

- (6) Proper Officer
Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, he shall be the clerk or nominated officer:-
 - (a) to receive declarations and acceptance of office.
 - (b) to receive and record notices disclosing interests at meetings
 - (c) to receive and retain plans and documents
 - (d) to sign notices or other documents on behalf of the Council
 - (e) to receive copies of bylaws made by another local authority
 - (f) to certify copies of bylaws made by the Council
 - (g) to sign and issue the summons to attend meetings of the Council

(h) to keep proper records for all Council meeting.;

(7) Quorum of the Council

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 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 shall be transacted at the next meeting or on such other day as the Chairman may fix.

(8) Voting

- (a) Members shall vote 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 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.
- (c) Subject to (d) and (e) 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 gave an original vote.
- (d) 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.
- (e) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

(9) Order of Business

At each Annual Parish Council 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 or, if not then received, to decide when it shall be received.
- (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 decide when any declarations of acceptance of office and written undertakings to observe the code of conduct adopted by the council which have not been received as provided by law, shall be received.
- (e) To elect a Vice-Chairman of the Council.

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

At each Parish Council Meeting the agenda will normally contain the following Issues:-

- (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 signature of the Minutes by the person presiding as a correct record.
- (c) To deal with business expressly required by statute to be done.
- (d) To dispose of business, if any, remaining from the last meeting.
- (e) To adjourn the meeting to allow members of the public to speak.
- (f) To consider any planning applications.
- (g) To authorise payment of any invoices.
- (h) To deal with correspondence from CALC.
- (i) To deal with general correspondence.

No decisions may be made on matters not notified on the agenda.

The order of the business may be changed at the Chairman's discretion.

Items for the agenda should be notified to the Clerk by at least two weeks before the meeting so as to allow due notice to be given.

A guest speaker invited to an ordinary meeting will normally speak before the minutes of the previous meeting are taken.

10. Financial Matters

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

Such Regulations shall include detailed arrangements for the following:-

- (a) the accounting records and systems of internal control
- (b) the assessment and management of risks faced by the Council
- (c) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually
- (d) the financial reporting requirements of members and local electors.

The Financial Regulations of the Council shall be subject to regular review, at least once every four years.

Banking of accounts:-

- (a) all banking transactions to be through the following accounts held by the Council at the Cumberland Building Society:-
Current Account No. 32427372
Deposit Account No. 31455647
- (b) Cheques should be signed by two members, normally the Chairman and one other Councillor.
- (c) In the absence of the Chairman the Vice-Chairman may sign for him/her.
- (d) Signatories from the Council are to be as decided at the Annual General meeting.
- (e) The Clerk is hereby authorised to transfer sums from the current to the deposit account with two signatures as above, so as to enable maximum interest to accrue.

- (f) All such transfers to be reported by the Clerk to the next meeting of the Council.
- (g) The Clerk may not make transfer to or from any other accounts.
- (h) At the end of each month, the Clerk shall provide the Chairman and Vice-Chairman with an update on the Council's accounts, reconciling the receipts and payments book with the end of month bank statement.

Any formal tender process shall. comprise the following steps:-

- (a) a public notice of intention to place a contract to be placed in the parish magazine.
- (b) a specification of the goods, materials, services and the execution of works shall be drawn up
- (c) tenders are to be sent to the Clerk by a stated date and time
- (d) tenders are then to be assessed and reported to the appropriate meeting of the Council.

The Council is not bound to accept the lowest tender, estimate or quote.

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

In every year, not later than the meeting at which the estimates for the next year are settled, the Council shall review the pay and conditions of service of existing employees.

11. Accounts and Financial Statement

- (a) Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- (b) 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 by the Responsible Financial Officer or the Clerk if different. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer for payment with the approval of the Chairman or Vice-Chairman of the Council.
- (c) All payments ratified under sub-paragraph (b) of this Standing Order shall be separately included in the next schedule of payments before the Council.

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 Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments or income and expenditure) for a year to 31st March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of September.

12. Sealing of Documents

- (a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- (b) Any two members of the Council names in a resolution moved under the

provisions of paragraph (a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal.

13. Planning approval.
 - (a) The clerk will consult the Chairman and Vice-Chairman on any planning application received in advance of the meeting of the Council.
 - (b) Having consulted each other, members will then contact the clerk with their decision, in time for a response to Allerdale to be made by the due date.
 - (c) The decision of the councillors consulted is to be taken as the view of the whole Council, and will be reported to the next meeting of the Council.
 - (d) Any refusal or other potentially contentious issue should be referred to the full Council via the chairman.
 - (e) Members should exercise due care as to declaration of interest.
 - (t) It is expected that members acting by virtue of the above procedure will take the trouble to acquaint themselves with local opinion as best they may.

14. Time limit on meetings
 - (a) Ordinary Council meetings will close at 9.30 p.m.
 - (b) In the event of the business on the agenda not being completed by the closure time, the chairman will adjourn the meeting to a later date.
 - (c) The adjourned meeting will deal only with outstanding matters from the agenda of the original meeting.

15. Chairman's term of office.

A chairman may not serve for more than three years consecutively, nor for more than six years in total.

16. The Clerk to the Council.

The Clerk shall have a contract of employment, and work to guidelines set by the Council.

17. Disorderly Conduct
 - (a) All members must observe the Code of Conduct which was adopted by the Council 11th March 2002 a copy of which is annexed to these Standing Orders.
 - (b) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
 - (c) If, in the opinion of the Chairman, a member has acted in a manner contrary to that required, the Chairman shall express that opinion to the Council 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 a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Standards Board.
 - (d) If the motion mentioned in paragraph (c) is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

18. Interests

If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 11th March 2002 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.

If a member has a prejudicial interest in any business of the authority he may attend a meeting (including a meeting of the overview and scrutiny committee of the authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business. He must then withdraw from the room during the decision making process.

The Clerk may be required to compile and hold a Register of Member's Interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

19. Inspection of Documents

A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council 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 Council and by any committee shall be open for the inspection of any member of the Council

20. Unauthorised Activities

No member of the Council or of any committee of sub-committee shall in the name of or on behalf of the Council:-

- (a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- (b) Issue orders, instructions or directions

Unless authorised to do so by the Council or the relevant committee or sub-committee.

21. Admission of The Public and Press to Meetings

The public and press shall be admitted to all meetings of the Council and its committees which may, however, temporarily exclude the public and press 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 Council or committee shall state the special reason for exclusion.

At all meetings of the Council, the Chairman 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 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 Council.

If a member of the public interrupts the proceedings at any meeting, the 6

Chairman 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.

22. Confidential Business

- (a) No member of the Council or of any committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council or the committee as the case may be.
- (b) Any member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any committee of the Council by the Council.

23. Liaison with County and District Councillors

A Summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.

Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County or District Council shall be transmitted to the County Councillor for the division or to the District Councillor for the ward as the case may require.

24. Code of Conduct on Complaints

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

25. 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.

26. 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 him of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.

Adopted 9th July 2007

Signed..... Chair

..... Clerk