

## **Standing Orders**

### **1. Parish Representatives**

1.1. Following election or co-option to the Meeting, each Parish Representative (Representative) will be issued with a copy of the Code of Conduct and Standing Orders of the Meeting. They will sign the form of Declaration of Acceptance of Office in the presence of the Clerk of the Meeting, or of a Representative who has been specifically designated by the Meeting for this purpose.

1.2. All Representatives will observe the Code of Conduct at all times when on Meeting business and no member will act in such a way that will bring the Meeting into disrepute, behave offensively in meetings or obstruct the Meeting's business.

1.3. The Code of Conduct adopted by the Meeting will define when a Representative will declare a personal or prejudicial interest in an item for discussion at a meeting. The Representative will declare that interest and the nature of the interest at the earliest opportunity.

### **2. Annual Meetings**

2.1. If the Annual 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 or June.

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 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 Meeting for the preceding year.

### **3. Meetings**

3.1. Meetings will be held in appropriate, accessible accommodation. Unless no other accommodation is available the meetings will not be held in premises used for the supply of alcohol.

3.2. An agreed frequency of meetings will be decided at the Annual Meeting and Representatives will be advised of the meetings by the issue of a summons and agenda delivered by post or by hand. The agenda may be delivered by email provided the Meeting has previously agreed to this. In any case the agenda must be issued at least three clear business 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 working 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 Parish 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 Representatives to declare interests. An opportunity for public questions will be made available immediately before the commencement of each meeting.

3.7. The Meeting 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.

3.8. The Chairman of the Meeting will preside at the meeting and will be responsible for the conduct of that meeting. If the Chairman is not present then another Representative will preside. If they are not present then the first matter on the agenda will be the election of an appropriate Representative 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 Meeting will be two Representatives of the Parish Meeting, plus a minimum of three parishioners. If there are insufficient members present then no business will 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 meeting when next convened.

3.11. Voting at the meeting shall be by a show of hands unless a majority of Representatives wants a ballot. Only the proposer and seconder will be recorded in the minutes unless a Representative requests that their vote is noted. A Representative may also request that the Clerk records how each Representative has voted, including abstentions. Any request of this nature will be made before moving on to the next business.

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. The minutes which are circulated will be draft minutes until they are approved by the Parish Meeting at their next meeting and signed by the person presiding at that meeting.

3.14. With regard to planning applications - if there is a personal interest a statement can be made to the Parish Meeting but then the person must leave the meeting while discussions take place.

3.15. Any sub-meetings of the Parish Meeting will abide by the terms of these Standing Orders and all other Formal Documents of the Parish Meeting.

## **4. Finance**

### **4.1. Responsible Finance Officer (RFO)**

4.1.1. The Responsible Finance Officer is appointed by the Meeting for managing the Meeting's financial affairs in accordance with Proper Practices.

### **4.2. Estimates and Precept**

4.2.1. The RFO will compile estimates of income and expenditure annually for the Meeting's consideration. The Meeting will review the budget not later than the end of December in

preparation for the precept being agreed, and submitted to the Collection Authority in January. During the year the budget will be reviewed against actual expenditure and income. Amendments to the budget will be discussed in Meeting and changes minuted.

#### 4.3. Income and Expenditure

4.3.1. The RFO will supply regular updates of income and expenditure throughout the year and detail actual figures against estimate. Significant underspends or overspends will be brought to the attention of the Meeting and action taken to address any discrepancies. Underspent revenue will be identified and earmarked to reserves by a Meeting resolution.

#### 4.4. Accounting and Audit

4.4.1. The RFO will determine all accounting procedures and financial records of the Meeting in accordance with the Accounts and Audit Regulations.

4.4.2. The RFO will complete the annual financial statements of the Meeting including the annual return as soon as practicable after the end of the financial year and will submit and report on them to the Meeting. The Meeting will review each year and ensure that there is an adequate, effective system of internal audit of the Meeting's accounting, financial and other procedures in line with Proper Practice.

4.4.3. An Internal Auditor will be appointed by the Meeting 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 Meeting.

4.4.4. 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

4.5.1. The Meeting's banking arrangements, including the Bank Mandate, will be made by the RFO and approved by the Meeting. They will be regularly reviewed for efficiency.

4.5.2. A resolution of the Meeting will nominate at least three members to be authorised by the Meeting to sign cheques.

4.5.3. All items of expenditure will be authorised by the Meeting 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 Representatives.

4.5.4. Any utility bill may be paid by Direct Debit provided that the instructions are signed by two authorised Representatives.

#### 4.6. Loans and Investments

4.6.1. All loans and investments will be negotiated in the name of the Meeting and will be set for a period approved by the Meeting.

4.6.2. All borrowings will be in the name of the Meeting and will not be entered into until necessary approvals have been given. Any application will be approved by Meeting, especially the terms and purpose. These terms must be reviewed annually.

4.6.3. All investments of money under the control of the Meeting will be in the name of the Meeting and all certificates compiled by the RFO.

#### **4.7. Contracts and Purchase Orders**

4.7.1. An official order or letter will be issued for all work or service paid for by the Meeting. All Representatives and officers are responsible for obtaining good value for money at all times. An officer placing an order on behalf of the Council will ensure that good value and appropriate terms are obtained for the transaction.

4.7.2. Orders for values £500 to £2000 require a minimum of two quotations; for values above £2000 three quotations are required. Contracts exceeding £50,000 require additional safeguards and will follow Proper Practice.

4.7.3. All estimates will be approved by the Meeting; while the Meeting is not obliged to accept the lowest quotation the reasons for accepting the quotation will be recorded.

#### **4.8. Assets**

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

#### **4.9. VAT**

4.9.1. Parish meetings are not local authorities for the purposes of the VAT legislation. The Parish must therefore pay VAT on any purchases which attract it and cannot claim a refund.

### **5. Insurance**

5.1. Following the annual risk assessment the Meeting will review the level of insurance cover and ensure it is adequate and appropriate for the activities of the Meeting.

### **6. Risk Assessment**

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

6.2. If the Meeting undertakes a new activity not covered by the existing risk assessment an assessment will be undertaken before the activity commences.

### **7. Records, Data and Freedom of Information**

7.1. The Meeting shall maintain separate policies governing the retention of records, data protection and processes for handling loss of information.

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

### **8. Clerk to the Meeting**

8.1. The Meeting may appoint a number of employees to assist it in the performance of its duties. The Meeting will appoint a Clerk to the Meeting acting in an unpaid capacity.

8.2. The Clerk will act as the Proper Officer of the Meeting, and he/she will: receive the Declarations of Acceptance of Office and notices disclosing interests; sign documents on behalf of the Meeting and issue agendas and notices of meetings; receive and distribute plans and documents on behalf of the Meeting; and also advise the bank of changes to mandates with the bank.

## **9. Committees and task groups**

9.1. The Meeting from time to time may set up committees and task groups to undertake work on behalf of the Meeting. The Meeting will set their Terms of reference, and they will report periodically to the Meeting.

## **10. Emergency Business**

10.1. Should it not be appropriate to convene a special meeting then any emergency business will be handled by two Representatives of the Parish Meeting. Actions will be reported promptly to the Meeting.

## **11. Alteration or Reversal of previous decisions**

11.1. Decisions of the Meeting will not be revised within 4 months, except where a special item is placed on the agenda bearing the name of two Representatives, and is considered and approved by the Meeting.

## **12. Standing Orders**

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

12.2. During the course of meetings of the Meeting, the Chairman's decision as to the interpretation of the standing orders will be final. In cases of doubt, the Meeting will seek the advice of the Lincolnshire Association of Local Councils.

12.3. The Meeting may resolve to suspend a Standing Order, in order to progress the business of the Meeting, and such decision will be included in the minutes. The suspension will not be taken lightly and it will be time-limited.