

Blo Norton Parish Council Standing Orders - May 2018

1. Councillors shall comply with the Code of Conduct at all times when on Parish Council business.
2. Parish Council meetings shall be held on the second Tuesday of each alternate month commencing in January at The Blo Norton Village Hall commencing at 7.30 pm.
3. Councillors who cannot attend should contact the Clerk with apology and explanation. A register of attendance to be kept by the Clerk.
4. The Agenda will be published at least 7 days prior to a meeting and will be made public on the website and parish notice board.
5. The Agenda will be drafted by the Clerk and approved by the Chair and opportunity will be given to Councillors to put forward items to be included for discussion/resolution prior to publication of the agenda. Any items for the Agenda should be passed to the Clerk at least 10 days before the meeting.
6. The Council may only move to resolve items specified on the Agenda. The Agenda will always include an opportunity for "Any Other Business" to be considered but decision cannot be reached on matters raised under this topic during a meeting.
7. The Agenda will include an item to allow Councillors to declare any relevant interests.
8. Meetings will be open to the public and the agenda will include an item to allow public participation.
9. The Chair or Vice-Chair of the Parish Council will Chair meetings or in their absence a temporary chair will be elected by the Council.
10. The Council will make decisions by majority vote and shall only conduct business if it is quorate – at least 3 Councillors present.
11. The Chair may exercise a casting vote in the event of a split vote.
12. A resolution cannot be reversed within 6 months except by a special motion.
13. An annual general meeting shall take place every year in May. The Chair to be elected for 1 year at the AGM (May).
14. Minutes will record Councillors and members of the public present, declarations of interest made and as a minimum decisions taken by the Council.
15. Draft Minutes will be circulated as soon as practicable but within the most 2 weeks of the date of a meeting having taken place. Cllrs shall supply any amendments to the Clerk if possible prior to the next meeting.
16. The Minutes will be approved at the next meeting and published along with any supporting papers on the website.
17. The Clerk will act as Proper Officer and Responsible Finance Officer to the Council.
18. The Council will appoint Lead Councillors to undertake specific tasks including liaison with appropriate parties on behalf of the Council but within the guidelines and limits agreed at Council Meetings and recorded in the Minutes.
19. Written estimates shall be obtained for any works proposed by the Council and a minimum of 2 estimates will be required for works of value greater than £100.
20. The Standing Orders shall be reviewed as appropriate and interpretation of the standing orders during a meeting will be determined by the Chair and the Standing Orders may, subject to being recorded in the Minutes be suspended at any time to allow business to progress.
21. Risk assessments and financial rules and regulations governing the activity of the Parish Council shall be reviewed annually.
22. The Parish council will be the Data Controller in respect of the GDPR and the Clerk will act as DPO. All Councillors should be aware of GDPR.