

# Lyng Parish Council

## Standing Orders (Adopted 9<sup>th</sup> May 2007)

1. The Statutory Annual Meeting must be held annually in May, or within 14 days of elected councillors taking office; at least 3 other meetings must be held within a year. (Normally 6 meetings held bi-monthly).
2. If the elected Chair is absent any councillor, when acting in his place, has all the powers and duties of the Chair.
3. The Proper Officer, (whose duties are to execute decisions, manage correspondence, keep accounts, etc) will be the Clerk, or in his absence the Chair or Vice-Chair. He
  - a. must make available all minutes for inspection by any member
  - b. must allow reasonable access to meetings by the Press, and
  - c. must circulate a copy of planning applications and amendments as soon as they are received.
4. With 3 councillors present, the meeting is quorate, except where one is excluded from decisions because of a prejudicial interest.
5. Voting is by show of hands, but if two councillors wish, a signed ballot may replace this. The way each councillor has voted may be minuted if anyone requests it before the next business.
6. In his capacity as councillor, apart from his casting vote, the Chair has one vote on all matters. The exception is where he has lost his seat but must chair the Annual Statutory Meeting until his successor is elected. Nevertheless, he may still use his casting vote here if necessary.
7. At each Annual Statutory Meeting the priority of business is:
  - a. to elect a Chair and Vice Chair;
  - b. to receive their declarations of acceptance or set dates for receiving them;
  - c. to make arrangements for filling any vacancies on the Council;
  - d. ensure all written undertakings to comply with the Code of Conduct are received, or due by a set date.
8. At each other meeting, if the Chair and Vice Chair are absent, a Chair for that meeting must first be decided. After that, the priority of business is:
  - a. to deal with declarations of acceptance of office;
  - b. to sign the minutes;
  - c. to deal with any other matters required by law.
9. No decision may be taken on a matter which is not on the agenda. The Clerk will include late items for the agenda if time allows. Late addition of planning application consultations will be permitted but any decision must be subject to neighbour consultation.
10. The reversal of a decision cannot be considered within 6 months unless; a sub-committee recommends it, or subsequent financial implications warrant reversal, or 5 members together make a written proposal for reversal.
11. The Council can appoint, or dissolve, sub-committees at any time, but
  - a. must define their roles;
  - b. may review their membership at any time but must do so at the next Annual Statutory Meeting;

- c. may appoint members from outside the Council.
12. The Chair of a sub-committee may have a casting vote.
  13. The Council must
    - a. set up accounting records and systems of internal control;
    - b. assess and manage risks faced by the Council;
    - c. obtain regular reports from the Internal Auditor at least annually.
  14. Payments may not be made unless they result from a Council decision and have two members' signatures or are delegated to the Clerk for bank transfer.
  15. Urgent payments may be made outside Council meetings by the Clerk with the signature of the Chair and one other member. The Clerk will provide the members with a full financial statement at the end of the financial year, or at other meetings if requested.
  16. In their behaviour, members must comply with the Code of Conduct adopted on July 11<sup>th</sup> 2007.
  17. No member may act as if in the name of the Council (for example by inspecting Council land, issuing orders, etc) unless authorised to do so at an earlier meeting.
  18. A member must declare his prejudicial interest, as defined in the Code of Conduct, as soon as he realises it, and explain what it is.
  19. Councillors who have declared a prejudicial interest may nevertheless be invited by the Chair to make representations, answer questions or give evidence, all of which must be minuted. The Chair will decide at what point they must retire.
  20. The public may attend any scheduled meeting, except during business where the Council decides as follows and gives its reasons:

“That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw”
  21. The Chair may invite members of the public to speak, and their contributions must be minuted.
  22. Members of the public may be removed from a meeting if, after one warning, they continue to disrupt it.