

TOFT cum Lound & Manthorpe PARISH COUNCIL
STANDING ORDERS & FINANCIAL REGULATIONS

1. **MEETINGS**

1. The Parish Council shall meet on at least 4 occasions in each year, one of these meetings to be the Annual Parish Council Meeting.
2. The Annual Parish Council Meeting (**AGM**) shall be held-
 - a) In the year of the common election-on the 4th day after the day of the election to the council or within 14 days thereafter.
 - b) In non-election years-on any day in May.

2. **ADDITIONAL MEETINGS**

The Chairman of the Council may summon an additional meeting at any time. If the Chairman is unable or unwilling to convene a meeting, an additional meeting may also be summoned on the requisition in writing of not less than a quarter of the members. The summons shall set out the business to be considered at the meeting and no other business shall be transacted at that meeting.

3. **CHAIRMAN**

1. If present the Chairman shall preside at the meeting. In the absence of the Chairman the Vice-Chairman (if any) shall preside at the meeting. In the absence of the Chairman & Vice-Chairman the first business of the meeting shall be to appoint a Chairman for the meeting. The clerk's job is **ONLY** to minute these proceedings.
2. The person presiding at the meeting may exercise the powers and duties of the Chairman relating to the conduct of the meeting.

4. **QUORUM**

A quorum shall consist of 3 or 1/3 of the membership of the Council (whichever is greater). The parish has a maximum of 5 councillors.

5. **VOTING**

1. Voting shall be by a show of hands, or, if at least 2 members so request, by signed ballot.
2. If a member so demands, a recorded vote shall be entered in the minutes by the clerk.
3. The Chairman may give his own vote on any matter put to the vote.
 - a. The person presiding, in the case of an equality of votes, may give a casting vote whether or not he/she gave an original vote except as in b) below.
 - b. If the person presiding at the opening of the Parish Council Meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chairman until their successor is appointed he/she will not vote in the election of Chairman.

6. **ANNUAL PARISH COUNCIL MEETINGS (AGM) -ORDER OF BUSINESS**

The first business at each Annual Parish Council Meeting shall be to-

1. Elect a Chairman/**Vice-Chairman**
2. Receive the Chairman's/**Vice-Chairman's** Declaration of Acceptance of Office.
3. Receive any Declarations of Acceptance of Office as are required to be made.

4. All members of the Parish Council must observe *the Members Code of Conduct in accordance with the Localism Act 2011*.
To be read before signing the Declaration of Acceptance of Office.
5. Payments to the clerk shall be reviewed on an annual basis at the Annual Parish Council Meeting.
6. At every meeting other than the Annual Parish Council Meeting apologies, preferably with reason for absence.

7. PARISH COUNCIL MEETINGS-ORDER OF BUSINESS

1. Election of Chairman (if necessary)
2. To receive any Declarations of Acceptance of Office if required.
3. After consideration to approve the signing of the Minutes as a correct record by the person presiding at the Meeting.
4. To deal with the business expressly required by Statute to be done. Business listed in the Agenda should be debated as necessary then a resolution should be moved (proposed) that can be seconded & then passed by the Council. **This decision MUST be reached by the affirmative vote of a majority Present and voting, & if this is not secured the resolution is rejected in any case. A decision on a topic ends discussion upon it at that meeting.**
5. At every meeting (other than the Annual Parish Council Meeting (AGM)) apologies to be given, preferably with reason for absence.

8. OPEN FORUM

Prior to the meeting commencing and under the guidance of the Chairman, the public may take part in general discussion for 10 minutes or more, at the discretion of the Chairman. If there is no discussion, the meeting will commence. Members of the public will not be permitted to speak during the business part of the meeting. Other speakers, from outside bodies may be invited to comment at the discretion of the Chairman.

9. CONFIDENTIALITY

Members of the Council must observe confidentiality where any business under discussion is deemed to be of that nature.

10. URGENT BUSINESS

At any meeting, a motion to vary the order of business on the grounds of urgency may be proposed by the Chairman or by any member. If proposed by the Chairman, it may be put to the vote without being seconded and without being discussed

11. FINANCE

1. Authorisation for expenditure shall be by the Parish Council, annual budget to be agreed.
2. All cheques & cheque stubs to be signed by 2 members of the Council.
3. The Responsible Financial Officer (Clerk) under the direction of the Council shall be responsible for the proper administration of the Council's affairs.
4. The RFO shall be responsible for completing the annual financial statements as soon as practicable after the end of the financial year and shall submit them to the Council.
5. The RFO shall be responsible for ensuring that there is adequate & effective system of internal audit of the Council's accounts & financial matters.
6. The Council's banking arrangements shall be made by the RFO/Clerk and approved by the Council. They shall be regularly reviewed for efficiency.

7. All invoices shall be checked by the RFO/Clerk to satisfy him/herself that the work, goods or services to which the invoice relates have been satisfactorily received or completed & approved by members of the Parish Council.
 8. It shall be the duty of the Council to review the financial regulations from time to time.
 9. The Clerk/RFO salary shall be calculated by reference to the Spinal Column Point for all local government staff, starting at SCP 15 & increasing with experience. It shall be payable quarterly & reviewed each year at the Annual General Meeting of the Parish Council.
 10. Donations will only be given after a report has been presented at the Annual Parish Meeting.
- Minute 023/16.2**

12. COMMITTEES

These may be appointed by the Council. Advisory Committees can contain all or some non-council members of any age. All members of a finance committee must be members of the appointing Council. Any council can arrange to have any of its functions, except the power to borrow money or issue a precept exercised by a committee.

13. INTERESTS

All members must observe the Members Code of Conduct in accordance with *the Localism Act 2011*).

1. Members & Officers shall declare, as soon as practicable after commencement of the meeting any **Disclosable Pecuniary Interests (DPI)** as defined in **Parish Council's Code of Conduct 2012**
2. A member with a **DPI** in any matter may attend a meeting (including a meeting of the overview & scrutiny of your 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, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. As defined in the **Parish Council's Code of Conduct 2012**.
3. Declarations of interest shall be placed in the minutes.

14. MINUTES

1. All minutes kept by the Council & its Committees shall be open for inspection by any member of the Council.
2. An invitation to attend, agenda & minutes shall be sent to the County & District Councillors as appropriate.

15. ADMISSION OF PUBLIC & PRESS

1. The public & press shall be admitted to all meetings of the Council & its Committees.
2. The press & public may be excluded temporarily from meetings by means of a resolution "that in view of the special (or confidential) nature of the business about to be transacted, it is in the public interest that the public are temporarily excluded & they are asked to withdraw"-the special reasons should be stated.

16. PUBLICATIONS SCHEME

1. The publications scheme will be kept in the Minute Book. Documents defined therein will be available by appointment with the clerk or Chairman, or at a Parish Council Meeting.

2. Members of the public, who request copies of documents in the publications scheme will be charged at the rate of .30p/A4 side supplied (including clerk's time & materials), plus postage.

17. EQUALITY ACT – Adopted

18. COMPLAINTS PROCEDURE

A formal procedure to consider complaints either by complainants direct, or which have been referred back to the Council from other bodies adopted.

SIGNATURE

DATE

CHAIRMAN/VICE-CHAIRMAN

SIGNATURE

DATE

CLERK

16.11.16