

Grimstead Parish Council

Members' Standing Orders

Section 1 – Councillors

- 1.1. 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, or of a Councillor who has been specifically designated by the Council for this purpose.
- 1.2. 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.
- 1.3. The Code of Conduct adopted by the Council will define when a Councillor will declare a personal or pecuniary 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.

Section 2 - Annual General Meetings

- 2.1. If the Annual General 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.
- 2.2. If the outgoing Chairman is available then he/she will preside until a new Chairman has been elected. The first business of the Annual General Meeting will be the election of the Chairman (and Vice Chairman, if appropriate) and to receive their acceptance of office.
- 2.3. The retiring Chairman will report on the activities of the Council for the preceding year.

Section 3 – Meetings

- 3.1. Meetings will be held in appropriate, accessible accommodation. The meetings will not be held in premises used for the supply of alcohol, unless no other suitable alternative is available.
- 3.2. An agreed frequency of meetings will be decided at the Annual General Meeting and Councillors will be advised of the meetings by the issue of a summons and agenda. The agenda may be delivered by email provided the Council has previously agreed to

this. The agenda (and any associated papers) must be issued at least three clear days before the meeting.

- 3.3.** Public notices will be posted in conspicuous places 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 days before the meeting.
- 3.4.** 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.
- 3.5.** Members of the public may speak at Council meetings at the discretion of the Chairman of the meeting.
- 3.6.** The agenda for the meeting will be agreed by the Clerk, Chairman and Vice Chairman as appropriate. The agenda will always include an item to enable Councillors to declare interests. An opportunity for the public to comment or ask questions will be made available during the meeting.
- 3.7.** The Council may only take decisions on items clearly specified on the agenda. However any urgent items which are not on the agenda may be discussed with the Chairman's agreement. In exceptional circumstances a decision may have to be made at that meeting.
- 3.8.** The Chairman of the Council will preside at the meeting 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.
- 3.9.** The quorum for the Council is a minimum of 3. If insufficient Councillors are present then no business can be transacted and a fresh notice will be issued to reconvene the meeting at a later date.
- 3.10.** If at any time during the meeting it ceases to be quorate then the meeting will be adjourned and any further business carried forward to the next convened meeting.
- 3.11.** Voting at the meeting shall be by a show of hands unless a majority of Councillors wants a ballot. Only the proposer and seconder will be recorded in the minutes unless another Councillor requests that their vote is noted. A Councillor may also request that the Clerk records how each Councillor has voted, including abstentions. Any request of this nature will be made before moving on to the next business. This may be varied at the discretion of the Councillors.
- 3.12.** In cases of equal votes the Chairman (or other person presiding) will have a second or casting vote.

- 3.13** A minute of the meeting will be kept by the Clerk or other nominated person in the Clerk's absence. Draft minutes of the meeting should be published promptly and no later than one month after the meeting has taken place. Any comments should be notified to the Clerk in writing and in good time to allow approval by the Council at its next meeting. The approved minutes shall be signed by the person presiding as a true and accurate record of what took place.
- 3.14.** With regard to planning applications - if there is a personal interest a statement can be made to the Council meeting but if there is a pecuniary interest then the person cannot participate in the discussions, or vote on the application.

Section 4 – Finance

- 4.1 Responsible Finance Office (RFO).** The Responsible Finance Officer is a statutory office and appointed by the Council. The Clerk of the Council will take on this role of managing the Council's financial affairs in accordance with Proper Practices.
- 4.2. Estimates and Precept.** The RFO will compile annual estimates of income and expenditure for the Council's consideration. The Council will review the budget before the end of December in preparation for the precept being agreed and submitted to Wiltshire Council in January. During the year the budget will be reviewed against actual expenditure and income. Amendments to the budget will be discussed in Council and any changes minuted.
- 4.3. Income and Expenditure.** The RFO will supply regular updates of income and expenditure throughout the year and detail actual figures against estimates. Significant underspends or overspends will be brought to the attention of the Council and action taken to address any discrepancies. Underspent revenue will be identified and earmarked to reserves by a Council resolution.
- 4.4. Accounting and Audit.**
- (a) The RFO will determine all accounting procedures and financial records of the Council in accordance with the Accounts and Audit Regulations.
 - (b) The RFO 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 in line with Proper Practice.
 - (c) An Internal Auditor will be appointed by the Council to carry out the work required to comply with the Proper Practice. The person appointed will be competent and independent of the operation of the Council.
 - (d) The RFO will submit the Annual Return to the External Auditor by the due date, ensuring the return is complete.
- 4.5. Banking Arrangements and Cheques.**
- (a) The Council's banking arrangements, including the Bank Mandate, should be approved by the Council and reviewed regularly for efficacy.
 - (b) A resolution of the Council will nominate at least three Councillors to be authorised by the Council to sign cheques.

(c) All items of expenditure will be authorised by the Council and the payments approved. The RFO will examine invoices and verify and certify the expenditure. Cheques will be completed for all transactions and signed by two authorised Councillors.

(d) Bank signatories should be reviewed regularly, and if necessary, amended.

4.6. Loans and Investments

(a) All loans and investments will be negotiated in the name of the Council and will be set for a period approved by the Council.

(b) All borrowings will be in the name of the Council and will not be entered into until necessary approvals have been given. Any application will be considered by the Council, and if appropriate, approved. Any associated terms and conditions must be reviewed annually.

(c) All investments of money under the control of the Council will be in the name of the Council and all certificates or other documents will be retained by the RFO.

4.7. Contracts and Purchase Orders

(a) An official order or letter of instruction will be issued for all work or service exceeding £1000 paid for by the Council. All Councillors and officers are responsible for obtaining value for money at all times.

(b) Orders for values £500 require a minimum of two quotations; for values above £2000 three quotations are required.

(c) All estimates and quotations will be considered and approved by the Council if appropriate. The Council is not obliged to accept the lowest price and any reasons for such a decision will be recorded in the minutes.

4.8. Assets. The RFO will ensure that an appropriate and accurate Register of Assets is maintained by the Council. It will be reviewed annually, in conjunction with a health and safety inspection of assets if appropriate.

4.9. VAT. The RFO will promptly complete any VAT return that is required, in accordance with HMRC regulations. The refund requests should be monthly for any large refund requests. In any case the refund request should not be delayed beyond three years.

Section 5 - Insurance

5.1. Following the annual risk assessment the Council will review the level of insurance cover and ensure it is adequate and appropriate for the activities of the Council. Minimum cover will include Public Liability, Employers Liability, Money and Fidelity Guarantee.

Section 6 – Risk Assessment

6.1. A Risk Assessment will be undertaken and reviewed annually of all the activities of the Council and a report approved by the Council. This assessment will also cover the appropriateness of the internal audit arrangements.

- 6.2** If the Council undertakes a new activity not covered by the existing Risk Assessment an assessment will be undertaken before the activity commences.

Section 7 – Freedom of Information

- 7.1.** The Council is subject to the Freedom of Information Act and has adopted the Model Publication Scheme for Parish Councils. The Clerk will ensure the Council conforms to the requirements of the Act allowing public access to the appropriate documents.

Section 8 - Clerk to the Council

- 8.1.** 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.
- 8.2.** 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; issue agendas and notices of meetings; receive and distribute plans and documents on behalf of the Council.
- 8.3.** The Clerk will act as Responsible Financial Officer or be responsible for managing a Finance Officer or other employees of the Council.
- 8.4.** As an employee of the Council the Clerk is covered by employment legislation dealing with employment rights, discrimination in employment, unfair dismissal, redundancy and similar matters. The Clerk will therefore have a contract of employment stating the terms and conditions under which he/she is employed. This will effectively be administered by the Chairman or designated Councillor acting with the authority of the Council.

Section 9 - Committees and Task and Finish Groups

- 9.1.** The Council from time to time may set up committees and task-and-finish 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.

Section 10 - Emergency Business

- 10.1.** In a case of an emergency situation, where it is not possible to convene a special meeting then any emergency business will be handled by the Chairman, in consultation with the Clerk, and at least one other Councillor. Actions will be reported promptly to the Council.

Section 11 - Alteration or Reversal of previous decisions

11.1. Decisions of the Council will not be revised, except where a special item is placed on the agenda bearing the name of two Councillors, and is considered and approved by the Council.

Section 12 - Standing Orders

12.1. These and any other standing orders will be reviewed annually by the Chairman, Vice Chairman and Clerk. Any amendments will be decided by the Council.

12.2 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 Wiltshire Association of Local Councils.

12.3 The Council may resolve to suspend a Standing Order, in order to progress the business of the Council. Any such decision will be fully detailed in the minutes.

Section 13 – Transparency Code

13.1 To comply with the 2015 Transparency Code, the Parish Council will take steps to publish the information specified in the Code.

These Standing Orders were adopted by the Grimstead Parish Council at its Meeting on (..... . 2015)