

CHATBURN PARISH COUNCIL
STANDING ORDERS

1. **Statutory Annual Parish Council Meeting**

- a) In an election year the Annual Parish Council Meeting shall be held on the fourth day after the date of the election or within 14 days thereafter.
- b) In other years the Annual Parish Council Meeting shall be held on any day in May as directed by the parish council.

2. **Statutory Annual Parish Meeting**

- a) In election years the Annual Parish Meeting shall be held on any day in April as directed by the parish council.
- b) In other years the Annual Parish Meeting shall be held between 1 April and 31 May on any day directed by the parish council.

3. **Chairman of the Meeting**

In the absence of the Chairman at a meeting, the vice-chairman shall, if present, preside. If neither is present, the meeting may appoint a person to take the chair and that person will then have the powers and authority of the chairman for the purpose of the meeting. When the voting at a meeting is equal, the chairman shall have the casting vote.

4. **Proper Officer**

Where a statute, regulation or order confers functions or duties on the proper officer of the Council that person shall be the clerk.

5. **Appointment of Committees**

- a) The Parish Council may appoint such Committees and Working Parties as it considers necessary to carry out delegated tasks.
- b) The Parish Council may appoint persons other than members of the Council to any Committee other than finance committees.
- c) The Parish Council may appoint an advisory committee to make recommendations to the Council.

6. **Quorum of the Council**

The quorum is one third of the total number of councillors but not less than three.

7. **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 resolution and to record whether they voted for or against it.

8. **Order of Business**

- a) At the Annual Parish Council Meeting the first business shall be to elect a Chairman and to receive the Chairman's declaration of acceptance of office. If not then received to consider when it shall be received.
- b) In an election year to receive written declarations of acceptance and written undertakings to observe the code of conduct adopted by the council which have not already been received.
- c) To approve and sign the Minutes of the previous parish council meeting
- d) To deal with business expressly required by statute to be done.

9. **Disorderly Conduct**

- a) All members must observe the Code of Conduct which was adopted by the council on 19 March 2002 (page 15/minute 6) a) Any member having a personal interest as defined by the Code of Conduct adopted by the Council on 19 March 2002 (page 15/minute 6) must declare such interest as soon as it is apparent, disclosing the existence and nature of that interest as required.
- b) No member shall persistently disregard the ruling of the Chairman, wilfully obstruct Business or

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behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.

c) If a member reasonably believes that another member is in breach of the code of conduct, that member is under a duty to report the breach to the Standards Board.

10. Accounts

- a) Order for the payment of money shall be authorised by resolution of the Council and signed by two members and the Responsible Financial Officer.
- 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 appropriate officer. Such payment shall be authorised by the Responsible Financial Officer with the approval of the Chairman or Vice-Chairman of the Council. All payments ratified under sub-paragraph (10b) of this Standing Order shall be separately included in the next schedule of payments laid before the Council.
- c) The Clerk will maintain proper records of all transactions on a receipt and payment basis.
- d) The Clerk will prepare half yearly, a statement of income and expenditure for submission to the Council at the November meeting.
- e) Annual accounts will be prepared and submitted to the Council as soon as possible after the financial year ends.
- f) At the end of each financial year a statement of accounts shall be supplied to each councillor by the clerk.
- g) The council shall approve written estimates for the coming financial year at its meeting before the end of the month of November.
- h) The Council will consider, approve, and adopt the budget and authorise the issue of a precept upon the District Council at its December meeting.
- i) The Clerk will be responsible for ensuring that the Parish Council complies with the Accounts and Audit Regulations 2003 or any amendment thereof.

11. Finance

- a) The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer. Such Regulations shall include detailed arrangements for the following:
 - (i) The accounting records and systems of internal control;
 - (ii) The assessments and management of risks faced by the Council;
 - (iii) The work of the internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually
- b) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of E400 shall be procured on the basis of three formal competitive tenders. The tenders to be assessed and reported to the appropriate meeting of the Council ,
- c) The Council is not bound to accept the lowest tender, estimate or quote.
- d) The Financial Regulations of the Council shall be subject to regular review, at least once every four years.

12. Interests

- a) Any member having a personal interest as defined by the Code of Conduct adopted by the Council on 19 March 2002 (page 15/minute 6) must declare such interest as soon as it is apparent, disclosing the existence and nature of that interest as required.
- b) If a member who has declared a personal interest then considers the interest to be prejudicial, he may still attend the meeting when it considers that matter to make representations, give evidence or answer questions, subject to him leaving the meeting immediately after doing so.
- c) The Clerk is 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 as required by statute.

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13. **Confidential Business**
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.
14. **Inspection of Documents**
 - a) A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council and if copies are available shall, on request, be supplied for the like purpose with a copy.
 - b) In accordance with the Freedom of Information Act 2000, the Council has published a scheme whereby members of the public may inspect specified documents and, on payment of the set charge, receive a copy of the same.
15. **Insurances**
 - a) The Parish Council shall make appropriate arrangements to indemnify its Members and officers against public liability claims and its assets against loss, damage or third party liabilities.
 - b) Any resulting insurances shall be reviewed and renewed annually and also in the event of changed circumstances.
16. **Planning Applications**
 - (a) The Clerk shall, as soon as it is received, record the following particulars of every planning application notified to the Council:
 - (i) the date on which it was received - (ii) the name of the applicant - (iii) the place to which it relates - (iv) a summary of the nature of the application.
 - (b) The Clerk shall refer every planning application to the Planning Committee
17. **Admission of the Public and Press to Meetings**
 - a) The public and press shall be admitted to all meetings of the Council and its committees which may, however, temporarily exclude them in view of the specific/confidential nature of the business about to be transacted.
 - b) A period of up to 15 minutes shall be allowed at the beginning (or such time as agreed by the Chairman) of each Ordinary Meeting of the Parish Council to enable members of the public to raise matters of interest or concern directly related to the Parish and its residents.
18. **Training**
The Parish Council shall make appropriate arrangements for the Clerk and Councillors to attend Training Courses.
19. **Parish Council Representatives**
If an appointed Parish Council representative is unable to attend a meeting he may delegate this responsibility to another Councillor.
20. **Standing Orders**
On delivery of a member's declaration of acceptance to office and a written undertaking to observe the Code of Conduct adopted by the Council, each member shall be given a copy of these Standing Orders by the Clerk.