

Sopley PARISH COUNCIL STANDING ORDERS

Councillors

1.1. Following election or co-option to the Council, each Councillor will be issued with a copy of the Code of Conduct and Standing Orders of the Council. They will sign the form of Declaration of Acceptance of Office in the presence of the Clerk of the Council.

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

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

1.4. Method of co-option of a Councillor(s) will be by secret ballot. After each ballot the name of the person securing the least number of votes will be deleted from the list and a further ballot will take place until only the required number of names remain. In the event of an equal number of votes for more than one candidate the Chairman shall have the casting vote.

2. Annual Meetings

2.1. Annual Meetings will be held on the second Tuesday in May.

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 and to receive their acceptance of office. 2.3 At each Annual Meeting the first business shall be: (a) To elect a Chairman (b) To receive the Chairman's declaration of acceptance of office or, if not then received to decide when it shall be received. (c) To decide when any declarations of office which have not been received as provided by law shall be received. (d) To elect a Vice Chairman. (e) To appoint Committees. 3. Meetings 3.1. Meetings will be held in appropriate, accessible accommodation and should not be held in accommodation used for the sale of alcohol unless no other premises are available free of charge or at a reasonable cost. 3.2. Parish Council meetings will be held on the second Tuesday of each month, except for August. Notification of meetings will be by a summons and agenda delivered by post or by hand. The agenda may be delivered by email provided the Council has previously agreed to this. In any case the agenda must be issued at least three clear business days before the meeting. The minimum three clear days' public notice for the meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a Bank Holiday or a day appointed for public thanksgiving or mourning. 3.3. Public notices will be posted on the Parish Council noticeboards 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 as stated above. 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. If the public's presence is considered to be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons the public may be excluded by a resolution which shall give reasons for the public's exclusion. 3.5. Members of the public may speak at Council meetings during public participation and at the discretion of the Chairman should they be entitled to do so in

respect of the business on the Agenda. The period of time designated for public participation at a meeting in accordance with this standing order shall not exceed 10 minutes unless directed by the Chairman of the meeting. A member of the public shall not speak for more than 10 minutes. 3.6. In accordance with Standing Order 3.5 above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response is given. A person shall raise his/her hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking. A person who speaks at a meeting shall direct his comments to the Chairman of the meeting. 3.7. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking. 3.8. Filming, photographing, recording, broadcasting or transmitting the proceedings of any meeting of the Council or a Committee (or sub-committee) should be conducted in accordance with the Council's Protocol for Reporting at Meetings. 3.9. Any person wishing to report on the proceedings of a meeting as in Standing Order 3.8 above shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. 3.10. The agenda for the meeting will be agreed by the Clerk and Chairman. All Councillors and the Clerk are entitled to add items to the agenda providing one week's notice is given before the date of the meeting. The agenda will always include an item to enable Councillors to declare interests. An opportunity for public questions will be made available immediately before the commencement of each meeting. 3.11. The Council 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. 3.12. The Chairman of the Council will preside at the meeting and will be responsible for the conduct of that meeting. If the Chairman is not present then the Vice Chairman will preside. If they are not present then the first matter on the agenda will be the election of an appropriate Councillor who will chair the meeting. Whoever chairs the meeting will assume the duties of the Chairman for the meeting. 3.13. The quorum for the Council will be five Councillors. If there be insufficient members present then no business will be transacted. All questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting. 3.14. 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 next meeting. 3.15. The Council will allow time at each meeting for the County and District Councillors to submit their reports. 3.16. Voting at the meeting shall be by a show of hands unless a majority of Councillors request a ballot. A Councillor may also request that the Clerk records how each Councillor has voted, including abstentions. Any request of this nature will be made before moving on to the next business. 3.17. In cases of equal votes the Chairman (or other person presiding) will have a second or casting vote. 3.18. Minutes 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 Council at their next meeting and signed by the person presiding at that meeting. 3.19. With regard to planning applications - if there is a personal interest a statement can be made to the Parish Council meeting but then the person must leave the meeting while discussions take place. Minutes will include an accurate record showing the time and place of the meeting, the names of Councillors present and absent and interests that have been declared by Councillors and non-Councillors with voting rights, whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered, if there was a public participation session and any resolutions passed at the meeting. 3.20. A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary

interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the Code on his right to participate and vote on that matter. 3.21. A meeting shall not exceed a period of three hours. 4. Finance 3.15. Responsible Financial Office (RFO) 3.15.1. The Responsible Financial Officer is a statutory office and appointed by the Council. The Clerk of the Council will take on this role of managing the Council's financial affairs in accordance with Proper Practices. 3.16. Estimates and Precept 3.16.1. The RFO will compile estimates of income and expenditure annually for the Council's consideration. The Council will review the budget at the Finance and General Purposes Committee meeting on the third Tuesday in November and submit to NFDC following the December Parish Council meeting. During the year the budget will be reviewed against actual expenditure and income. Amendments to the budget will be discussed in Council and changes minuted. 3.17. Income and Expenditure 3.17.1. 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 Council and action taken to address any discrepancies. Underspent revenue will be identified and can be earmarked to reserves by a Council resolution. 3.18. Accounting and Audit 3.18.1. The RFO will determine all accounting procedures and financial records of the Council in accordance with the Accounts and Audit Regulations. 3.18.2. The RFO will complete the annual financial statements of the Council including the annual return as soon as practicable after the end of the financial year and will submit and report on them to the Council. The Council will review each year and ensure that there is an adequate, effective system of internal audit of the Council's accounting, financial and other procedures in line with Proper Practice. 3.18.3. An Internal Auditor will be appointed by the Council 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 Council. 3.18.4. The RFO will submit the Annual Return to the External Auditor by the due date, ensuring the return is complete. 3.19. Banking Arrangements and Cheques 3.19.1. The Council's banking arrangements, including the Bank Mandate, will be made by the RFO and approved by the Council. They will be regularly reviewed for efficiency. 3.19.2. The Chairman, Vice Chairman and Chairmen of Committees will be authorized signatories. 3.19.3. All items of expenditure will be authorised by the Council 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 three authorized signatories. 3.20. Investments 3.20.3. All investments of money under the control of the Council will be in the name of the Council and all certificates or other documents will be retained by the RFO. 3.21. Contracts and Purchase Orders 3.21.1. An officer placing an order on behalf of the Council will ensure that good value and appropriate terms are obtained for the transaction. 3.21.2. Where orders are for values over £1,000 the Council shall endeavour to obtain a minimum of three quotations. 3.21.3. All estimates will be approved by the Council or Committee authorizing the work; while the Council is not obliged to accept the lowest quotation the reasons for accepting the quotation will be recorded. 3.22. Assets 3.22.1. The RFO will ensure that an appropriate and accurate Register of Assets is maintained by the Council. It will be reviewed at least annually, in conjunction with a health and safety inspection of assets if appropriate. 3.23. VAT 3.23.1. The RFO will promptly complete any VAT Return that is required. Any repayment claim due in accordance with the VAT Act 1974 section 33 will be made at least annually coinciding with the financial year. 4. Insurance 4.1. Following the annual risk assessment the Council will review the level of insurance cover and ensure it is adequate and appropriate for the activities of the Council. 5. Risk Assessment 5.1. A risk assessment will be undertaken annually of all the activities of the Council and a report approved by the Council. This assessment will also cover the appropriateness of the

internal audit arrangements. The Risk Assessment will be reviewed annually. 5.2. If the Council undertakes a new activity not covered by the existing risk assessment an assessment will be undertaken before the activity commences. 6. Freedom of Information 6.1. The Council is subject to the Freedom of Information Act and has adopted the Model Publication Scheme for Parish Councils. The Clerk will ensure the Council conforms to the requirements of the Act allowing public access to the appropriate documents. 7. Clerk to the Council 7.1. The Council may appoint a number of employees to assist it in the performance of its duties. The Council will appoint a Clerk to the Council which will be on an employed basis. 7.2. The Clerk will act as the Proper Officer of the Council, and he/she will: receive the Declarations of Acceptance of Office and notices disclosing interests; sign documents on behalf of the Council and issue agendas and notices of meetings; receive and distribute plans and documents on behalf of the Council; and also advise the bank of changes to mandates with the bank. 7.3. The Clerk will act as Responsible Financial Officer or be responsible for managing a Finance Officer or other employees of the Council. 7.4. As an employee of the Council the Clerk is covered by employment legislation dealing with employment rights, discrimination in employment, unfair dismissal, redundancy and similar matters. The Clerk will therefore have a contract of employment stating the terms and conditions under which he/she is employed. This will effectively be administered by the Chairman or designated Councillor acting with the authority of the Council. 8. Committees and task and finish groups 8.1. The Council may set up committees and task-and-finish groups to undertake work on behalf of the Council. The Council will set their Terms of reference, and they will report periodically to the Council. 9. Emergency Business 9.1. Should it not be appropriate to convene a special meeting then any emergency business will be handled by the Clerk, in consultation with the Chairman and one other Councillor. Actions will be reported promptly to the Council. 10. Alteration or Reversal of previous decisions 10.1. Decisions of the Council will not be revised within 4 months, except where a special item is placed on the agenda bearing the name of two Councillors, and is considered and approved by the Council. 11. Standing Orders 11.1. These and any other standing orders will be reviewed annually by the Clerk and the Chairman, and any amendments will be decided by the Council. 11.2. During the course of meetings of the Council, the Chairman's decision as to the interpretation of the standing orders will be final. 11.3. The Council may resolve to suspend a Standing Order, in order to progress the business of the Council, and such decision will be included in the minutes. The suspension will not be taken lightly and it will be time-limited. Standing Orders Adopted Minute 15 of Parish Council Minutes Dated 10.02.15