

Burton Agnes Parish Council

Standing Orders and Financial Regulations

Contents

1. Meetings	3
2. Chair	3
3. Proper Officer	3
4. Quorum	4
5. Voting	4
6. Order of Business	4
7. Items proposed by Members	4
8. Rules of Debate	5
9. Disorderly Conduct	5
10. Voting on Appointments	5
11. Matters concerning Employees of the Council	6
12. Expenditure	6
13. Accounts and Financial Statement	6
14. Committees and Sub-Committees	7
15. Declarations of Interest	7
16. Inspection of Documents	7
17. Admission of Public and Press to Meetings	7
18. Revocation, Variation, Suspension and Availability of Standing Orders	8

1. Meetings

1.1 Meetings of the Council will be held at 7:00 pm unless the Council otherwise decides at a previous meeting.

1.2 Ordinary meetings of the Council will be held approximately every 6-8 weeks unless the Council otherwise decides at a previous meeting. Dates of the meetings will be posted on the Parish Notice Boards and the Parish website. The Agenda will be posted on the Parish website 6 days before the meeting.

1.3 Additional meetings may be held at the request of any member of the Council and will be notified as in 1.2 above.

1.4 The Annual General Meeting (AGM) of the Council will normally be held in May.

1.5 The AGM will be followed by the ordinary meeting of the Parish Council.

1.6 Meetings of the Council will terminate by 9pm unless the Council, by resolution, decides to extend the meeting.

1.7 If fewer than 4 members of the Council, the quorum – see paragraph 4 below, attend any meeting, the meeting will be abandoned and an alternative date notified to all members.

1.8 No recordings or photographs may be taken at any meetings of the Council without the agreement of Parish Councillors.

2. Chair

2.1 The Chair and Treasurer will be elected for the following year at the AGM.

2.2 The Chair will preside at meetings and exercise all powers and duties in relation to the conduct of the meeting. In the absence of the Chair, and provided the meeting is quorate (see 1.7 above) the members present will appoint a Chair for the conduct of that meeting.

3. Proper Officer

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

3.2 The Parish Clerk shall maintain a minute book recording the proceedings of the Council.

4. Quorum

4.1 The Quorum of the Council will be four members.

4.2 The quorum of any committee will be decided when a committee is established.

4.3 If a quorum is not present within ten minutes of the time appointed, or if during a meeting the number of members present falls below the quorum, the business not transacted at the meeting will be transferred to the next ordinary meeting or a special meeting if the Chair of the meeting so decides.

5. Voting

5.1 Voting at meetings of the Council and any committees will be by a show of hands.

5.2 If there is an equality of votes, the Chair shall have a second or casting vote provided that the equality includes his/her ordinary vote as a member.

5.3 At the request of a member, a record will be made in the minutes of how that particular member voted.

6. Order of Business

6.1 At the Annual General Meeting the following business shall be transacted:

- a) To receive a report on the Accounts of the Council and
- b) To receive the Chair's annual report
- c) To elect the Chair and Treasurer for the following year
- d) Any other matters included on the Agenda.

6.2 At Ordinary Meetings the following business shall be transacted:

- e) To receive Declarations of Interest
- f) To appoint a Chair, if the Chair is absent
- g) To approve the minutes of the previous meeting as a correct record and authorise the Chair to sign
- h) To deal with any matters arising for the minutes of the previous meeting
- i) Any other matters included on the Agenda.

7. Items Proposed by Members

7.1 Any member of the Council may submit an item for consideration by the Council. Details of the item are to be submitted to the Parish Clerk, or in the absence of a Parish Clerk, to the Chair, at least 6 days prior to the meeting at which the item is to be discussed.

8. Rules of Debate

8.1 All remarks shall be addressed to the Chair and relate only to the matter under discussion. Only one person will speak at a time. Any member may speak on any matter. The Chair may conclude a debate provided all members wishing to speak have done so at least once.

8.2 Any member may, during a debate, raise a point of order relating to the Standing Orders. The Chair will give a ruling which will be final.

9. Disorderly Conduct

9.1 No member shall misconduct him or herself at a meeting by persistently disregarding the ruling of the Chair, by wilfully disrupting the business of the Council or by behaving irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute or ridicule.

9.2 If, in the opinion of the Chair, a member has misconducted him or herself, the Chair shall express that opinion to the Council. Any member may then propose that the member named should no longer be heard or that he/she be asked to leave the meeting. If the motion is seconded, the matter will be voted on by the members.

10. Voting on Appointments

10.1 Single Vacancy Appointments – Where there are more than two persons nominated for a single vacancy appointment a vote will be held. Where there is not a majority in favour of one person, the name of the person having the fewest votes shall be struck off the list and a fresh vote taken – this procedure will be continued until a majority of votes is given in favour of one person.

10.2 Multi-vacancy appointments – Where there is more than one vacancy and number of nominations exceeds the number of vacancies, each member will be invited individually to rank the candidates in order of preference. A score will be attached to the rankings as follows:

Candidate A	Score n
Candidate B	Score $n-1$
Candidate C	Score $n-3$

And so on, where n is the number of candidates.

The scores will then be aggregated and the candidates with the highest scores appointed. Where there is a tie, the unsuccessful candidate(s) will be eliminated and the process repeated.

11. Matters concerning Employees of the Council

11.1 If at any meeting there is to be any discussion regarding the appointment, conduct, promotion, dismissal, salary or conditions of service of the clerk, such matter shall not be considered until the Council have decided whether or not the public should be excluded.

12. Expenditure

12.1 The Treasurer will be responsible for the proper administration of the Council's financial affairs and will be appointed as the Council's Responsible Financial Officer. **If there is no Treasurer, this responsibility will pass to the Parish Clerk.**

12.2 The Council shall authorise by resolution all payments to be made by the Treasurer. All cheques relating to such payments will be signed by two of the designated signatories to the Parish Bank Account.

13. Accounts and Financial Statement

13.1 As soon as practicable after the end of the financial year, the Treasurer will submit to the Council the Annual Accounts and supporting documentation. If, exceptionally, it is not possible to present the accounts at a formal meeting before the due date for submission for audit, the Treasurer will arrange for the circulation of the necessary documents to members out of committee. Members will be required to confirm in writing or by e-mail from their personal account whether or not they are content with the accounts.

13.2 The Treasurer will arrange for the annual external audit of the Parish accounts in accordance with extant legislation.

13.3 The Accounts will be published on the Parish Website and made available to residents on request.

13.4 The Treasurer will inform the Parish Council of income and expenditure details at each Parish Council meeting.

14. Committees and Sub-Committees

14.1 The Council may at the Annual General Meeting or at any other meeting of the Council appoint a committee or sub-committee as necessary.

14.2 When appointing a committee or sub-committee the Council will decide on:

- a) The number of members to be appointed
- b) The number that will constitute a quorum
- c) The powers and duties of the committee or sub-committee
- d) The rules of debate
- e) The method of voting and whether the Chair should have a second or casting vote in respect of a tied vote

14.3 The minutes of any meeting of a committee or sub-committee will be taken by the Clerk (or an appointed person in the absence of the Clerk) and presented to the next full meeting of the Council.

15. Declarations of Interest

15.1 If any member of the Council has any interest, whether monetary or not, in any item they must declare that interest and take no part in the discussion and decision. In the case of a monetary interest they may be asked to leave the meeting for the discussion of that item. The definitions of interest are within the meaning of sections 94-95 of the Local Government Act 1972.

15.2 A record must be made of the particulars of any Declaration of Interest made by Members.

16. Inspection of Documents

16.1 All records kept by the Council, including minutes, will be made available to any Member on request.

16.2 All minutes kept by the Council will be open to inspection by any member of the Parish or any other individual or organisation. All minutes will be published on the Parish website.

17. Admission of the Public and Press to Meetings

17.1 All meetings of the Council will be open to residents of the Parish, who are encouraged to attend and to the Press. Very exceptionally, the Council may temporarily exclude members of the public and Press if any business is deemed to be confidential. An explanation will be given for any exclusion and the business in question will be transacted at the end of the meeting after all other agenda items have been dealt with.

17.2 The Council will not agree to requests from external organisations to hold meetings from which residents of the Parish would be excluded particularly when the subject of the proposed meeting would be likely to have an impact on Parish residents. The Council does, however, reserve the right to exclude non Parish residents from such meetings if prior agreement to their attendance has not been given.

17.3 Members of the public shall be permitted to speak at meetings of the Council with the consent of the Council. Members of the Public and Press are subject to the provisions of Paragraph 9 with respect to disorderly conduct. Anyone acting in a disruptive or offensive manner will be asked to leave.

17.4 Members of the public may request time to make a short representation to the Council. This request must be made to the Clerk, or in the absence of a Clerk to the Chair, at least 7 days prior to the meeting at which the representation is to be made. A representation should normally be no longer than 5 minutes in length. No discussion will take place following the representation and the Chair may refer the matter to a committee or to a following meeting of the Council. A maximum of 4 representations will be allowed at any meeting.

18. Variation, Revocation, Suspension and Availability of Standing Orders.

18.1 These Standing Orders may only be revoked or varied by a resolution of the Council.

18.2 Any part of these Standing Orders may be suspended at a meeting by resolution of the Council.

18.3 A copy of these Standing Orders will be given to each new Member upon the signing of the Declaration of Acceptance of Office.

18.4 A copy of these Standing Orders will be available to any members of the Public on request and will be published on the Parish website.