

KENSWICK AND WICHENFORD PARISH COUNCIL STANDING ORDERS

All members must observe the Code of Conduct, which was adopted by the Kenswick and Wichenford Parish Council in May 2016

Meetings

Meetings shall be held on a Monday, approximately every eight weeks and at least four meetings a year.

A statutory Annual Meeting in an election year shall be held within 14 days of the Council elections, and in other years, shall be held in May

The Chairman may at any time convene a meeting of the Council

Chairman of the meeting

The person presiding at the meeting may exercise all the powers and duties of the Chairperson in relation to conduct of the meeting.

Proper Officer

The proper officer will be the Clerk

The Clerk will receive declarations of acceptance of office; receive and record notices disclosing pecuniary interests; receive and retain plans and documents, sign notices and other documents on behalf of the council, receive and certify copies of bylaws made by the council for the District; sign summonses to attend meetings of the council

Quorum of the Council

Three members or one-third of the total council, whichever is the greater

If a quorum is not present, the business not transacted at that meeting shall be transacted at the next meeting, or another meeting the Chairman may fix.

Voting

Members shall vote by a show of hands, or if requested, by a ballot

If a member requires, the clerk shall record the names who voted on any questions, so as to show whether they voted for or against it.

The Chairman may give an original vote on any matter, and in the case of an equality of votes, may give a casting vote even though they gave no original vote

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, they may not give an original vote in an election for Chairman

The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

Order of Business

At each AGM the first business shall be:

To elect the Chairman

To receive the Chairman's declaration of acceptance of office]

To elect a Vice Chairman

To appoint Representatives to serve on other bodies, which fall due prior to the next Annual Meeting of the council.

To appoint any committees, panels etc, at the councils discretion.

At every meeting other than the Annual Meeting, the first business shall be to appoint a Chairman, if both the chair and vice are absent

Then to read and consider the minutes, and approve the signature of the minutes by the presiding Chair as a correct record.

To deal with business expressly required by statute to be done

To received such correspondence as the presiding person may permit, other than matters contained elsewhere on the agenda

To receive and consider reports and minutes of committees

To approve payment of any accounts due at the time of the meeting

Any other business specified in the summons

Any matter which any member wishes to be included on the agenda, shall be given to the clerk before the fixed meeting date.

Resolutions proposed without Notice

Resolutions dealing with the following matters may be moved without notice:

To appoint a chairperson of the meeting

To correct and approve the minutes

To alter the order of business

To close or adjourn the debate

To refer a matter to a committee, and appoint that committee

To adopt a report

To authorize the sealing of documents

To give leave to withdraw or amend a motion

To exclude the press and public from a meeting

To silence or eject from the meeting a member named for disorderly behavior or misconduct

To invite a member having an interest in the subject to remain

To suspend standing orders!

Questions

A member may ask the Chairperson any question concerning the business of the Council

No question not connected with business under discussion shall be asked, except during the part of the meeting set aside for questions

A person to whom a question has been put, may decline to answer

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 initialed by the Chair

A motion or amendment shall not be discussed unless it has been proposed and seconded

No speech shall exceed three minutes, except with the approval and discretion of the Chair

An amendment shall leave out words/ leave out words and insert or add words/add words.

A mover of a motion of an amendment shall have the right of reply

A motion or amendment may be withdrawn with the unanimous consent of the Council

The ruling of the Chairperson on a point of order on the admissibility of a personal explanation shall not be discussed

Members shall address the Chairperson when speaking at all times

If two or more members signify they wish to speak, the Chairperson shall call upon one of them to speak first.

Disorderly Conduct

No member shall misconduct themselves at a meeting by persistently disregarding the ruling of the Chairperson by willfully obstructing business, or by being offensive

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

If either of the motions mentioned above are disobeyed, the Chairperson may adjourn the meeting, or take steps to reasonably enforce them.

Right to Reply

The proposer of the motion shall have a right of reply immediately before the motion is put to the vote. If an amendment is proposed, the mover of that amendment shall be entitled to reply before the amendment is put to the vote. A vote shall then be taken.

Alteration of Motion

A member may, with the consent of their seconder, propose amendment to their own motion.

Rescission of Previous Resolutions

A decision of the Council shall not be reversed within six months, except by special motion proposed, seconded and approved, such notice should bear the names of three members of the Council

Voting on Appointments

When more than two people have been nominated for any position on the Council, the name of that person having the least votes shall be struck off the list, and a fresh vote taken and so on until a majority of votes is given in favour of one person.

Discussions and Motions Affecting Employees of the Council

If at a meeting, there arises any question relating to the appointment, conduct, dismissal, salary and conditions of service, it shall not be considered until the public have been excluded from the meeting

Motions on Expenditure

Any motion proposal, which if carried, would in the opinion of the Chairperson, substantially increase the expenditure of the Council, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next meeting,

Expenditure

Payment of monies for any purpose shall be authorized by resolution of the Council, and cheques and stubs signed by two members.

Committees and sub Committees

The Council shall at the Annual Meeting or at any time, appoint standing Committees such as are considered necessary. The Chairperson, or vice Chairperson shall be ex-officio members of every committee, and a Chairperson shall be elected for that sub Committee. No member of a Sub Committee shall hold office later than the next Annual meeting. The Council may dissolve such sub committee at any time

Special meeting

The Chairperson may summon a special meeting at any time

Voting in Committees

Members of the Committee or sub Committee shall vote by a show of hands, but any two elected members may at the time of voting for a decision, request that any decision of a committee shall become a recommendation to main council for debate. The Chairperson shall have a second or casting vote

Presence of Non members

A member who has proposed a motion which has been referred to any sub committee of which they are not a member, may explain the motion, but may not vote.

Accounts

All accounts for payments and claims upon the Council shall be presented to the Council
The Responsible Financial Officer shall supply a statement of the receipts and payments for the completed year, soon after the 31st March

Interests

If any member has a personal interest as defined by the Code of Conduct adopted, then they shall declare such interest as it becomes apparent.

If any member has a prejudice in any contracts, proposed contract or other matter, they shall withdraw from the Council unless they are invited to remain, as that contract or other matter is part of the report of a Committee and is subject to a debate.

The Clerk will be required to compile and hold a register of members interests

Inspection of documents

All minutes kept by the Council and any sub Committee shall be open for inspection of any member of the Council

The Minutes shall be available for inspection by any member of the Parish

A member may for the purpose of his duty only, inspect any document in possession of the Council, and can be supplied with a copy.

Admission of the Public and Press to Meetings

The public and press shall be admitted to all meetings of the Council and Committees,
Should the business being discussed be considered sensitive and private, then the public and press shall be excluded.

Confidential Business

No member of the Council or Committee shall disclose to any person not a member, any business declared by the Council to be confidential

Liaison with County and District Councilors

A notice of meetings shall be sent in good time, together with an invitation to attend

Planning Applications.

The clerk will refer every planning application to the Chairperson and the relevant committee, being the Parish Council

The clerk shall file all planning applications together with a copy of any comments forwarded to the local planning authority , in respect of all planning applications submitted by the local Authority.

Financial Matters

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

The RFO may be, but not necessarily, the Clerk.

Their duties shall be: Prepare financial reports to cover Budget, Receipts to Date, Payments of accounts and other relevant matters;

Submit precept to the District Council, and supply any breakdown necessary

Enter regularly all monies received and expended by the Council

Ensure that any money due to the Council is billed promptly, and collected promptly

Identify that there is as much internal checking as is necessary

Manage cash flow and control of bank transfers and investments

Control of cheques

Overall responsibility for submissions of VAT returns and dealing with VAT inspections

Prepare and balance financial accounts

Produce accounts and records for external audit
Undertake internal audits of all aspects of the Councils financial affairs
Monitor compliance with Councils financial regulations, and ensure that correct financial systems are in place
Maintain Councils Register of Property and Assets
Management of insurance, risk process claims as necessary
Report annually to Council on insurance risk covered
Maintain a Risk Assessment Log

Code of Conduct on Complaints

The Council shall deal with complaints allegedly committed by the Council or any member in such a manner adopted by the Council, or if more serious, should be directed to the Standards Board

Variation, Revocation and Suspension of Standing Orders

Any part of these Standing Orders except those made in pursuance or statutory enactments may be suspended by resolution in relation to any item of Business
A motion permanently to vary or revoke a Standing Order shall, once proposed and seconded, stand adjourned without discussion until the next meeting.

Standing Orders

The Clerk will provide each member of the Council with a copy of the current Standing Orders upon his declaration of acceptance of office.
All members of the Parish Council are in receipt of updated electronic copies of current standing order procedure

*Kenswick and Wichenford Parish Council
May 2016*