

SWALCLIFFE PARISH COUNCIL

STANDING ORDERS

APPROVED: FEBRUARY 2015

VERSION 1

SWALCLIFFE PARISH COUNCIL

STANDING ORDERS

PARISH COUNCIL MEETINGS

1. The agenda to be agreed between Chairperson and Clerk prior to distribution to Councillors.
2. The agenda to be distributed not less than 5 working days prior to the meeting. Posting of the agenda to be placed on the village notice-board at least 3 days prior to the meeting. Meeting notices to be placed on the village website where possible.
3. All additional items of importance/substance to be forwarded to the Clerk/Chairperson prior to 7 working days of the meeting if required to be included on the agenda.
4. A quorum of a minimum of 3 councillors must be established at meetings before proceedings can commence. If less than 3 councillors are present the meeting can only report information and not make any decisions.
5. All actions to be completed prior to the next meeting unless otherwise stated.
6. The minutes of the meeting to be distributed within 10 working days of the meeting for all to review and comment.
7. The minutes of the meeting to be signed by the Chairperson at the next meeting after being read and accepted as a true record. All pages of minutes should be signed, dated and numbered sequentially. The confirmed minutes to be put on the village website.

The Chairperson will only review items where an action is pending. All other items will be accepted as closed unless any concerns are raised by a Councillor.

8. All meetings will aim to be completed between 7.00pm and 10.00pm
9. All minutes to be the minutes of the Council and not the Clerk/Chairperson.
10. By arrangement with the Chairperson, residents attending council meetings may address the council by way of making representations, giving evidence or asking and answering questions under Open Forum.

PARISH COUNCIL CORRESPONDENCE

1. All correspondence to be logged by the Clerk and passed to the Chairperson/Councillors.
2. The correspondence to be reviewed at the next council meeting and/or actioned, if deemed appropriate (where a decision is not required by the Council). The Council cannot delegate powers to one councillor. If a councillor has to send an email about his/her subject area, he/she must copy the Clerk on any correspondence.
3. Current correspondence to be brought to the next Council meeting for review by other Councillors, if required.
4. All correspondence relevant to meeting agenda to be brought by the Clerk or Councillors to the meeting.
5. The Clerk to retain a master file of correspondence by subject area whether a paper copy or on email.
6. All correspondence on nominated subject to be retained by Councillor or returned to Clerk.
7. When a Councillor ceases to be a member of the Council all correspondence to be returned to the Clerk. If retained by a Councillor it must be returned to the Clerk on completion of the subject or phase of the subject at the end of each council year.

FINANCIAL REGULATIONS

1. Where the council seeks contractors to do work on substantial projects or where an item to be purchased is likely to exceed £500, the Clerk/Councillor is to secure three quotations to help establish where best value is to be had.
2. Where the council engages in occasional projects that are likely to cost less than £500, there need not be tenders for quotation and local labour and services may be engaged where good value is to be found.
3. Apart from routine purchase of expendable office supplies, the Clerk is to seek approval of the Council, or between meetings, of the Chairperson, for the purchase of necessary items such as filing hardware, storage boxes and reference books.

PARISH COUNCIL RESPONSIBILITIES

1. The prime subject areas will be divided amongst the Councillors at the Annual meeting of the Parish Council.
2. The Councillor will become the subject expert, will receive the correspondence via the Clerk and act as key liaison/attend meetings on that subject with specific bodies on behalf of the Council where possible.
4. Election of Chairperson and Vice Chairperson. The office of Chairperson should ideally not be held for more than one year.

ABSENCE OF PARISH CLERK

1. The Clerk will give the Chairperson (or nominated person) access to the post in his/her absence if the absence will be for more than one week.
2. The Clerk or Chairperson will find a suitable person to take the minutes in the Clerk's absence.

PLANNING APPLICATIONS

1. Copies of master planning applications to be sent to the Parish Clerk by CDC Planning Department. The Parish Clerk to email all councillors with details to enable them to look at the plans online. The Parish Clerk to send the hard copy to a nominated councillor.
2. Councillors to make site visits.
3. Where the time restriction of 21 days imposed by the CDC Planning Department allows, the plans should be appraised at a meeting of the Parish Council and a decision as to its response made at that meeting.
4. Where the time restriction makes the action noted above impossible, the Parish Council delegates the Clerk to complete the process in consultation with councillors.
5. Where councillors deem the matter to be potentially contentious and the time restriction makes it impossible to bring the matter to a scheduled meeting of the Parish Council, he should arrange with the Clerk, for an extraordinary meeting of the Parish Council to be called. This meeting is treated in the same way as a Council meeting.
6. Voting on any planning application shall be by a secret ballot with voting slips placed in a box where required.

NOTE: The Council does not have a Planning Committee. Please see flow chart attached for exact planning process.

COMMITTEES

1. The Parish Council may, at any time, discharge responsibility to a Committee where it believes progress will be increased or local involvement enhanced.
2. A Committee should have a minimum of one Parish Councillor in its membership, who shall chair Committee meetings.
3. A Committee should have a minimum of 4 members, a number of which should be drawn from interest groups on the subject in question or be affected by the outcome.
4. Non councillors will not have a vote, except where the Committee is dealing with a budget fixed by the Council, with the management of land owned or occupied by the Council or the management of a festival.
5. A quorum of a minimum of 3 persons must be established at meetings before proceedings can commence.
6. Any member of a Committee who, at the time of appointment to the Committee, was a member of the Parish Council, upon ceasing to be a Councillor, ceases also to be a member of the Committee.
7. Meetings of Committee should be held in public and should be advertised in the same way as meetings of the Parish Council.
8. The Committee is empowered to determine how funding should be discharged once the Chairperson has established with the Parish Council and other bodies what funding is available. All grants/expenditure must be channelled through the Parish Council. An account should be maintained detailing expenditure.
9. The Committee cannot undertake to borrow monies.
10. Minutes must be kept of every Committee meeting and should include title, date, attendees, apologies and location.
11. Minutes of all Committees must be presented to the Clerk for filing, once they have been signed as a true record of proceedings.
12. The Chairman should report a summary of progress at each Parish Council meeting.
13. In order to ensure the public are appraised of progress, it is the responsibility of the Committee Chairperson that updates are regularly printed in the Link, on the PC website and Facebook page.
14. The Parish Council may make, vary and invoke standing orders with respect to any committee.