

(Agreed at the parish meeting on the 10 March 2016)

Lower Washburn Parish Council – Standing orders

1 Meetings

- a) There will be six meetings a year in January, March, May, July, September and November on the second Thursday in the month and will be held in Leathley Village Hall.
- b) Clear notice of the meetings should be given by displaying the agenda on the Councils noticeboards.
- c) The meetings shall be open to the public unless the issue is judged to be confidential and a resolution is passed to this effect giving reasons for the exclusion of the public.
- d) The chair if present shall take the meeting and in the absence of the chair the vice chair shall take the meeting. If both are absent a councillor chosen by the councillors present will take the meeting.
- e) The chair will have the casting vote (in addition to his ordinary vote) if there is a tie in the votes cast.
- f) The minutes of the meeting will record the names of the councillors present and the items discussed and the decisions reached.
- g) Each year the parish will hold an annual meeting in May at which the chair and vice chair will be elected for the year.

2. Proper Officer

The parish council will appoint a parish clerk to take care of informing the councillors and members of the public of the dates of the parish meetings. Issue agendas, record the minutes of these meetings and deal with all necessary correspondence.

Deal with the any payments etc.

Deal with all planning applications by sending to the appropriate parish councillors acting on behalf of the Parish Council for a decision and then recording and sending details of that decision to the planning authority.

3. Minutes

A copy of the draft minutes of the preceding meeting will be circulated to councillors along with the agenda for the next meeting. The minutes will be considered at the next meeting only for their accuracy and will be confirmed by resolution and signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes related.

4. Expenditure

- a) All expenditure shall be reported to the Parish Council for approval of the payment. Where the payment would be unduly delayed by having to wait to the next meeting the clerk may be authorised by the Chair to pay out of the imprest account. This particularly applies to the parish caretaker who submits his invoice on a monthly basis. All payments will be submitted to the next parish meeting for approval.

5. Accounts and Financial Statement.

- a) All payments by the council shall be authorised, approved and paid in accordance with the Councils financial regulations.
- b) A statement of the Council's financial position for the previous year will be presented to the May meeting for approval and the Receipts and Payments book shall be signed by the Chair.
- c) The Statement of Account as required by the external audit shall be presented to the Council at the May meeting for approval.
- d) The council shall approve written estimates for the coming financial year at the November meeting and determine the precept for the following year.

6. Extraordinary Meetings

The Chair of the council may convene an extraordinary meeting of the Council at any time.

7. Inspection of documents

The minutes of the meetings of the Council shall be available for inspection by council