

# CHISELDON PARISH COUNCIL

## STANDING ORDERS

Effective from 13<sup>th</sup> Nov 2017

### STANDING ORDERS of CHISELDON PARISH COUNCIL

#### DEFINITIONS

1. In these orders the use of the male gender shall include the female gender where appropriate.

#### MEETINGS

- 2 a. Meetings of the council shall be held at 7.30pm at such place as the council shall decide at the previous annual council meeting.  
b. Smoking is not permitted at any meeting of the council.
3. **The statutory annual meeting shall be held:**
  - a. in an election year on the Monday next following the fourth day after the ordinary day of election to the council, and
  - b. in a year which is not an election year on the second Monday in May.
4. **The three other statutory meetings shall be held on the second Monday in the months of February, August and November.**
5. **Eight additional meetings shall be held on the second Monday of the remaining months of the year.**

Provided that where such a meeting as is mentioned in Orders 3(b), 4 and 5 above falls upon a bank holiday such meeting shall be held on the Monday following.

#### CHAIRMAN OF MEETING

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

## PROPER OFFICER

7. Where a statute, regulation or order confers functions or duties on the proper officer of the council in the following cases, he shall be the clerk :-
- a. to receive declarations of acceptance of office,
  - b. to receive and record notices disclosing pecuniary interests,
  - c. to receive and retain plans and documents,
  - d. to sign notices or other documents on behalf of the council,
  - e. to receive copies of bylaws made by the Borough Council,
  - f. to certify copies of bylaws made by the council,
  - g. to sign summonses to attend meetings of the council,
  - h. to keep proper records for all council meetings.

In any other case the proper officer shall be the person nominated by the council and, in default of nomination, the clerk.

## QUORUM

8. **The quorum for the full council shall be three or one third of the current council membership whatever is the greater.** Refer to SO47 for quorums of committees and sub-committees.
9. If a quorum is not present when the council meet or, if during a meeting the number of councillors present and not debarred by reason of a declared pecuniary interest falls below the quorum, no business shall be transacted and the business not transacted at the meeting shall be transacted at the next meeting or on such a day as the chairman may fix.

## VOTING

10. Members shall vote by show of hands, or, if at least two members so request, by secret ballot.
11. **If a member so requires, the clerk shall record the names of the members who voted on any questions so as to show whether they voted for or against it.**
12. a. **Subject to ( b ) and ( c ) 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 he gave no original vote.**
- b. **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.**
- c. **The person presiding must give a casting vote whenever there is an equality of votes in an election for chairman.**

## ORDER OF BUSINESS

13. **At each annual meeting the first business shall be:**
- a. **to elect a chairman.** ( who shall during his term of office hold the chairman's and shall wear the insignia at official public meetings, (other than council meetings) and functions which he attends as chairman of the council).

- b. **to receive the chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
  - c. **in the ordinary year of election of the council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**
  - d. **to decide when any declarations of acceptance of office which have not been received as provided by law shall be received.**
  - e. to elect a vice-chairman.
  - f. to determine the place where the statutory and additional monthly meetings of the Council shall take place for the ensuing year.
  - g. to appoint school governors, if requested.
  - h. to appoint committees.
  - i. to appoint representatives to outside bodies and to appoint individual members to such particular responsibilities as the council considers necessary.
  - j. to appoint trustees of local charities as may be necessary.
- 13 k. to receive a statement detailing any deeds and trust instruments in the custody of the council as determined by an audit conducted by at least two members of the council: and shall thereafter follow the order set out in SO 16.
14. **At every meeting other than the annual meeting the first business shall be to appoint a chairman if the chairman and 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.**
15. In every year not later than the meeting at which the estimates for the next year are settled the council shall review the pay and conditions of service of existing employees. (see also SO37).
16. After the first business has been completed, the order of business, unless the council otherwise decides on the grounds of urgency, shall be as follows :-
- a. to receive apologies for absence of members;
  - b. 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;
  - c. **after consideration to approve the signature of the minutes by the person presiding as a correct record;**
  - d. **to deal with business expressly required by statute to be done;**
  - e. to dispose of business, if any, remaining from the last meeting;
  - f. to receive such communications as the person presiding may wish to lay before the council;
  - g. to answer questions from councillors;
  - h. to receive and consider reports and minutes of committees;
  - i. to receive and consider reports from officers of the council;
  - j. to authorise the sealing of documents;

- k. to authorise the signing of orders for payment;
  - l. to consider resolutions or recommendations in the order in which they have been notified;
  - m. any other business.
17. A motion to vary the order of business on the ground of urgency
- a. may be proposed by the chairman or by any member and, if proposed by the chairman, may be put to the vote without being seconded, and
  - b. shall be put to the vote without discussion.

#### RESOLUTIONS MOVED ON NOTICE

18. Except as provided by these standing orders, no resolution may be moved unless the business to which it relates has been put on the agenda by the clerk or the mover has given notice in writing of its terms and has delivered the notice to the clerk at least seven working days before the next meeting of the council.
19. The clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
20. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the council, be treated as withdrawn and shall not be moved without fresh notice.
21. If the subject matter of a resolution comes within the province of a committee of the council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the council may determine for report; provided that the chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved
22. Every resolution or recommendation shall be relevant to some subject over which the council has power or which affects its area.

#### RESOLUTIONS MOVED WITHOUT NOTICE

23. Resolutions dealing with the following matters may be moved without notice:
- a. to appoint a chairman of the meeting;
  - b. to correct the minutes;
  - c. to approve the minutes;
  - d. to alter the order of business;
  - e. to proceed to the next business;
  - f. to close or adjourn the debate;
  - g. to refer a matter to a committee;
  - h. to appoint a committee or any member thereof;
  - i. to adopt a report;
  - j. to authorise the sealing of documents;

- k. to amend a motion;
- l. to give leave to withdraw a resolution or an amendment;
- m. to extend the time limit for speeches;
- n. to exclude the public (see also SO66);
- o. to silence or eject from the meeting a member named for misconduct (see also SO 32);
- p. to invite a member having an interest in the subject matter under debate to remain and to take no part in the subsequent debate and/or vote unless invited by the chairman to do so;
- q. to give the consent of the council where such consent is required by these standing orders;
- r. to suspend any standing orders (see also SO 76);
- s. to adjourn the meeting.

#### QUESTIONS

- 24. A member may ask the chairman or the clerk any question concerning the business of the council.
- 25. No question not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- 26. Every question shall be put and answered without discussion.
- 27. A person to whom a question has been put may decline to answer.

#### RULES OF DEBATE

- 28. No discussion shall take place upon the minutes except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the chairman.
- 29.
  - a. A resolution or amendment shall not be discussed unless it has been proposed and seconded and, unless proper notice has already been given, it shall, if required by the chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.
  - b. A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
  - c. No speech shall exceed five minutes, except by the consent of the council.
  - d. An amendment shall be either:
    - i. to leave out words.
    - ii. to leave out words and insert or add others.
    - iii. to insert or add words.
  - e. An amendment shall not have the effect of negating the resolution before the council.
  - f. If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.

- g. A further amendment shall not be moved until the council has disposed of every amendment previously moved.
  - h. A member, other than the mover of a resolution, shall not without leave of the council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
  - i. A motion or amendment may be withdrawn by the proposer with the consent of the council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
  - j. When a resolution is under debate no other resolution shall be moved except the following:
    - i. to amend the resolution.
    - ii. to proceed to the next business.
    - iii. to adjourn the debate.
    - iv. that the question be put now.
    - v. that a member named be not further heard.
    - vi. that a member named do leave the meeting.
29. j.(cont'd) vii. that the resolution be referred to a committee.
- viii. to exclude the public and press.
  - ix. to adjourn the meeting.
30. a. The ruling of the chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- b. Members shall address the chairman.
- c. A member desiring to speak shall indicate such desire by raising an arm and shall not speak until and unless permitted to do so by the chairman.
- d. Whenever the chairman speaks during a debate all other members shall be seated and silent.

#### CLOSURE

31. At the end of any speech a member may, without comment, move "that the question be put now", "that the debate be now adjourned" or "that the council do now adjourn". If such motion is seconded the chairman shall put the motion but, in the case of a motion "to put the question", only if he is of the opinion that the question before the council has been sufficiently debated. If the motion "that the question be put now" is carried, he shall call upon the mover to exercise or waive his right to reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the council shall not prejudice the mover's right to reply at resumption.

*( Note: Where a meeting is adjourned the subsequent proceedings are part of the original meeting and no new notices or agendas need to be issued except a notification to members not present of the date of the continuation of the meeting )*

#### DISORDERLY CONDUCT

32. a. **All members must observe the code of conduct adopted by the council, a copy of which is annexed to these standing orders.**
- b. No member shall at a meeting persistently disregard the ruling of the chairman, wilfully obstruct business, or behave irregularly, offensively, improperly, or in such a manner as to scandalise the

council or bring it into contempt or ridicule.

- c. If, in the opinion of the chairman, a member has broken the provisions of paragraph 32(b) of the order, the chairman shall express the opinion of the council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall put forthwith and without discussion. **If a member reasonably believes that another member is in breach of the code of conduct, that member is under a duty to report the breach to the Standards Committee of Swindon Borough Council.**
- d. If either of the motions mentioned in paragraph (c) is disobeyed, the chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

#### RIGHT TO REPLY

- 33. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce any new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

#### ALTERATION OF RESOLUTION

- 34. A member may, with the consent of his seconder, move amendments to his own resolution.

#### RESCISSION OF PREVIOUS RESOLUTION

- 35.
  - a. A decision ( whether affirmative or negative ) of the council shall not be reversed within four months except either by a special resolution, the written notice whereof bears the names of at least five members of the council, or by a resolution moved in pursuance of the report or recommendation of a committee.
  - b. When a special resolution or any other resolution moved under the provisions of paragraph ( a ) of this order has been disposed of, no similar resolution may be moved within a further six months.

#### VOTING ON APPOINTMENTS

- 36. Where more than two members have been nominated for any position to be filled by the council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

#### DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

- 37. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the council, it shall not be considered until the council or committee (as the case may be) has decided whether or not the public shall be excluded. (see also SO 66).

#### RESOLUTIONS ON EXPENDITURE

- 38. Any resolution which is moved otherwise than in pursuance of a recommendation of the finance committee or of another committee after recommendation by the finance committee and which, if carried, would in the opinion of the chairman, substantially increase the expenditure upon any service which is under the management of or reduce the revenue at the disposal of any committee, or which

would involve capital expenditure, shall, when proposed and seconded, stand adjointed without discussion to the next ordinary meeting of the council, and any committee affected by it shall consider whether it desires to report thereon, and the finance committee shall report on the financial aspects of the matter.

#### EXPENDITURE

39. **Orders for payment of money shall be authorised by resolution of the council and signed by three members authorised to sign cheques.**

#### SEALING THE DOCUMENTS

40. a. A document shall not be sealed on behalf of the council unless its sealing has been authorised by a resolution.
- b. Any two members of the council named in a resolution moved under the provision of paragraph (a) of this order may seal, on behalf of the council, any document required by law to be issued under seal.

#### COMMITTEES AND SUB-COMMITTEES

41. When the council appoints committees at the annual meeting the following shall apply:
- a. the council shall not appoint any member of a committee so as to hold office later than the next annual meeting.
- b. the council may appoint persons other than members of the council to any committee but without voting rights, and
- c. the following committees shall be constituted and the appropriate number of persons shall be appointed to sit on each:
- i. Environment, General Purpose and Amenities
  - ii. Planning, Transport Development and Highways
  - iii. Finance, Policies and HR
42. a. The chairman and vice-chairman shall be ex officio members of every committee.
- b. No person shall be appointed to or sit on more than three committees except the chairman and vice-chairman of the council.
- c. Subject to the provisions of SO 35 the council may at its annual meeting appoint other standing committees and may at any other time appoint such other committees as may be necessary.
43. a. Every committee shall at its first meeting before proceeding to any other business, elect a chairman and vice-chairman from amongst its appointed members.
- b. Every committee chairman shall ensure that minutes of each and every committee meeting for which he is responsible shall be kept and presented at the next practical meeting of the council; and every sub-committee chairman shall ensure that minutes of each and every sub-committee for which he is responsible shall be kept and presented as soon as practical to the chairman of the committee of which it is a sub-committee.
44. The chairman of a committee or the chairman of the council may summon an additional meeting of the committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a half of the members of the committee ( including ex officio members ). If such a calculation produces a fraction that fraction shall be disregarded. The summons shall set out the

business to be considered at the special meeting and no other business shall be transacted at that meeting.

45. Every committee may appoint sub-committees for purposes to be specified by the committee.
46. The chairman and vice-chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
47. **The council unanimously voted (in August 2008) to set the quorum for each committee to be three members, irrespective of its size.** This supersedes the original requirement that the quorum of a committee or sub-committee shall be one-half of its members (including ex officio members), rounded down if necessary.
48. The standing orders on rules of debate (except those parts relating to standing and to speaking more than once) and the standing order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.
48. a. A planning meeting may have extra meeting scheduled if a planning application requires a reply to Swindon Borough Council before the next meeting date, and Swindon Borough Council are unable to offer a suitable extension to the deadline.  
If upon reviewing the planning application by email and all Planning committee members indicate “no objection” with no comments then the Clerk has delegated powers to write to Swindon Borough Council indicating that this is the Planning Committees decision. If one member of the committee has an objection or comments to make then an earlier meeting may be called subject to the conditions above.

#### ADVISORY COMMITTEES

49. a. There may be advisory committees, whose name, and number of members, and the bodies to be invited to nominate members, shall be as required by the council.
- b. The clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- c. An advisory committee may make recommendations and give notice thereof to the council.
- d. An advisory committee may consist wholly of persons who are not members of the council.

#### VOTING IN COMMITTEES

50. Members of committees and sub-committees entitled to vote shall vote by show of hands or, if at least two members so request, by signed ballot.
51. **Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

#### PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

52. A member who has proposed a resolution which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

#### ACCOUNTS AND FINANCIAL STATEMENTS

53. a. Except as provided in paragraph (b) of this standing order or by statute, all accounts for payments and claims upon the council shall be laid before the council.

- b. Where it is necessary to make payment before it has been authorised by the council, such payment shall subsequently be authorised by the committee, if any, having charge of the business to which it relates, or by the chairman or vice-chairman of the council.
  - c. All payments ratified under sub-paragraph (b) of this standing order shall be separately included in the next schedule of payments laid before the council.
54. The clerk or nominated Responsible Finance Officer (RFO) shall supply:
- a. to each member at the ordinary meeting next after the end of the financial year a statement of receipts and payments for the year and
  - b. to each member of the finance committee a monthly statement of receipts and payments at least seven days before the date of the next council meeting.

#### ESTIMATES

- 55. a. The council shall approve written estimates for the precept of the coming financial year as its meeting in the month of January.
- b. Any committee desiring to incur expenditure in the next financial year shall, not later than November give to the RFO a written estimate of the expenditure recommended for the precept for the coming year

#### INTERESTS

- 56. **If any member has any personal interest, direct or indirect, as defined by the code of conduct adopted by the council, then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.**
- 57. **If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during the consideration of the item to which the interest relates.**
- 58. **The clerk may be required to compile and hold a register of members' Interests, or a copy thereof, in accordance with an agreement reached with the monitoring officer of the responsible authority and / or required by statute.**
- 59. If any member has a non-pecuniary interest within the ambit of the National Code of Local Government Conduct he shall declare it and thereupon be invited to withdraw from the meeting unless the council otherwise decides.
- 60. If a candidate for any appointment under the council is to his knowledge related to any member of or the holder of any office under the council, he and the person to whom he is related shall disclose the relationship in writing to the clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the council or to the appropriate committee any such disclosures. Where relationship to a member is disclosed SO 59 shall apply.

The clerk shall make known the purport of this standing order to every candidate.

#### CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

- 61. a. Canvassing of members of the council or of any committee, directly or indirectly, for any appointment under the council shall disqualify the candidate for such appointment. The clerk shall make known the purport of this sub-paragraph of this standing order to every candidate.
- b. A member of the council or of any committee shall not solicit for any person any appointment under the council or recommend any person for such appointment or for promotion; but,

nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the council with an application for appointment.

62. SOs. 59 and 60 shall apply to tenders as if the person making the tender were a candidate for an appointment.

#### INSPECTION OF DOCUMENTS

63. A member may for the purpose of his duty as such ( but not otherwise ), inspect any document in the possession of the council or a committee, and a copy shall be made available on request..
64. **a. All minutes kept by the council and by any committee shall be open for the inspection of any member of the council without charge.**
- b. The minutes of the council shall be open to inspection by parishioners on the electoral roll.

#### UNAUTHORISED ACTIVITIES

65. No member of the council or of any committee or sub-committee shall in the name of or on behalf of the council:
- a. inspect any lands or premises which the council has a right or duty to inspect; or
- b. issue orders, instructions or directions
- unless authorised to do so by the council or the relevant committee or sub-committee.

#### ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

66. **The public shall be admitted to all meetings of the council and its committees and sub-committees, which may, however temporarily exclude the public by means of the following resolution:**

**"That in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw."**

*Note: The special reasons shall be stated. If a person's advice or assistance is needed they may be invited to remain after the exclusion resolution is passed.*

67. The clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
68. At all meetings of the council, the chairman may at his discretion and at a convenient time in the transaction of business, adjourn the meeting to allow members of the public to address the meeting regarding the business to be transacted at that meeting.
69. If a member of the public interrupts the proceedings at any meeting, the chairman may, after warning, order that he be removed from the council chamber.

#### CONFIDENTIAL BUSINESS

70. a. No member of the council or of any committee or sub-committee shall disclose to any person not a member of the council any business declared to be confidential by the council, the committee or the sub-committee as the case may be.
- b. Any member in breach of the provision of paragraph (a) of this standing order may be removed from any committee or sub-committee by the council.

#### LIAISON WITH BOROUGH COUNCILLORS

71. A notice of all council meetings shall be sent together with an invitation to attend to the Borough Councillors for the ward.
72. Unless the council otherwise orders, a copy of each letter ordered to be sent to the Borough Council shall be transmitted to the Borough Councillors for the ward as the case may require.

#### PLANNING APPLICATIONS

73. a. The clerk shall, as soon as it is received, retain on a file kept for the purpose a copy of every planning application received by the council for a minimum of five years.
- b. The clerk shall refer every planning application to the chairman of the planning committee or in the chairman's absence to the vice-chairman of that committee within forty eight hours of receiving it.
- c. The power to decide planning matters on behalf of the council is delegated to the planning committee.

#### STANDING ORDERS IN CONTRACTS

74. a. **Where it is intended to enter into a contract exceeding £1,000 in value for the supply of goods or materials or for the execution of works, the council, committee or sub committee shall endeavour to obtain at least three estimates.**
- b. **For any contract exceeding £10,000, the council, committee or sub committee may invite tenders. In such case the clerk shall publish on the parish notice boards, for a period of three weeks, the general nature of the intended contract and state the name and address of the person to whom the tenders should be addressed and the last date by which those tenders should reach the person in the ordinary post. It should also contain a statement of the effect of SOs 59, 60 and 61.**
- c. **Such estimates shall be opened by the clerk or other person to whom the estimates are required to be addressed and shall be reported by the person who opens them to the council, committee or sub-committee.**
- d. **If, after reasonable efforts have been made to procure such estimates, no estimates are forthcoming the council may make such arrangements for procuring the goods or materials or executing the work as it thinks fit.**
- e. **Neither the council, nor any committee or sub committee is bound to accept the lowest tender or any tender.**
- f. **Where estimates indicate the contract will exceed £5,000 the contract should be approved by the full council.**

## CODE OF CONDUCT ON COMPLAINTS

75. **The council shall deal with complaints of maladministration allegedly committed by the council or by any officer or member in the manner recommended in Circular 2/86 issued by the National Association of Local Councils or any circular amending or replacing the same.**

## VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

76. Any or every part of the standing orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business but a motion to suspend standing orders shall not be moved without notice unless supported by two thirds of the members present. If such a calculation produces a fraction that fraction shall be disregarded.
77. A resolution permanently to add, vary, or revoke a standing order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the council.
78. Where standing orders are varied in any way the clerk shall ensure that each member is supplied with an amended copy.

## STANDING ORDERS TO BE GIVEN TO MEMBERS

79. **A copy of these standing orders shall be given to each new member by the clerk upon delivery to him of the member's declaration of acceptance of office.**

## STANDING ORDERS FOR ANNUAL PARISH MEETING

1. **Proceedings shall not begin before 6 p.m.**
2. **The chairman of the council shall preside.**
3. **If the chairman is absent the vice-chairman shall preside.**
4. **If the chairman and vice-chairman are absent the meeting shall appoint a chairman before it proceeds to any other business.**
5. The clerk shall record the proceedings of the parish meeting.
6. If the clerk is absent the person presiding at the meeting may record the proceedings or may appoint another to do so.
7. **As soon as the chair has been filled and provisions made for recording the proceedings the minutes of the previous meeting shall be read, considered and agreed and if correct signed by the person presiding at the meeting.** Thereafter, the order of business shall be:
  - a. to record apologies for absence;
  - b. **to receive the annual report of the parish council** from the chairman and chairmen of committees.
  - c. **to receive a statement of the parish council's accounts for the year ended the previous 31st March.**
  - d. to receive the council's observations on its finances for the current year.
  - e. to receive the report of the persons appointed by the council to be governors of schools.

- f. **to receive the observations of the Borough Councillors for the ward in which the parish is situated.**
- g. **to receive the report of the delegates to the county association of parish councils.**
- h. **to receive statements and reports from representatives of the voluntary organisations in the parish and local charity trustees as decided by the council.**
- i. **to consider resolutions of which written notice has been given.**
- j. **to deal with any other business.**

#### CLERK'S ANNUAL REVIEW AND SALARY/GRADE REVIEW (AS REQUIRED)

80. It shall be the duty of the Finance Committee in conjunction with the Council Chair to carry out the Clerk's annual review in March each calendar year. This review shall include if required a salary/grade review but is not a requirement of the annual review. A salary/grade review can be called at any other period of time with approval from the Finance Committee by majority vote.

81. The Finance Chair, Finance Vice Chair or Council Chair can carry out the Clerks annual review. The Clerk can request to have more than one of these in attendance at the review should they wish.

82. Any increase in salary may be approved by majority vote of the Finance Committee. The Finance Committee hold final approval for this decision.

83. The Clerks salary will be reviewed using the CPALC pay scale which is recognised as a national standard.

84. The Clerks annual appraisal and any salary increase will be publicised to the rest of the Council as appropriate by either the Council Chair or Finance Chair.

85. The Clerks contract is to be updated with an addendum to reflect any changes in role, hours or salary after any such review.

#### TERMS OF REFERENCE

86. Each Committee, listed in item 41c, shall have a "Terms of Reference" document that is passed by a majority vote of that committee. This document details the structure, conduct, purpose, specific responsibilities, and delegated powers of the committee in regards to carrying out Parish Council orders.

87. Each member of the committees listed in item 41c will receive a new copy of the committees "Terms of Reference" document upon joining that committee and upon any changes to the Terms of Reference.

88. No Committee shall exceed the remit of its Terms of Reference by dealing with another Committees responsibility without the express permission of the concerned committee or full council. This will approved by the means of a majority vote.

#### AUTHORITY OF THE PROPER OFFICER

89. The Clerk is the proper officer for any purpose in respect of which a proper officer is mentioned in any statute. [Except for any such purpose that will be voted on by Full Council and added to Standing Orders as required]

