

## **BICTON PARISH COUNCIL**

### **Standing Orders**

- 1 The chairman's function, in cooperation with clerk and councillors, is to chair meetings which are:- friendly, lawful, with clear issues, complete facts, fair hearings, relevant opinions and reasonably short.
- 2 The chairman is the leader of the Parish Council but the chair cannot overrule any council decisions.
- 3 The chairman's authority is limited to matters of procedure so his/her views have no more merit than others.
- 4 The chair has no duty to suppress his own opinions but he has no right to suppress the views of others.
- 5 The chairman's rulings must be obeyed by individual Cllrs unless the parish council overrules the chair.
- 6 The clerk is the Proper Officer and Responsible Financial Officer.
- 7 The clerk must inform and advise the parish council.
- 8 All Cllrs must conform with the current code of conduct.
- 9 A record of interests book is kept by Shropshire Council.
- 10 The chairman may adjourn a meeting to receive a report.
- 11 Decisions are reached by a simple majority vote. In tied votes the chair has a casting vote.
- 12 Voting may be by show of hands or secret ballot.
- 13 If a member requests it, how he/she voted will be recorded in the minutes.
- 14 The quorum is three.
- 15 The only issue when confirming the minutes is whether they are a true and accurate record.
- 16 Corrections to the draft minutes are by resolution only.
- 17 Matters arising should only be used for reports of progress.
- 18 A parish council must hold an annual meeting plus three other routine meetings per year.
- 19 A parish council may meet more frequently.
- 20 Points of Order relate to procedure only and when raised they take precedence over other business.
- 21 Any Other Business is for exchange of information only.
- 22 The clerk may use his executive powers to deal with routine matters, if necessary.
- 23 Meetings are usually open to the public but confidential items may be transacted in closed sessions.
- 24 Only Cllrs and clerk have the right to speak at meetings. All others may speak in the open forum.
- 25 Complaints will be dealt with fairly.
- 26 The order of agenda items may be revised by the chairman.
- 27 The statutory annual meeting shall be held in May.
- 28 The chairman has an original vote and a casting vote.

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29 If the person presiding at the annual meeting would have ceased to be a cllr but for the statutory provisions which preserve the membership of the chair and vice chair until the end of their term of office, he/she may not give an original vote in an election for chairman: the person presiding must give a casting vote when the vote is tied in an election for chairman.

30 At the annual meeting the first item is to elect a chair. Then in election years any council vacancies must be filled by cooption. Then the vice chair and council representatives and trustees and committee members must be elected.

31 At routine meetings if the chair and vice chair are absent the first item is to elect an acting chairman.

32 The person presiding at any meeting exercises all the powers and duties of the parish council chairman.

33 BPC Financial procedures must be observed.

34 Payment of accounts must be authorised by resolution and cheques signed by at least two Cllrs.

35 BPC's Shropshire Council Cllr is invited to meetings to give a report.

36 Statutory procedures may be resolved without notice.

37 Parish council policy may be amended at any time, if it is on the agenda.

38 Any executive committee has the powers of the parish council except for precepting and loans. Any advisory committee only has functions specified by the BPC.

39 BPC may suspend, add or delete, any non statutory standing order at any meeting, without notice.