

## MELKRIDGE PARISH COUNCIL

### STANDING ORDERS

1. Meetings
  - a) Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct.
  - b) Smoking is not permitted at any meeting of the Council
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 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. 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.**
5. 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: -

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 Council.

To receive copies of bylaws made by another local authority.

To certify copies of bylaws made by the Council.

To sign and issue the summons to attend meetings of the Council.

To keep proper records for all Council meetings.

6. **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.
  
- 7 **Voting**  
If a member so requires, the Clerk shall record the names of the members who voted for or against it. Such a request must be made before moving on to the next business.
  - 1) Subject to (2) and (3) below the Chairman may give an original vote on any put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave a original vote.
  - 2) 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.
  - 3) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.
  
8. **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 declaration of acceptance of office which have not been received as provided by law shall be received.
  - e) To elect a Vice-Chair of the Council
  - f) To appoint representatives to outside committees
  
9. 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.
  
10. (a) In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service

of existing employees. Standing Order 12 must be read in conjunction with this requirement.

10. (b) **After consideration to approve the signature of the Minutes by the person residing as a correct record.**  
  
(c) **To deal with business expressly required by statute to be done**
11. **Disorderly Conduct**
  - (a) **All members must observe the Code of Conduct which was adopted by the Council on 16<sup>th</sup> June 2007.**
  - (b) **No member shall at a meeting persistently disregard the ruling of the Chairman or in such a manner as to bring the Council into disrepute**
  - (b) **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 (England) or the Local Commissioner (Wales).**
12. **Discussions and resolutions affecting Employees of the Council**  
**If at a meeting there arises any question relating to an appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council has decided whether or not the press or public should be excluded. (See Standing Order 21)**
13. **Expenditure**  
**Orders for the payment of money shall be authorised by resolution of the Council and signed by two members**
14. **Chairmen of committees and sub committees shall in the case an equality of votes have the second or casting vote.**
15. **Accounts and Financial Statement**
  - (1) **Except as provided in paragraph (2) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.**
  - (2) **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.**
  - (3) **All payments ratified under sub-paragraph (2) of this Standing Order shall be separately include in the next schedule of payments before the Council**
16. **The Responsible Finance Officer shall supply to each member as soon as practical after 31 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 for a year to 31 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.

17. **Estimates**  
The Council shall approve written estimates for the coming financial year at its meeting before the end of the month of March.
18. **Interests**  
If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 16<sup>th</sup> June 2007 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of the interest as required.
19. 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.
20. The clerk may be required to compile and hold a register of members interests in accordance with agreement reached with Monitoring Officer of the Responsible Authority and/or as required by Statute.
21. All minutes kept by the Council and by any committee shall be open for the inspection of any member of the council.
22. The public and press shall be admitted to all meetings of the Council and its committees, which may however temporarily exclude by means of the following resolutions:-  
  
“That in the view of the 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”.