

# AMPNEY CRUCIS PARISH COUNCIL

## STANDING ORDERS

*Note - in cases of doubt or difficulty over procedures, reference should be made to NALC Draft Model Standing Orders.*

### 1. MEETINGS

1.1 The Statutory Annual Meeting shall be held

(a) in an election year on the fourth day after the election or within 14 days thereafter not including Bank Holidays

(b) in a year which is not an election year on the second or third MONDAY of MAY

1.2 The three other statutory meetings shall be held on ANY DAY in the months of JANUARY, JULY, and NOVEMBER.

1.3 Two additional meetings shall be held on ANY DAY in the months of MARCH and SEPTEMBER.

### 2. CHAIRMAN OF THE MEETING

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

### 3. QUORUM

Three members shall constitute a quorum.

### 4. VOTING

4.1 Members shall vote by show of hands or, if at least two members so request, by signed ballot.

4.2 If a member so requires, the Clerk shall record the names of the members who vote on any question so as to show whether they voted for or against it.

#### 4.3 Votes of the Chairman of the meeting

4.3.1 Subject to 4.3.2 and 4.3.3 below, 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 even if he gave no original vote.

4.3.2 Chairmen of committees and sub-committees shall also have a second or casting vote.

4.3.2 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, he may not give an original vote in an election for Chairman.

4.3.3 The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

## 5. ORDER OF BUSINESS

[In an election year, councillors should execute Declarations of Acceptance of Office in each others' presence or in the presence of the Clerk before the annual meeting starts.]

- 5.1 At each Annual Meeting the first business shall be
- to elect a Chairman,
  - to receive the Chairman's Declaration of Acceptance of Office (or, if not then received, to decide when it shall be received),
  - to decide when any Declarations of Acceptance of Office which have not been received as provided by law shall be received,
  - to elect a Vice-Chairman,
  - to consider the payment of any subscriptions falling to be paid annually, and
  - to transact any other business specified in the summons.
- 5.2 At every meeting other than the Annual Meeting, the first business shall be to appoint a Chairman of the meeting if both the Chairman and Vice-Chairman be absent and to receive such declarations of acceptance of office (if any) as are required by law to be made or, if not then received, to decide when they shall be received.
- 5.3 After the first business has been completed, the order of business (unless the Council decides otherwise on the grounds of urgency) shall be as follows:
- 5.3.1 After consideration, to approve the signature by the person presiding of the Minutes of the previous meeting as a correct record.
- 5.3.2 To deal with business expressly required by statute to be done.
- 5.3.3 To transact any other business specified in the summons.
- 5.3.4 To exchange information on any other business not specified in the summons.
- 5.4 A motion to vary the order of business on the grounds of urgency shall be put to the vote without discussion.

## 6. EXPENDITURE

- 6.1 Orders for the payment of money against specified items of expenditure authorised by resolution of the Council and drawn on an account set up for the purpose shall be signed by the Responsible Financial Officer.
- 6.2 All other orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

## 7. CONTRACTS

- 7.1 Where it is intended entering into a contract exceeding £500 but not exceeding £1,000 or such less sum as the Council may determine for the supply of goods or materials, or for the execution of works, the Clerk shall give three weeks' notice of such intention by notice on the Council's notice boards and shall obtain three estimates.

7.2 Where it is intended to enter into a contract for any larger sum than £1,000, the action and procedure proposed in model Standing Order 73 in "Standing Orders and Chairmanship" shall be followed unless the Council decide otherwise.

7.3 The Clerk shall be authorised to spend up to £50 in any financial year at his discretion for minor purchases connected with or for extension of the terms of such contract.

8 ESTIMATES

The Council shall approve written estimates for the coming financial year by the JANUARY meeting at the latest.

9 INTERESTS

The Clerk shall maintain a register of interests for all councillors. Should any Councillor declare an interest in a contract, proposed contract or any other matter under discussion by the Council this matter will be recorded in the minutes of that meeting. Where a Councillor has a prejudicial interest in any business of the authority, the Councillor may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business. Members of the public are permitted to attend the meeting for the same purpose.

The maximum amount of time available to make representations or give evidence shall be limited to 3 minutes. Further time will be allowed for answering questions.

10. INSPECTION OF DOCUMENTS

All Minutes kept by the Council and by any committee shall be open to inspection upon request by any member of the Council and any elector of the Parish.

11. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

The public shall be admitted to all meetings of the Council which may, however, temporarily exclude the public by resolving that, in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that such temporary exclusion shall take place.

12. ADDITION, VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

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

13. STANDING ORDERS FOR MEMBERS OF THE COUNCIL

A copy of these Standing Orders shall be given to each member by the Clerk on delivery of the member's Declaration of Acceptance of Office.

By order of the Council  
12 November 2007

H E Tonks  
Clerk to the Council