

GREYSOUTHEN PARISH COUNCIL

STANDING ORDERS

1. Agendas and minutes of previous meetings should be circulated to all Councillors at least seven days prior to the subsequent meeting of the Council
2. Notices of the meeting MUST be notified by affixing a notice on the noticeboards in the village
3. Meetings will take place where possible in the Village Hall on the third Monday in the month (excluding August)
4. Proceedings shall not commence before 7.15 pm
5. The Chairman of the Council will preside
6. If the Chairman is absent the Vice-Chairman will preside. If both the Chairman and the Vice-Chairman are absent, a Chairman must be appointed before the meeting commences
7. The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting
8. The Clerk shall record the proceedings of the Parish Council
9. If the Clerk is absent the Chairman shall record the proceedings or appoint another to do so
10. As soon as the Chair has been filled and the recording of the minutes decided, the Minutes of the previous meeting should be considered agreed and signed by the Chairman
11. No business can be transacted unless there is a quorum – a quorum will be one third of the Councillors i.e. 3 members
12. If required the Clerk shall record the names of the Councillors who voted for or against a particular motion
13. The person presiding at a meeting can give an original vote and in the case of equality may give a casting vote even though he did not make an original vote
14. Orders for payment of money shall be authorised by resolution and signed by two members of the Council.
15. All cheques will be signed by two of the four nominated persons – as per mandate submitted to Cumberland Building Society
16. Apart from the Responsible Financial Officer, normally the Clerk, the Parish Council will appoint a member of the Council to make independent checks.
17. An internal auditor will be appointed each year to audit the Parish Council accounts
18. Chairpersons of sub-committees in the case of equality may have a second or casting vote
19. All minutes shall be open for inspection by any member of the Council
20. The public should be admitted to all meetings of the council unless they are temporarily excluded by resolution
21. At all meetings of the Council, the Chairman may at his/her discretion and at a convenient time in the transaction of business, allow any member of the public to address the meeting in relation to the business to be transacted
22. The Clerk shall afford to the press reasonable facilities for making their report of any proceedings at which they are entitled to be present
23. The Clerk should keep a book with the details of any pecuniary interest expressed by a Councillor
24. At all meetings of the Council the Chairman may permit Councillors who have a prejudicial interest in relating to any item of business to (a) make representations,

(b) answer questions or (c) give evidence relating to the item provided that members of the public have been permitted under SO70A to attend the meeting for the same purpose.

25. If the Council enters into a contract for the supply of goods or materials or for the execution of work with a value of between £1000 and £10000 the Clerk shall give three weeks public notice of such intentions.
26. The Clerk shall confirm and advise the Council of the statutory authority under which payment for each purchase of goods or procurement of works or services is to be made. The Clerk and Councillors are responsible for obtaining the best value for money at all times. Where possible, this shall be by obtaining three estimates, quotations or tenders. The Council shall not be required to accept the lowest estimate, quotation or tender if it considers that value for money has not been achieved.
27. If the Clerk receives a planning application and other urgent matters with a response before the next meeting, he shall contact five Councillors and seek their opinion so that a reply can be made before the due date.
28. If the Clerk receives any correspondence which requires a reply before the next Council meeting he should refer that correspondence to the Chairman

STANDING ORDERS RE ANNUAL MEETING

1. The Annual Meeting shall be held on the date of the May meeting of the Parish Council
2. The first business should be to elect a Chairman who shall sign a Declaration of Acceptance of Office
3. A Chairman will be in office for no more than three consecutive years without confirmation of the easement of this clause at the Annual Meeting.
4. A Vice-Chairman for the following year shall be elected.
5. The Vice-Chairman will sign a Declaration of Acceptance of Office.
6. A Vice-Chairman will be in office for no more than three consecutive years without confirmation of the easement of this clause at the Annual Meeting.
7. In an election in any year, to fill any vacancies unfilled by sufficient nominations
8. To receive all Declaration of Acceptance of Office.
9. The Minutes of the Annual Meeting should be considered, agreed and signed
10. The Chairman shall give his/her Annual Report to the Council
11. The Clerk shall present to the Council a statement of the Parish Council's accounts for the last financial year and receive the Council's observations
12. The Council shall receive any other reports from District or County Councillors
13. Deal with any other business

PROCEDURE FOR HANDLING CONSULTATIONS AND SURVEYS (EXCEPT PLANNING APPLICATIONS)

1. Within 2 days of receipt of a consultation, the Clerk will notify the Chairman who will then decide in the light of the response timetable, whether the Council's response is to be decided prior to the next regular meeting of the Council, at the next meeting or at a special meeting.
2. If the Council's response is to be decided at the next regular meeting or a special meeting, the Chairman will decide what papers about the consultation/survey are to be circulated by the Clerk to the Councillors prior to the meeting.

3. If the Council is to respond before the next meeting, the Chairman/Clerk will consult with such other members of the Council (as he/she deems appropriate/as previously laid down by the Council). The Chairman will then instruct the Clerk on the response that is to be submitted on the Council's behalf. The response submitted will then be reported to the next meeting of the Council for ratification.
4. In the event of it being decided that no formal response will be submitted the Clerk will nevertheless write and inform the consulting body that on this occasion the Council has no observations to make.

COMPLAINTS

"A complaint is an expression of dissatisfactionabout the council's action or lack of action or about the standard of a service, whether the action was taken or the service provided by the Council itself or a person or body action on behalf of the Council. A complaint may be triggered by an allegation of administrative fault such as not following procedures or standing orders, inadequate service, no service, delay or making a mistake."

The following guidelines are in compliance with NALC notes LTN9E (June 2014).

1. Complaints should be made in writing to the Clerk or Chairman of the Parish Council stating:
 - o details of the complaint including relevant events, dates, names of relevant members, staff or contractors of the Council
 - o his/her contact details
2. All complaints will be acknowledged within two working days
3. The complainant will be given a copy of the Complaints Policy
4. A special meeting will be convened to hear and determine the complaint. This will be done within twenty working days of the date of the complaint.
5. Seven days' notice will be given for the date of the special meeting.
6. The press will be excluded from the special meetings.
7. The special meeting will consist of three members of the Council together with an independent member if necessary plus the Clerk or another appointed person as minute taker.
8. The Committee will appoint a Chairperson.
9. An agenda will be set for the meeting – a copy will be sent to the complainant
10. The complainant will be informed of the outcome of the meeting within seven working days of the special meeting.

Signed

Dated