

Cotherstone Parish Council

Standing Orders

- 1. Councillors** – Following election or co-operation to the Parish Council, each Councillors will be issued with a copy of the Code of Conduct and Standing Orders of the Parish Council. They will sign the form of Declaration of Acceptance of Office in the presence of the Clerk of the Council. All Councillors will observe the Code of Conduct at all times when on Council business and no member will act in such a way that will bring the Council into disrepute, behave offensively in meetings or obstruct the Council's business. The Code of Conduct adopted by the Council will define when a Councillor will declare a personal or prejudicial interest in an item for discussion at a Council meeting. The Councillor will declare that interest and the nature of the interest at the earliest opportunity.
- 2. Annual General Meeting** – If the Annual Meeting is in an election year it must be held within 14 days after that election. If it is not an election year, then the annual meeting will take place on an appropriate day in May. If the outgoing Chairman is available then he/she will preside until a new Chairman has been elected. The first business of the Annual Meeting will be the election of the Chairman (and Vice Chairman if appropriate) and to receive their acceptance of office. The retiring Chairman will report on the activities of the Council for the preceding year.
3. The Parish Council shall meet at 7pm on the second Wednesday of each month except August and December when there will normally be no meeting. The date may however be altered by unanimous agreement of the Parish Council at the meeting prior to that under consideration. Special meetings may be called provided that a majority of the councillors are in favour. Two weeks' notice shall be given to the public in each case.
4. The Chairman of the Parish Council shall preside.
5. Should the Chairman be absent the Vice Chairman shall preside.
6. In the absence of both Chairman and Vice Chairman, the meeting shall appoint a Chairman before it proceeds to any other business.
7. The Clerk shall record the proceedings.
8. In the absence of the Clerk, the person presiding may record the proceedings or appoint another to do so.
9. As soon as the Chair is filled and provision made for the recording of the proceedings, the minutes of the previous meeting, if considered correct, shall be signed by the person presiding the meeting.
10. A quorum shall constitute three people (or the number which constitutes a third of the Parish Council - whichever is the greater).
11. All business shall be conducted through the Chair.
12. The Parish Council has adopted the NALC (National Association of Local Councils) Standard Template 'Code of Conduct'.
13. The Clerk shall be the responsible financial officer and carry out the duties outlined in the contract of employment.

14. Each cheque is to be properly completed before being signed and counter-signed.
15. Each cheque stub is to contain the same particulars as the corresponding cheque and is to be signed by the members who sign the cheque.
16. The cheque stubs are to be made available to the auditor.
17. The accounts for the financial year should be made up to and balanced as soon as possible after 31st March and are to be signed by the Chairman of the Parish Council.
18. The accounts shall be audited annually.
19. Where councillors have a pecuniary interest, either direct or indirect, in matters under discussion they shall declare it and take no further part in the discussion. The Chairman will give councillors the opportunity to vacate the room if they so wish.
20. Members of the public may speak only at the invitation of the Chairman and may be excluded from the meeting for a particular item of business if the Chairman deems such exclusions is in the public interest.
21. Members of the public or local press may record, film or take photographs of any Parish meeting (while no prior permission is required it is advisable that an individual advises the Council before the meeting).
22. The meeting shall adjourn at the close of business to allow members of the public to speak.

Signed..........Dated.....

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