

METFIELD PARISH COUNCIL

Standing Orders

1. Statutory Annual Meeting

- a. In an election year shall be held on or within 14 days following the day on which the councilors elected take office and
- b. In a year which is not an election year shall be held on such day in May as the Council may direct.
- c. In addition to the Statutory Annual Meeting at least three other statutory meetings shall be held in each year on such dates and times and such place as the council may direct.

2. Chairman of the meeting

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

3. Proper Officer

Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, he shall be the clerk or nominated officer:-

- a. To receive declarations of acceptance of office.
- b. To receive and record notices disclosing personal and prejudicial interests.
- c. To receive and retain plans and documents.
- d. To sign notices or other documents behalf of the council
- e. To receive copies of bylaws made by District Council
- f. To certify copies of bylaws made by the council.
- g. To sign and issue summons to attend meetings of the council.
- h. To keep proper records for all Council meetings.

4. Quorum

.....4..... 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 prejudicial interest falls below 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 fix.

5. Voting

1. Members shall vote by show of hands, or, if at least two members so request, by signed ballot.

2. 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. Such a request must be made before moving on to the next business.

3. 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.

6. Order of Business- Annual Meeting

At each Annual Parish Council Meeting the first business shall be:-

- a. To elect a 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 yet been received as provided by law shall be received.
- e. To elect a Vice Chairman of the council.
- f. To appoint representatives of outside bodies.
- g. To consider the payment of any subscriptions falling to be paid annually.

7. Meetings

Meetings of the Council shall be held in each year on such dates and times and at such place as the council may direct.

a. At every meeting other than the Annual Parish Council Meeting the first meeting shall be appoint a chairman if the Chairman and Vice Chairman be absent.

b. In every year. Not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions off service of existing employees.

8. Order of Business – Regular meetings

- a. 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 Minuets may be taken as read.
- b. To deal with business expressly required by statute to be done.

- c. To dispose of business, if any, remaining from the last meeting.
- d. To receive such communications as the person presiding may wish to lay before the council.
- e. To answer questions from Councillors.
- f. To receive and consider reports and minutes from committees.
- g. If necessary, to authorize the signing of orders for payments.

9. Urgent business

A motion to vary the order of business on the ground of urgency 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 shall be put to the vote without discussion.

10. Rules of Debate

- a. Members shall address the chairman.
- b. No member shall at a meeting disregard the ruling of the Chairman, willfully obstruct business, or behave irregularly, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.

11. Voting on appointments

Where more than two persons 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.

12. Expenditure

- a. Except as provided in paragraph 2 all accounts for payment and claims upon the Council shall be laid before the council.
- b. Orders for the payment of money shall be authorised by resolution of the council and approved by two authorized signatories via online banking.
- c. To make a payment before it has been authorized by the council, such a payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorized by the Proper Officer/Responsible Financial Officer (RFO) for payments with the approval of the Chairman or Vice Chairman of the Council.
- d. All payments ratified under c above shall be separately included in the next schedule of payments laid before the Council
- e. The RFO shall supply to each member as soon as practicable after the 31st March each year a statement of the receipts and payments for the Council for the completed financial year.

f. A financial Statement prepared on the accounting basis shall be presented before the end of the following May. The Statement of Accounts of the Council (which is subject to Audit) shall be presented before the end of September.

13. Declaration of Interests

a. If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 9th May 2022 then he shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of that interest as required.

b. A member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room during consideration of the item to which the interest relates.

c. The Clerk will hold a register of member's interests.

Dispensations – An Application for dispensation must be made in writing to the Clerk as soon as possible before the meeting or failing that, at the start of the meeting for which the dispensation is required. A decision in writing is to be made before the meeting. An application can be made right up to the start of the meeting.

A Councillor may not remain in the meeting room or participate in any council business relating to the application unless dispensation is granted.

14. Public

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

a. The Chairman may at the council's discretion at any convenient time in the the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.

b. If a member of the public interrupts the proceeding at any meeting he/she may be removed from the meeting.

15. 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.

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