

WINTERBORNE FARRINGDON PARISH COUNCIL

STANDING ORDERS

APPROPRIATE OFFICER

1. The appropriate officer within the Council, in this case the Clerk, shall:
 - Receive and record notices, plans, documents and bylaws,
 - Prepare agendas and announce Council meetings,
 - Make proper minutes of each meeting.

MEETINGS

2. Parish Council meetings shall be held at Winterborne Monkton Village Hall and will commence at 7:00pm unless otherwise decided.
3. Annual Parish Meetings in an election year will be held within ten days of the election and in other years on the third / fourth Wednesday in May.
These meetings shall start at 7:00pm and will be immediately followed by the annual meeting of the Parish Council.
4. The Council will meet on four other dates in the year. These are the Third / Fourth Wednesday in May, August, and February.
5. The Agenda for each meeting will be delivered to each councillor on the Wednesday before the meeting. A copy of the Agenda will be posted on Council notice boards at least three days before the next meeting.

CHAIRMAN OF THE MEETING

6. The person presiding at the meeting may exercise all the powers and duties of the Chairman.

QUORUM

7. Four Councillors, plus the Chairman will form a quorum.
8. If a Council meeting is, for whatever reason, inquorate any outstanding business shall be dealt with at either the next meeting or another date fixed by the Chairman.

VOTING

9. Members shall vote by a show of hands or, if requested by two or more members, signed ballot. The Clerk shall record the names of those who voted in any such ballot.
10. The Chairman may give an original vote and may give a casting vote in the event of a tie.
11. The Chairman may not give an original vote at the election for Chairman if he/she is presiding at that meeting. The person presiding must give a casting vote in the event of a tie.

RESOLUTIONS MOVED ON NOTICE

12. No resolution can be moved unless the business it relates to has been placed on the agenda by the Clerk or the proposer has given seven days notice in writing to the Clerk before a Council meeting
13. Every resolution or recommendation made by the Council shall be relevant to the powers and constituency of the Council.

RESOLUTIONS MOVED WITHOUT NOTICE

14. The following resolutions or recommendations can be passed without notice:
 - to appoint a Chairman of the meeting,
 - to approve the minutes of the previous meeting,
 - to alter the order of business,
 - to refer a matter to a sub-group or the district/county council,
 - to appoint sub-groups,
 - to adopt a report,
 - to authorise the sealing of a document,
 - to amend a motion,
 - to withdraw a resolution or amendment,
 - to exclude the public,
 - to invite a member having an interest in the subject to remain,
 - to give consent when required by this document,
 - to suspend an Order contained in this document,
 - to adjourn the meeting.
15. Members can raise questions regarding the business of the Council without notice. The person questioned can decline to answer immediately and may give a written answer within fourteen days.
16. If, during a meeting a question regarding the conditions of service of an employee of the Council arises a decision must be made as to whether the public should be excluded.

ADMISSION OF THE PUBLIC/PRESS TO MEETINGS

17. The public shall be admitted to all Council meetings unless the Council decides otherwise.
18. If a member of the public interrupts or disrupts the meeting at any time the Chairman may, after a suitable warning, order him/her to leave.

EXPENDITURE

19. Any resolution that, if carried, would adversely affect Council budgets can be adjourned until the next meeting at the discretion of the Chairman.
20. Orders for payments shall be authorised by a resolution and signed by two members.
21. The Council's Financial Regulations shall govern all transactions made. The Regulations can be amended by a resolution.
22. The Clerk is responsible for Council budgets and expenditure.

DECLARATION OF INTERESTS

23. A member who has any form of financial or non-financial interest in any matter being discussed by the Council should withdraw from the meeting unless he is invited to remain.
24. Any financial interest as specified above shall be recorded in the minute book by the Clerk. The book is available for the inspection of any member. (Now covered by Dec of Interests)

INSPECTION OF DOCUMENTS AND OTHER ITEMS

25. Any member who wishes to read or inspect a document, including minutes of meetings, in the possession of the Council shall be supplied with a copy on request.
26. Members may not issue instructions or inspect land/premises on behalf of the council unless authorised.

CONFIDENTIAL BUSINESS

27. Members may not disclose confidential information to those outside of the Council.

PLANNING APPLICATIONS

28. The Clerk shall refer every planning application to the Chairman (or the vice-Chairman in his absence) within 48 hours of receipt.
29. *Minor planning applications* will be forwarded by the Clerk to the sub-group for their inspection and comments.
Major planning applications shall be referred to the whole Council at a special meeting, notice of which shall be three clear days. Members unable to attend may inspect the application prior to the meeting.
Observations on each application shall be forwarded to the appropriate Council by the Clerk

STANDING ORDERS

30. A copy of this document shall be given to each member by the Clerk upon receipt of the member's Declaration of Acceptance of Office.

WINTERBORNE FARRINGDON PARISH COUNCIL

FINANCIAL REGULATIONS

GENERAL

1. These financial regulations shall govern the conduct of the Council's financial transactions and may only be altered by a resolution.
2. As the Responsible Finance Officer, the Clerk shall be responsible for administration of the Council's financial affairs. The Clerk must not be personally involved in any transaction.

ANNUAL ESTIMATES

3. The Clerk shall submit detailed income & expenditure estimates not later than the May meeting. At the same time the Clerk shall recommend the precept to be levied for the following year.
4. The annual budget shall form the basis of financial control during the year.

BUDGET CONTROL

5. Any expenditure that cannot be met by the budget must be approved by the Chairman or, in his absence, two other members and reported at the next Council meeting.
6. An income and expenditure update shall be provided at each meeting.
7. Any necessary expenditure for repair or replacement may be incurred by the Clerk up to a limit of £ (?). This should be reported to the Chairman at the earliest possible opportunity.
8. Expenditure incurred under (7) above shall / could be subject to a supplementary estimate approved by the Council.
9. No capital expenditure shall be incurred unless the necessary funds are available.
10. All capital works and projects shall be administered in accordance with the standing orders relating to contracts.

ACCOUNTING AND AUDIT

11. The Account and Audit Regulations (1996) shall determine the Council's accounting procedures and financial record keeping. (Now the Audit Commission ?)
12. The Clerk shall be responsible for completing the annual accounts by the May meeting. They shall be presented to the Council for inspection at the May meeting, together with a report from the Clerk. Accounts must be presented to the Council prior to audit.

BANKING ARRANGEMENTS AND CHEQUES

13. The Council's banking arrangements shall be organised by the Clerk and approved by the Council. Two accounts may be maintained. An adequate working balance must be available.
14. Cheques shall be supported by an invoice or budget detail and signed by two authorised members.

PAYMENT OF ACCOUNTS

15. Cheques drawn on the Council's bankers shall effect all payments.
16. Invoices that are in order shall be settled within 14 days of receipt. Payment shall be noted in the Receipts and Payments Account.
17. The Clerk shall be reimbursed periodically for administration expenses.
18. A refund of VAT shall be claimed when the sum owed exceeds £100.00 or otherwise annually in May.

ORDERS FOR WORK, GOODS AND SERVICES

19. An official order shall be issued for all work, goods and services unless a formal contract is to be prepared or an order would be inappropriate. Copies shall be maintained of each order issued.
20. The Clerk is responsible for obtaining best value. The Clerk should ensure that, as far as possible, the best possible terms are obtained for each transaction.

CONTRACTS

21. For contracts exceeding £(?) in value the Clerk shall invite tenders from at least three companies unless the contract is for goods which are only sold at a fixed rate or specialist services.
22. If an application is made to enable a tender to be negotiated or accepted without competition the reason should be included in a recommendation to the Council.
23. An invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification if required. The invitation to tender must state the return address (to the Clerk) and the closing date for application.
24. The Clerk may open sealed tenders on receipt if in the presence of a Councillor.
25. If less than three tenders are received the Council may make a decision based on the tenders received or re-start the invitation to tender procedure.
26. The Council is not obliged to accept the lowest bid, but must at all times seek the best possible value.

PROPERTY

27. The Clerk shall make arrangements for the storage of leases held and title deeds of all properties owned by the Council.
28. No property shall be leased or disposed of without the authority of the Council.
29. The Clerk shall keep a record of all insurance and annually review the policy.
30. The Clerk must be notified of any event likely to result in a claim.

WINTERBORNE FARRINGDON PARISH COUNCIL ORDER OF BUSINESS FOR MEETINGS

1. In an election year Councillors should execute Declarations of Acceptance of Office in each other's presence or that of the Clerk before the meeting begins.
2. At each Annual meeting the order of business shall be to:
 - record apologies for absence,
 - elect a Chairman,
 - record the Chairman's Declaration of Office in the Register,
 - fill any vacancies left unfilled,
 - elect a vice-Chairman,
 - appoint representatives and sub-groups,
 - consider the payment of any annual subscriptions.
3. At any other meeting the first business shall be to appoint a chairman if both the Chairman and vice-Chairman are absent.
4. The Clerk's salary shall be reviewed annually at the November meeting when income and expenditure estimates for the following year are inspected.
5. After the first business has been completed the order of business shall be as follows:
 - To approve and sign the minutes of the last meeting as a true and correct record,
 - to deal with business expressly required by statute to be done,
 - to deal with matters arising from the last meeting,
 - to deal with financial matters,
 - to give consideration to planning matters,
 - to receive and consider correspondence,
 - to receive a report from the (?) eg Emergency Officer
 - to receive a report from the (?),
 - to receive reports from other groups in the Parish,
 - to give consideration to urgent issues the Chairman may wish to raise,
 - to note the receipt of circulars,
 - Public Participation Period.
6. The Council may decide not to take action on matters arising through the Public Participation Period unless at least seven clear days notice has been given in writing.

Signed:

Chairman _____
(_____)

Clerk _____
(_____)

Date _____