



Great and Little Chishill Parish Council

Standing Orders (abridged)

Purpose of document:

Great and Little Chishill Parish Council “the Council”) adopted Standing Orders modelled on the **National Association of Local Councils (NALC)** as a foundation at its 2010 AGM (see Policy Document vs9). The abridged Standing Orders list the most essential points from these Standing Orders as a guide for Council members and members of the Public.

1. Meetings Generally

- **Location:** Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other room is available free of charge.
- **Quorum:** No business may be transacted at a meeting unless at least **one-third** of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than **three**.
- **Voting:** Members shall vote by a show of hands. In the case of an equality of votes, the Chairman shall have a second or **casting vote**.

2. Proper Officer & RFO

The Council shall appoint a **Clerk** to serve as the Proper Officer and Responsible Financial Officer (RFO). Their duties include:

- Issuing the summons to meetings at least **three clear days** in advance.
- Managing the council's correspondence and official seal.
- Keeping records of all receipts and payments.

3. Public Participation

- Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business.
- A period of time (typically **15 minutes**) shall be set aside for members of the public to make representations or ask questions.
- A member of the public shall not speak for more than 3 minutes.

4. Order of Business

At the **Annual Meeting of the Council**, the first business shall be:

1. Election of the Chairman and Vice-Chairman.
2. Receipt of the Chairman's declaration of acceptance of office.
3. Review of delegation arrangements to committees/ sub-committees or staff.
4. Review of the inventory of land and assets.

5. Code of Conduct & Interests

- All councillors shall observe the **Code of Conduct** adopted by the Council.
- Members must declare any **Disclosable Pecuniary Interests** (DPIs). If a member has a DPI in a matter being discussed, they must withdraw from the room unless they have been granted a dispensation.

6. Financial Management

- The Council shall consider and approve **Financial Regulations** drawn up by the RFO.
- Accounts shall be prepared annually and subjected to internal and external audits as required by the **Accounts and Audit Regulations**.

Adopted:

Reviewed: