

# CABUS PARISH COUNCIL

---

## STANDING ORDERS

### 1. Meetings

- 1.1 Meetings of the Council 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 a reasonable cost. Meetings of Cabus Parish Council will take place at Cabus Village Hall.
- 1.2 An agreed frequency of meetings will be decided at the Annual Parish Council Meeting and Councillors will be advised of each meeting by the issue of a summons and agenda. The agenda will be issued at least three clear business days before the meeting.
- 1.3 A public notice will be placed on the parish notice board informing members of the public of the venue, time, date and business to be transacted at the meeting. The notice will be posted at least three clear working days before the meeting.
- 1.4 The agenda for the meeting will be agreed by the Clerk and Chairman/Vice Chairman as appropriate. The agenda will always include an item to enable Councillors to declare interests.
- 1.5 An opportunity for public participation will be made available at each meeting. A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- 1.6 The Council may only take decisions on items clearly specified on the agenda; if agreed by the chairman, any urgent items which are not on the agenda may be discussed, but no decision may be made, at that meeting.
- 1.7 A minute of the meeting will be kept by the Clerk or other nominated person in the Clerk's absence. The minutes which are circulated will be draft minutes until they are approved by the Parish Council at the next meeting and signed and dated by the person presiding at that meeting. The agenda and signed minutes for each meeting will be kept in the minute book.

### 2. Annual Parish Council Meeting

- 2.1 If the Annual Parish Council 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 Parish Council Meeting will take place on an appropriate day in May. If no other time is fixed, the Annual Parish Council Meeting shall take place at 7.00pm.
- 2.2 The first business of the Annual Parish Council Meeting will be the election of the Chairman (and Vice Chairman, if appropriate) and to receive their acceptance of office. If the outgoing Chairman is available, he/she will preside until a new Chairman has been elected.
- 2.3 Further business to be conducted at the Annual Parish Council Meeting will include a report on the activities of the Council for the preceding year by the outgoing Chairman; the appointment of representatives to external bodies and committees; receipt, review and approval of governance, finance and audit-related documentation.
- 2.4 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 as the Council directs.

### 3. Committees and Working Groups

The Council from time to time may set up committees and working groups to undertake work on behalf of the Council. The Council will set their Terms of Reference, and they will report periodically to the Council.

### 4. Chairman

The Chairman of the Council will preside at each meeting of the Council and will be responsible for the conduct of that meeting. If the Chairman is not present then the Vice Chairman will preside. If they are not present then the first matter on the agenda will be the election of an appropriate Councillor who will chair the meeting. Whoever chairs the meeting will assume the duties of the Chairman for the meeting.

### 5. Quorum

The quorum for the Council will be one third of the total Councillor places but in any case not fewer than 3.

## **6. Voting**

Voting at the meeting shall be by a show of hands. In cases of equal votes the Chairman (or other person presiding) will have a second or casting vote.

## **7. Resolutions moved on notice**

Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk.

## **8. Resolutions moved without notice**

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

- 8.1 To appoint a Chairman of the meeting
- 8.2 To correct the Minutes
- 8.3 To approve the Minutes
- 8.4 To alter the order of business
- 8.5 To proceed to the next business
- 8.6 To close or adjourn the debate
- 8.7 To appoint a committee or working group
- 8.8 To appoint representatives or delegates
- 8.9 To adopt a report
- 8.10 To amend a motion
- 8.11 To give leave to withdraw a resolution or an amendment
- 8.12 To exclude the public
- 8.13 To adjourn the meeting

## **9. Rules of debate**

- 9.1 No discussion of the minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initiated by the Chairman.
- 9.2 The Chairman shall manage any debate so as to be fair and equitable to all members and shall be responsible for bringing the debate to an end.

## **10. Admission of the Public and Press**

Meetings will be open to the public and press but they may be temporarily excluded from the meeting if the business is regarded as confidential.

## **11. Councillors**

- 11.1 Following election or co-option to the Council, each Councillor will be issued with a copy of the Code of Conduct and Standing Orders of the Council. They will sign the form of Declaration of Acceptance of Office in the presence of the Clerk of the Council at their first meeting of the Council.
- 11.2 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.
- 11.3 The Code of Conduct adopted by the Council will define when a Councillor will declare an interest (pecuniary and non pecuniary) 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.

## **12. County and Borough Councillors**

An invitation to attend each meeting of the Council shall be sent, together with the agenda, to the appropriate representative councillors of the County and Borough Council so as to afford them knowledge of items to be discussed and an opportunity to address the council during the period of public participation.

## **13. Clerk to the Council**

- 13.1 The Council may appoint a number of employees to assist it in the performance of its duties. The Council will appoint a Clerk to the Council which will be on an employed basis, unless the Clerk is a member of the Council, acting in an unpaid capacity.
- 13.2 The Clerk will act as the Proper Officer of the Council, and he/she will: receive the Declarations of Acceptance of Office and notices disclosing interests; sign documents on behalf of the Council and issue agendas and notices of meetings; receive and distribute plans and documents on behalf of the Council; and also advise the bank of changes to mandates with the bank.
- 13.3 The Clerk will act as Responsible Financial Officer and be responsible for managing other employees of the Council.

## **14. Accounts and Financial Statement**

- 14.1 All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed annually.
- 14.2 The Clerk shall supply to the Council at regular intervals throughout the financial year a statement summarising the Council's receipts and payments and the balances held at the end of each period. This statement should include a comparison with the budget for the financial year. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

## **15. Audit and Internal Controls**

- 15.1 The Responsible Financial Officer will complete the annual financial statements of the Council including the annual return as soon as practicable after the end of the financial year and will submit and report on them to the Council. The Council will review each year and ensure that there is an adequate, effective system of internal audit of the Council's accounting, financial and other procedures.
- 15.2 An Internal Auditor will be appointed by the Council to carry out the work required. The person appointed will be competent and independent of the operation of the Council.
- 15.3 The Responsible Financial Officer will submit the Annual Return to the External Auditor by the due date, ensuring the return is complete.

## **16. Delegation**

The Council shall delegate to the Clerk the authority to make routine decisions on its behalf as and when required including routine planning responses which would otherwise be out of time but subject to those responses being taken only after consultation with at least two members of council.

## **17. Standing Orders**

- 17.1 The Clerk shall provide a copy of the Council's standing orders to a councillor upon delivery of his/her declaration of acceptance of office.
- 17.2 The standing orders will be reviewed annually and any amendments will be decided by the Council.
- 17.3 During the course of meetings of the Council, the Chairman's decision as to the interpretation of the standing orders will be final. In cases of doubt, the Council will seek the advice of the Lancashire Association of Local Councils.

*Approved by Cabus Parish Council 16/09/2013*