

HARGRAVE PARISH COUNCIL

STANDING ORDERS

1. The Parish Council is to consist of seven Councillors.
2. A quorum to consist of three Councillors.
3. Meetings to be held in the Village Hall at times to be specified.
4. Six meetings to be held in any year with six additional planning meetings if required.
5. The financial year to commence on 1st April and end on 31st March.
6. Two Councillors may request a special meeting on any relevant subject.
7. Notice of meetings to be sent to Councillors no later than three working days prior to the meeting (not including the day of receipt)
8. Notice of meetings and full Agenda to be published on the village noticeboard a minimum of three days prior to a meeting.
9. Parish Council meetings are 'closed'. The public may attend any meeting but may only contribute during an agreed open session. Following Parish Council's adoption of paragraph 12(2) of the Code of Conduct, Councillors with a prejudicial interest in any item on the agenda may make representation, answer questions or give evidence on that item during the Open Forum part of the meeting when the public is also allowed to contribute.
10. The Annual Meeting of the Parish must be held between 1st March and 1st June inclusive. All electors have the right to talk, vote and discuss parish issues.
11. The election of Chairman for the ensuing year to normally be the first business of the Annual Meeting of the Parish Council in May.
12. In the event of a council vacancy and no election being called, Councillors will vote by secret ballot for any candidate submitted.
13. Parish Councillors will serve for a four year period.
14. The Chairman has a casting vote.
15. There are no proxy votes.
16. Apologies for absence should be given before meetings and include reasons.
17. Absence for six consecutive months constitutes resignation.
18. Estimates and Budget for the following year to be submitted in January of each year.
19. The Precept on the District Council to be set in January following the presentation.
20. Standing Orders to be re-adopted at the Annual Meeting in May.
21. Cheques to be signed by any two signatories, who should be councillors, with the cheque stubs being signed by the same two Councillors plus the Clerk.

22. The Minutes to be loose-leaf, each page to be signed and dated by the Chairman/Vice Chairman. Copies of the draft minutes to be sent to each Councillor within the two weeks following the meeting. The Chairman's copy to be filed as a secondary record.
23. The Minutes file to be held by the Clerk and not to leave the Clerk's possession.
24. Requests for inspection of Minutes to be by appointment only with the Clerk.
25. Photo-copies of the Minutes are available to the public on request and the payment of the appropriate cost.
26. Categories of information available to view on request:

Council internal practice and procedure	Planning Documents
Code of Conduct	Audit and Accounts
Periodic Electoral Review	Employment Practice and Procedure
27. Resignations of Councillors to be submitted in writing to the Clerk/Chairman.
28. Casual vacancy where an election is not called to be filled by co-option, voting by secret ballot.
29. Three months' notice to be given by the Clerk upon resignation made in writing.
30. Ordinary Meetings to be held on the first Monday of January, March, May, July, September and December at 7.30 pm. Planning Meetings to be held on the first Monday of February, April, June, August, October and December, if there are new applications or developments to be discussed. The procedure for the Planning Meetings to be the same as for Ordinary Meetings. Should any meeting fall on a Bank Holiday then it will be held on the second Monday of the same month.
31. Interests (personal and prejudicial) to be declared as directed by the Local Government Act 2000.
32. Open discussion times to be held before, during or after the meeting at the discretion of the Chairman. The Clerk will take notes but these will not form part of the official Minutes. Items raised can be carried through to a subsequent meeting.
33. Internal Audit to be carried out by a member of the Council, but not the Chairman.
34. The Audit to be attended by the Clerk or Chairman/Vice Chairman.
35. The Clerk can only participate in any discussions in an advisory capacity.
36. All correspondence carried out by the Clerk to be sent 'on behalf of the Parish Council'.
37. The Parish Council to appoint the following officers:-
 - Vice Chairman
 - Two representatives to sit on the Village Hall Management Committee
 - Community & Road Safety
 - Footpath Liaison
 - Internal Auditor – who should not be a signatory
 - Village Maintenance
 - Youth services
38. The Parish Council, as a statutory body, is the Trustee of the Village Hall and annual financial reports must be submitted to the Trustee by the Village Hall Management Committee.