

Standing Orders for Heversham Parish Council.

Meetings.

1. Meetings of the Council shall be held at 7.30 pm at the Athenauem, unless the Council decides otherwise at a previous meeting. A notice of meetings shall be sent to the County Councillor and District Councillor. An agenda shall be posted on the notice board three clear days before each meeting, and a detailed agenda shall be given to each Councillor three clear days before each meeting. Smoking is prohibited while a meeting is in progress.
2. **In an election year the Statutory Annual Meeting shall be held on the second Monday following the day after elections to the Council. In any other year the Statutory Annual Meeting shall be held on the Monday before the Spring Bank Holiday.**
3. **The three other statutory meetings shall be held on the last Monday in the months of January and April and on the Monday before the Summer Bank Holiday.**
4. **Additional meetings shall be held on the last Monday in the months of February, June, September, October and November.** The Parish Meeting shall normally be held on the last Monday in March.
5. **Three members shall constitute a quorum.** If a quorum is not present (including a period when a member declares a prejudicial interest) the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.

Chairman of Meeting and Voting.

6. **The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.**
7. Members shall vote by a show of hands, or, if at least two members so request by signed ballot.
8. **If a member so requires, the Clerk shall record the names of those who voted on any question, and whether they voted for or against.**
9. (a) **Subject to (b) and (c) below the Chairman may give an original vote on any matter, and in the case of an equality of votes may give a casting vote even though he gave no original vote.**
(b) **If the person presiding at the Annual Meeting would have 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, that person may not give a vote in an election for the new Chairman.**
(c) **The person presiding must give a casting vote whenever there is an equality of votes in the election of the Chairman.**
(d) **The Chairmen of committees and sub-committees shall in the case of an equality of votes also have a second or casting vote.**

10. DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the council, it shall not be

considered until the Council or committee (as the case may be) has decided whether or not the public shall be excluded, due to the confidential nature of the business.

Order of Business.

(In an election year councillors should execute declarations of Acceptance of Office in each other's presence, or of a proper officer previously authorized by the Council to take such declaration before the annual meeting commences.)

11. At each Annual Meeting the first business shall be

(a) To elect a Chairman.

(b) To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.

(c) In the ordinary year of election of the Council to fill any vacancies unfilled at the election by reason of insufficient nominations.

(d) To decide when any declarations of acceptance of office which have not been received shall be received.

(e) To appoint a Vice-Chairman.

(f) To appoint committees and representatives.

12. At every meeting other than the Annual Meeting the first business shall be

(a) To appoint a Chairman if the elected Chairman and Vice-Chairman are both absent.

(b) To receive any declarations of acceptance of office which have not been previously received and if not then received to decide when they shall be received.

13. After the first business has been completed, the order of business, unless the Council decides otherwise on the grounds of urgency shall be:

(a) To read and consider the Minutes. The minutes may be taken as read if they have been circulated to each member not later than the day of issue of the summons to attend the meeting.

(b) 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 as regards their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chair.

(c) To deal with business required by statute to be done.

(d) To hear matters raised by the public for future consideration. Speaking is limited to three minutes per person, with a maximum of 20 minutes devoted to this public participation item. Councillors may ask questions for clarification, but no discussion may take place unless the subject was intimated in advance and included in the agenda.

(e) All other business, as specified by items in the Agenda.

Expenditure.

14. Orders for the payment for money shall be authorised by resolution of the Council and signed by two members.

15. Where, on grounds of urgency, it is necessary to make a payment before it has been authorised by Council, such payment shall be included in payments to be authorised by Council at its next meeting.

16. The Clerk shall supply to each member at the ordinary meeting next after the end of the financial year a statement of receipts and payments for that year, and a copy of the asset register listing all property owned by the Council.

17. The Council shall approve its budget for the coming year at its meeting in November. Not later than this meeting, Council shall review the pay and conditions of service of existing employees.

Interests.

18. If any member has a prejudicial interest, direct or indirect, in any contract, proposed contract or other matter he shall, while it is under consideration by the Council, withdraw from the meeting.

19. If any member has a non-prejudicial interest he shall declare it but need not withdraw from the meeting.

20. If any candidate for an appointment by the Council is related to any Councillor or the holder of any office under the Council he shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for such appointment, and if appointed, may be dismissed without notice. The Clerk shall make this known to every candidate, and where a relationship to a Councillor is disclosed, the Councillor shall withdraw from the meeting while the appointment is discussed.

Inspection of Documents.

19. All minutes kept by the Council and by any committees and sub-committees shall be open for the inspection of any member of the Council.

Admission of the Public and Press to Meetings.

20. The public shall be admitted to all meetings of the Council and its committees and sub-committees unless they are excluded temporarily in view of the special or confidential nature of the business about to be transacted. No member or officer of the Council or of any committee or sub-committee shall disclose to any person not a member or officer of the Council details of any business declared to be special or confidential by the Council, its committees or Sub-committees.

21. At all meetings of the council, the Chairman may at his discretion and at a convenient time in the transaction of business, allow any member of the public to address the meeting in relation to the business to be transacted.

22. At all meetings of the council, the Chairman may permit members of the council who have a prejudicial interest in relation to any item to be transacted at the meeting to (a) make representations, (b) answer questions or (c) give evidence relating to the item, provided that members of the public have been permitted under Standing Order 21 to attend the meeting for the same purpose.

23. The Clerk shall afford to the press reasonable facilities for reporting any proceedings at which they are entitled to be present.

Contracts.

24. Where it is intended to enter into a contract exceeding £500 at least two quotations shall, if possible, be obtained before awarding the contract.

25. Council is not bound to accept the lowest tender for any contract, and if all tenders are identical Council may proceed as it sees fit.

Trusts

26. In July each year Council will invite applications for grants from the Leasgill Quarry Trust income up to 31st August of that year. The applications will be considered by a sub-committee of

three Heversham and two Milnthorpe Councillors in September, and its recommendations submitted to Heversham Parish Council for approval at its September meeting.

27. At the October meeting each year the two Councillors who are members of the Athenaeum Management Committee will report to Council on developments and plans at the Athenaeum.

Miscellaneous.

28. During February, May, August and November a Councillor will inspect all of the Council's property listed in the asset register, and report on its condition at the following meeting.

29. In the event of Council's comments on a planning application, which in the view of the Clerk is a minor alteration to an existing building, being required before the next meeting the Clerk shall:

- a. Inform all Councillors that the application has been received.
- b. Make such comments to the Planning Authority as the Clerk considers appropriate.
- c. Report the comments made to the next ordinary meeting of the Council.

Other applications for which comments are required before the next meeting shall be considered by the Chairman/woman and two other members of the Council (one of which shall if possible be the Vice-Chairman/woman) and recommendations made to the Clerk. Again the Clerk shall inform all Councillors that the application has been received and shall report the comments made to the next ordinary meeting of the Council.

30. A copy of these Standing Orders shall be given to each member on completion of the member's declaration of acceptance of office.

31. If a situation arises which is not covered by these standing orders, the most recent edition available of the National Association of Local Councils booklet entitled "Standing Orders and Chairmanship" shall be used to determine best practice.

32. Any part of these standing orders not printed in **bold type** may be suspended by resolution in relation to any specific item of business.

32. Any resolution to permanently add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion until the next ordinary meeting of the Council.

Signed by Chairman:

Peter Shaw