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STANDING ORDERS

Revised 4th May 2021

Meetings

1. The Statutory Parish Council Annual Meeting in an election year shall be held on or within 14 days, following the day on which the Councillors elected take office. In a year which is not an election year, the Annual Parish Council Meeting shall be held on such a day in May as the Council may direct.
2. In addition to the statutory Parish Council Annual Meeting, at least 3 other statutory meetings shall be held in each year, on such dates, times and places as the Council may direct.
3. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at reasonable cost.
4. Members of the public or media, with prior notification to the Parish Clerk, are permitted to film, record or broadcast Council meetings, to which they are permitted access, in a non-disruptive manner, and must respect the rights of other people attending under the Data Protection Act 1998. The Council requires those recording proceedings to not edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.
5. The Council's Proper Officer (normally the Clerk) shall sign and serve on Councillors a summons, which confirms the time, date, venue and the agenda of the meeting at least 3 clear days before the meeting, as well as giving the public notice at the same time on the website and noticeboards.
6. The Minutes shall record the names of Councillors present and absent.
7. Any interest which is disclosed by a Councillor at a meeting shall be recorded in the Minutes.

Chairman of Meeting

8. The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting. In the absence of the elected Chairman, the Vice-Chairman or other Member will be elected by a show of hands to preside at the meeting.
9. The term of office for an individual to serve as Chairman is limited to four consecutive one-year terms. At least one year must pass before an individual may be re-elected to the office of Chairman and can serve once again for a maximum period of three, one-year terms. Part-year terms of service as Chairman do not count toward the consecutive one-year term limits.

Quorum

10. Three members, or one third of the total membership, whichever is the greater, shall constitute a quorum at meeting of the Council.

Voting

11. Voting at a meeting shall be by a show of hands unless these standing orders provide otherwise. A secret ballot may be held when consideration is given to matters such as co-option to the Council.
12. If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.
13. Subject to (13.2) and (13.3) below, the Chairman may give an original (first) vote on any matter put to the vote, and in any case of equality (tie of votes), may give a casting vote whether or not he gave an original vote.
- 13.2 If the person presiding at the Parish Council Annual Meeting has 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 a Chairman.
- 13.3 The person presiding must give a casting vote, whenever there is an equality of votes in an election for the Chairman.

Order of Business

14. At each Parish Council Annual Meeting, the first business shall be:
 - a) To elect a Chairman and Vice Chairman of the Council following written nominations and by written secret ballot. In the event of two candidates receiving equal votes, and after any further candidates being eliminated, the winning candidate shall be decided by a toss of the coin by the Clerk.
 - b) To receive the Chairman's and Vice Chairman's Declarations of Acceptance of Office or, if not received, to decide when they shall be received.
 - c) In the ordinary year of elections of the Council, to fill by co-option any vacancies left unfilled at the election by reason of insufficient nominations.
 - d) To decide when any Declarations of Acceptance of Office and written undertakings to observe the Code of Conduct adopted by the Council (which have not been received as provided by law) shall be received.
 - e) In the ordinary year of elections, review whether or not the Council wishes to exercise the 'Power of Competence', and to make arrangements to meet the prescribed criteria in order to begin, or continue, using it. Once the criteria have been met, the Council is to confirm this by resolution at a meeting of the full Council. Unless this is reaffirmed, the Council is unable to use the power, save for completing any activity undertaken in the previous session (ie. the previous 4 years).
15. At every meeting other than the Parish Council Annual 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.

16. (a) After consideration, to approve the signature of the Minutes, by the person presiding, as a correct record. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialed by the Chairman.
(b) To deal with business expressly required by statute to be done.
17. A legal deed shall not be executed on behalf of the Council, unless the same has been authorised by a resolution, and any 2 Councillors may sign on behalf of the Council any deed required by law, and the Proper Officer witness their signatures.

Interests

18. If a member has any interest, pecuniary or non-pecuniary, as defined by the Code of Conduct adopted by the Council, then he/she shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.
19. 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/or as required by statute. Currently these are published on the Parish Council web pages.

Inspection of Documents

20. All Minutes kept by the Council and by any Committee shall be open for inspection by any member of the Council.
21. All documents, proceedings and contacts of members of the Council will be published on the Council's designated website and on any noticeboards.
22. A member of the public is entitled to make a request for information held by a local Council under S1 of the Freedom of Information Act 2000.
23. An individual is entitled to request information held by a local Council, which relates to them, under S7 of the Data Protection Act 1998 and according to the General Data Protection Regulations 2018.

Admission of the Public and Press to Meetings

24. The public and press shall be admitted to all meetings of the Council and its Committees and Sub-Committees which may be suspended to allow the public to speak as long as they have sought prior permission from the Chairman.
25. The Council and its Committees and Sub-Committees may temporarily exclude the public and press by means of the following resolution;

'In view of the (special) (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.'

Minutes of such business are made available only to Members and not to the public.

FINANCIAL STANDING ORDERS

1. The Clerk to the Council shall be the Responsible Financial Officer (RFO).
2. Annual estimates will be produced and agreed by the Council.
3. The RFO shall maintain the accounting records and report Expenditure to the Council at each meeting.
4. Accounting records will be checked for bank reconciliation each quarter by non-signatory Councillors in turn.
5. The Council will appoint annually an independent appropriately qualified internal auditor, but not an elected member of the Council, to inspect the accounts and to produce a report, as required by statute.
6. The RFO will produce a Financial Report not less than annually as set out in (2) above, and at such times as may be requested by a majority of Councillors.
7. Any request from a local elector to the RFO for a Financial Report shall firstly be considered by the Council and dealt with as in (6) above.
8. All items of expenditure of £100 or over shall be reported on the Parish Council website, according to statute.
9. The Council will be informed of all bank accounts held in their name. None may be opened or closed without the authority of the Council.
10. The Council shall authorise 4 Councillors as signatories of payment or cheques, any 2 of which will sign or verify payment.
11. All orders for works and services up to £500 excluding VAT can be authorised by the Chairman and the Clerk and must be referred to the Parish Council.
12. The Council may authorise any works or services to a value up to £2,000 (excluding VAT) without competitive pricing, but must seek best value of price and quality, according to availability.
13. Orders for works and services between £2000 and £10,000 (excluding VAT) will require no less than 3 written quotations, unless the payee is an intermediary (such as a statutory service) who have carried out appropriate tendering, or if the price is determined by another party who have control.
14. Works and services in excess of £10,000 (excluding VAT) will require public advertisement and three written quotations, unless the payee is an intermediary who has carried out appropriate tendering, or if the price is determined by another party who have control. The Council will provide selected tenderers with a specification of goods, materials, services and works required. Sealed tenders must be returned in a plain envelope provided with the tender document. Tenders submitted are to be opened after the stated closing date and time by the Clerk and at least one Councillor. Tenders are then scheduled for consideration by the Council.
15. The Council is not bound to accept the lowest, or any tender. Any supplier will be chosen on the basis of best price, quality and deliverability.
16. The Council shall consider and approve the Financial Regulations of the Council, which shall be subject to a regular review at least once every 4 years.