

Frithelstock Parish Council

STANDING ORDERS

1. Parish Council Meetings The Meetings of Frithelstock Parish Council shall be held at the Parish Hall on the first Tuesday of every other month (Jan, March, May, July, Sept and November) and an additional meeting in April unless the Council otherwise decides at a previous meeting. At least three clear days will be given as notice.

No meeting should last longer than two hours, unless an extension is agreed by all Councillors present.

2. Participation by the general public. The *Public Participation at Parish Council Meetings Policy and Code of Conduct* shown at Appendix 1 was adopted at the meeting of Tuesday 3rd March 2015.

3. The Statutory Annual Parish Meeting shall be held between 1st March and 1st June, both inclusive, in every year.

- a) The local government electors for the parish are entitled to attend, speak and vote.
- b) The meeting may discuss any matter of relevance to the parish.
- c) Other parish meetings can be called at any time in accordance with the statutory procedures for so doing, that being seven days.

4. The Statutory Annual Parish Council Meeting:

- a) In an election year the Annual Parish Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office and
- b) In a year which is not an election year the Annual Parish Council Meeting shall be held on such day in May as the Council may direct.
- c) 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 at such place as the council may direct.

5. Procedure for the Annual Parish Council Meeting:

Order of Business: At each Annual Parish Council Meeting the first business shall be:

- a) To elect a Chairman of the Council
- 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 left unfilled at the election by reason of insufficient nominations.
- d) To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
- e). To elect a Vice Chairman of the Council
- f). Recreation Field representatives and Advisory Group representatives.

The person presiding at a meeting may exercise all powers and duties of the Chairman in relation to the conduct of the meeting.

6. Quorum: Three members or one third, which ever is the greater shall constitute a quorum. Any business not conducted because the number of Councillors present falls below the quorum shall be conducted at the next meeting.

If a member so requires, the clerk shall record the names of members who voted on any question so as to show whether they voted for or against a proposal. Such a request must be made before moving on to the next business.

The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote whether or not he/she gave an original vote.

The Chairman may call an extra Parish Council meeting with three days notice or a Parish meeting with seven days notice.

Parish Councillors' Personal & Prejudicial Interests

As laid down in the Code of Conduct adopted on 3rd July 2012 including paragraph (12) 2. If a member has a personal or prejudicial interest then he /she shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest. If prejudicial he/she must leave the room during consideration of the item to which the interest relates.

Disorderly conduct, all councillors must observe the Code of Conduct adopted the 3rd July 2012

The clerk is the proper officer for any purpose in which a proper officer is mentioned in any statute. Decisions may be delegated to the clerk after consultation with the chairman and vice chairman, in circumstances of emergency or limited timescale.

FINANCIAL STANDING ORDERS

R.F.O. The Parish Clerk shall be the Responsible Financial Officer (R.F.O.)

The Clerk shall provide a statement of Receipts and Payments, showing the bank reconciliation, to each Councillor at least ever quarter on receipt of bank statements and at the Parish Council meeting following the end of the financial year.

Cheques shall be authorised by the Parish Council and shall be signed by three Councillors and these three Councillors shall initial the cheque stubs.

Contracts, Quotes and estimates. The Clerk shall obtain all quotes and estimates for any contract work carried out by the Council, where possible for consideration at the Budget Meeting in November.

To Authenticate Documents, Deeds and Contracts. Two signatories are required that of the Chairman and one other Parish Councillor.

Internal Audit The internal audit shall be conducted at the end of the financial year by a non-Councillor appointed by the Parish Council.

Insurance Appropriate insurance cover will be obtained to cover all the Councils liabilities, including employer's liability and public liability.

VAT. The Clerk shall reclaim all V.A.T

Adopted: 3rd November, 2009

Last revised: 3rd March 2015

Frithelstock Parish Council

Public Participation at Parish Council Meetings

There are two ways that parishioners can take an active part in Frithelstock Parish Council meetings. The first is through the 15 minute public participation period at the start of each meeting and the second is through the organised public debates. Each is considered below.

General Rules

1. Persons wishing to speak must register themselves and their subject matter with the Parish Clerk and sign to agree to abide by the Public Participation Code of Conduct (appendix 1A) **before** the commencement of the meeting.
2. The Chairman may select from the register any speaker in any order as he thinks appropriate.
3. Persons may speak for up to 3 minutes on any item or items that are to be debated at that parish council meeting.
4. Persons must ensure that what they say is factually correct. (Speakers cannot take advantage of the defence of qualified privilege and may be exposed to legal proceedings for defamation).
5. Speakers contravening the Public Participation Code of Conduct may be barred from participating in the scheme for the next 3 Parish Council meetings.
6. The Chairman has absolute discretion over this Public Participation Scheme and its temporary suspension, variance or withdrawal at a particular meeting.

Public Participation Period

1. There will be a 15 minute Public Participation period at the start of each Parish Council Meeting.
2. Persons may speak on any matter that is on the agenda for debate at that meeting.
3. Questions asked at Parish Council under this scheme will receive a written response from the Parish Clerk or a councillor nominated by the Chairman within 14 working days of the meeting.
4. If the parishioner wishes to receive an answer to a question at the Parish Council meeting, they must submit their question in writing to the Parish Clerk at least 5 working days in advance of the meeting and should state that it is a question for which an answer is required at that particular meeting. The parishioner will not be permitted to ask any supplemental questions at that meeting.

Debates

1. Where the debate is intended to focus on one or more particular issues, Members of the Public may only be permitted to speak on those subjects.
2. Members of the public will only be permitted to speak during the open session parts of the debate, or otherwise at the discretion of the Chair.

Frithestock Parish Council

Public Participation at Parish Council Meetings

Code of Conduct

You may

- Speak for up to 3 minutes
- Speak on any matter on the agenda for debate at the current meeting

You must

- Treat persons with dignity and respect
- Register your name and your subject matter and sign to agree to abide by this Code **before** the commencement of the meeting
- Ensure what you say is factually correct

You must not

- Make derogatory or defamatory remarks (speakers cannot take advantage of the defence of qualified privilege and may be exposed to legal proceedings for defamation)
- Speak when the Chairman speaks

The Chairman has absolute discretion over this Public Participation Scheme and its temporary suspension, variance or withdrawal at a particular meeting.

NB: Speakers contravening this Code may be barred from participating in the Scheme for the next 3 Parish Council meetings.

