

STANDING ORDERS FOR NETTLECOMBE PARISH COUNCIL

MEETINGS

Four meetings of the council to be held each year quarterly in February, May, August and November, usually on the second Tuesday in the month or a date agreed. The regularity of the meetings could be increased by a majority vote at a Parish Council meeting.

The summons must be sent by post, delivered to the residence by hand or emailed to each member 3 clear days before the date of the meeting.

The Statutory Annual Meeting to be held in May. Public notices to be displayed 14 days in advance of the meeting.

At every meeting other than the Annual Meeting the first business shall be to appoint a chairman if the chairman or vice-chairman be absent and to receive such declarations of acceptance of office (if any) as are required by law to be made, or if not then received to decide when they shall be received.

After the first business had been completed the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:

- i) Councillors declaration of interest with reference to items on the Agenda
- ii) Reports from external organisations
- iii) Open forum for residents of Nettlecombe to raise any Parish issues
- iv) To read and consider the minutes: provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- v) After consideration to approve the signature of the Minutes by the person presiding as a correct record.
- vi) To deal with business expressly required by statute to be done.
- vii) To dispose of business, if any, remaining from the last meeting.
- viii) To deal with correspondence as detailed on the agenda.
- ix) To receive and consider reports of other meetings from members.
- x) To authorise the signing of orders for payment.
- xi) To consider resolutions and recommendations in the order in which they have been notified.
- xii) To deal with any other business specified in the summons/agenda.
- xiii) A motion to consider other business on the grounds of urgency not specified on the agenda.
- xiv) To inform members of possible future business and information.

CHAIRMAN OF MEETING

The person presiding at a meeting may exercise all powers and duties of the Chairman in relation to the conduct of the meeting.

CLERK

- i) To receive declarations of acceptance of office.
- ii) To receive and record notices disclosing pecuniary interest.
- iii) To sign notices and other documents on behalf of the Council.
- iv) To prepare agenda for meetings.
- v) To action items designated to the Clerk at meetings.
- vi) To prepare Minutes of meetings.

QUORUM

Three members shall constitute a quorum.

If a quorum is not present when the Council meets or if during a meeting the number of councillors present and not debarred by reason of a declared pecuniary interest falls between the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may arrange.

VOTING

Members shall vote by a show of hands.

If a member so requires the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it.

Any member declaring a pecuniary interest in the subject under discussion to temporarily leave the meeting should a vote be necessary and only to participate in the debate should a specific question be addressed to that member.

- i) Subject to ii) and iii) below the Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though she/he gave no original vote.
- ii) If the person presiding at the Annual Meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office he may not give an original vote in an election for Chairman.
- iii) The person presiding must give a casting vote whenever there is an equality of votes in an election for the Chairman.

ANNUAL MEETING

- i) To elect a Chairman.
- ii) To receive the Chairman's declaration of acceptance of office or, if not then received to decide when it shall be received.
- iii) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- iv) To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
- v) To report to members of the Parish.
- vi) To receive the annual accounts.

EXPENDITURE

Orders for the payment of money shall be authorised by resolution of the council and signed by either two council members or one member and the Clerk/Responsible Financial Officer.

The RFO shall supply to each member, ahead of the next quarterly meeting, an aggregate statement of receipts and expenditure with bank reconciliation for the year-to-date, and after the end of the financial year a complete statement of receipts and payments for Internal Auditing.

The RFO will provide to the Council the Accounting Statements for the year in the form of Section 2 of the Annual Governance and Accountability Return (AGAR), as required by proper practices, for consideration and approval.

The year end accounting statements will be prepared in good time following 31st March year end annually and prepared with the draft AGAR for consideration and approval by the Councillors at their May meeting prior to submission to the County's external Auditors in good time before the deadline of July 31st annually.

SUB-COMMITTEE

The elected planning representative will discuss planning matters with at least two other members before a decision is made.

INSPECTION OF DOCUMENTS

All Minutes kept by the Council shall be open for the inspection of any member of the Council, and are uploaded to the website for public viewing.

ADMISSION OF THE PUBLIC

The public may be admitted to all meetings of the Council.

Date place and time of each meeting to be notified to the public 7 days in advance.

The Clerk in cases of a particular or special interest to the public shall advertise in a way that will enable them to attend the appropriate meeting.

CONFIDENTIAL BUSINESS

No member of the Council shall disclose to any person not a member of the Council any business declared to be confidential by the Council.

LIAISON WITH COUNTY COUNCILLORS

A notice of meeting shall be sent to the County Councillors together with an invitation to attend.

PLANNING APPLICATIONS

On receipt of a planning application from Exmoor National Park, the Clerk shall refer it direct to the Chairman and Councillor responsible for planning.

Non- ENP Planning applications are no longer circulated to Clerks but may be viewed by any Councillor following the link from the Parish website or www.somersetwestandtaunton.gov.uk/onlineapplications

STANDING ORDERS

A copy of these Standing Orders shall be given to each member by the Clerk upon delivery of the member's declaration of acceptance of office.

CONFLICTS OF INTEREST

A Councillor who has a pecuniary interest personally or through his family or business/other associates in a matter before the Council shall declare it to the meeting. For purposes of interpretation this order shall take account of the need to avoid the appearance as well as the fact of a conflict of interest.

See also Nettlecombe Parish Council Code of Conduct May 2022