

BLAISDON PARISH COUNCIL

STANDING ORDERS

1 MEETINGS OF THE COUNCIL

- i The Council will hold its annual meeting in May each year. Other meetings of the Council will be held on such dates as may be determined at the Annual meeting.
- ii The date of any meeting may be varied by the Council at any preceding meeting.
- iii Special meetings may be convened by the Chairman at any time.
- iv At least three members may request in writing to The Clerk that a special meeting be convened.

2 AGENDA

- i The Clerk will issue a summons and agenda for each meeting of the Council and will send it together with the minutes of the last meeting, and any reports, to each member at least 6 days before the date of the Council meeting.
- ii The above at (i) may be waived at the discretion of the Chairman in the event of urgent items and of special meetings of the Council.
- iii A copy of the agenda will be placed on the 3 notice boards in the parish.

3 CHAIRMAN

- i The Chairman will be elected annually by the Council from amongst the members.
- ii The Chairman will preside, unless he / she resigns or becomes disqualified, until the election of a successor.
- iii Election of The Chairman will be the first time of business at the Annual Meeting following apologies.
- iv The Chairman may hold office for a maximum of three consecutive annual terms only, or unless agreed to the contrary by all members present.
- v The ruling of The Chairman, having taken advice from The Clerk, on any point of procedure will be conclusive.

4 VICE CHAIRMAN

- i The Vice-Chairman will be elected annually by the Council from amongst the Members.

ii The Vice-Chairman will, unless he/she resigns or becomes disqualified, hold office until immediately after the election of a Chairman at the next Annual Meeting.

5 CLERK

i The Council will appoint a Clerk to be its Responsible Officer.

ii The Clerk will be responsible for the proper administration of the Council's financial affairs.

iii The Clerk will prepare an annual budget of income and expenditure for consideration and agreement by the Council at its December meeting.

6 FINANCIAL OFFICER

i At the Annual Meeting the Council will appoint a member to act as Financial Officer to be responsible for ensuring the probity of accounts for the purpose of Internal Audit.

7 BANK ACCOUNT

i Council will maintain a Bank Account

ii The Clerk will be responsible for operating the Council's Bank Account.

iii All cheques will require the signature of two of the nominated signatories.

8 CONTRACTS

Where it is intended to enter into a contact:

i For the supply of goods, services or works exceeding £300 The Clerk will invite tenders to seek estimates for 3 firms/suppliers.

ii All 3 tenders/estimates will be opened by The Clerk in the presence of the Chairman (or properly authorised deputy).

iii The Council will not be obliged to accept the lowest price but will be required to show value for money.

iv For expenditure of less than £500 the Chairman and Vice-Chairman in consultation with The Clerk shall have delegated responsibility to act on behalf of the Council.

v Expenditure incurred under (iv) above will be reported to the next meeting of the Council.

9 ACCOUNTS

- i The Clerk will provide a statement of account at each Council meeting.
- ii The Clerk may incur expenditure on behalf of the Council, provided there is agreed budgetary provision, subject to a limit of £50.
- iii Payments of cheques from the Council's account in respect of (ii) above will be reported to the next appropriate meeting of the Council.
- iv The Clerk will be responsible for completing the Annual Accounts of the Council as soon as practical after the end of the financial year and will submit them to the next meeting of the Council

10 DELEGATED AUTHORITY

- i Where it is necessary to take a decision on a matter of urgency when it is impractical to call a meeting of the Council, the decision will be taken by The Chairman and Vice-Chairman in consultation with The Clerk. The action taken will be reported to the next meeting of the Council.

11 QUORUM

- i No business will be enacted at a meeting of the Council unless at least 3 members are present.

12 VOTING

- i Voting will be by show of hands and a simple majority of those present.
- ii After a vote is taken any member may ask that his/her name be recorded in the minutes as voting for or against a proposal.

13 MINUTES

- i The Chairman will ask the meeting to approve the minutes of the last meeting.
- ii There will be discussion, except of accuracy, and if agreed the minutes will be signed. If there is a query above accuracy the Council will agree a suitable amendment before the minutes are signed by The Chairman.

14 MEMBERS INTERESTS

i If any member has a financial or any direct or indirect interest in a matter under discussion by the Council, that member must disclose the interest and withdraw from the meeting unless invited to remain by the rest of the Council.

A member who is invited to remain will not be entitled to vote.

ii Any disclosure or withdrawal under this Standing Order will be recorded in the minutes of the meeting concerned.

15 OFFICER'S INTERESTS

i If The Clerk has a financial or any other direct or indirect interest in a matter under discussion by the Council, then he/she must disclose the interest and withdraw from the meeting unless invited to remain by the Council.

ii Any disclosure or withdrawal under this Standing Order will be recorded in the minutes of the meeting concerned.

16 VARIATION OF STANDING ORDERS

i The Council may add or vary these Standing Orders provided that notice is given in the agenda for the meeting of the Council and at least 3 members are present.