

PAPPLEWICK PARISH COUNCIL

Standing Orders Amended 14.9.2006

1. Meetings of the Parish Council shall be held at the Village Institute on Linby Lane on the second **Wednesday** of **every alternate month unless the Council decides otherwise.**
2. The Annual Parish Meeting shall be held on the same evening, but prior, to the March meeting each year.
3. The Annual General Meeting of the Council shall be held on the **second Wednesday** in May in an ordinary year or as appropriate in an election year as the Council decides.
4. The Finance Committee meeting will be held in October each year.
5. The person presiding at a meeting may exercise all powers and duties of the Chairman.
6. Members shall vote by the show of hands, or if requested, by signed ballot. If a member requires, a recorded vote shall be taken. A Proposer and Secunder shall be obtained before a vote is taken.
7. The order of business for the Annual Parish Meeting will be:
 - Annual Report of Chairman
 - Annual Report of Representatives
 - Parishioners' Forum
8. The order of business for the Annual General Meeting shall be as detailed below, followed by normal Parish business:
 - Election of Chairman
 - Election of Vice Chairman
 - Election of Representatives
 - Election of Committee members
 - Statement of Accounts
9. The order of business for an ordinary Parish Meeting shall include:
 - Open Forum
 - Apologies for absence
 - Declarations of Interest
 - Acceptance of the Minutes of Previous Meeting
 - Matters Arising from the Minutes
 - Correspondence
 - Accounts
 - Planning
 - Playing Field
 - Reports by Councillors
 - Date of Next Meeting

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10. The public and press shall be admitted to all meetings of the Council which may, however, temporarily exclude the public and press by means of the following resolution:

"That in the view of the (special/confidential) nature of the business about to be transacted, it is advisable in the public interest that the public/press be temporarily excluded and they are instructed to withdraw."
11. Flexible time for a member of the public to speak may be allocated by the Chairman, during which time the meeting shall be adjourned.
12. Members and General Public shall inform the Clerk, in writing, **eleven** clear days prior to a meeting, or earlier, of other matters to be placed on the Agenda.
13. The Chairman shall be elected each year.
14. All accounts for payment and claims upon the Council shall be laid before the Council except where it is necessary for payment before authorisation, when such payments shall be certified as to its correctness and urgency by the Chairman. Signature of two Councillors shall be needed on all cheques.
15. Minor works to be carried out costing up to a maximum of £100 will not require 3 tenders. The Clerk be authorised to settle accounts in between meetings but after prior consultation with the Chairman or Vice Chairman.
16. If a member/spouse has a pecuniary interest direct or indirect, within the meaning of sections 94-95 of the Local Government Act 1972, in any contract, proposed contract or other matter, he/she shall, while it is under consideration by the Council withdraw from the meeting unless the interest is trivial in the manner described in section 97(b) or:-
 - (a) The disability imposed upon him/her by those sections has been removed by the District Council; or
 - (b) The Council invite him/her to remain; or
 - (c) The contract, proposed contract or other material is under consideration as part of the report of a committee and is not itself the subject of debate.
17. All members may claim travel allowances for approved duties performed outside the Parish or Community.

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18. Any Working Parties set up by the Council may meet without members of the general public being informed but any final decision must be ratified by the full Council before being implemented.
19. No member of the Council or of any committee or subcommittee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the subcommittee as the case may be.
20. Points of order relate to procedure only and take precedence over other business.
21. No resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and delivered the notice to the Clerk at least **eleven** clear days prior to the next meeting.
22. Three members in attendance shall constitute a quorum.
23. A Councillor must always give a reason when he/she propose to be absent from a meeting.
24. Approval by the Council for the absence cannot be given unless a reason for the absence has already been given in **writing** and recorded in the Council's Minutes.
25. On receipt of planning applications the Clerk shall enter details in a book kept for this purpose including date received; address of property; summary of application and date returned.
26. As well as the Specified Standing Orders, the Council may adopt any of the Model Standing Orders presented in the National Association of Local Councils Handbook if the members so wish.
27. A copy of the standing orders shall be given to each member of the Council upon delivery to him/her of the member's declaration of acceptance of office.
28. A notice of meeting shall be sent together with an invitation to attend to the County Councillor and District Councillor.
29. An extraordinary meeting may be called by the Chairman.
30. If the Chairman refuses to call an extraordinary meeting after a written request signed by two Councillors, after seven days two members may convene an extraordinary meeting of the Council.