

Greatham Parish Council

STANDING ORDERS

1. The Parish Council shall meet on a Monday evening at 6.30p.m. every six weeks.
2. The chair of the Parish Council shall preside.
3. Should the chair be absent, the deputy chair shall preside.
4. In the absence of both, the councillors present shall elect a chair to preside before the agenda is discussed.
5. The clerk shall record the proceedings.
6. If the clerk is absent, the person presiding may record the proceedings or appoint another to do so.
7. As soon as the chair is filled and provision for recording the proceedings is in place the meeting will discuss the agenda in the order published.
8. The ward councillor's and the police reports will precede the official business and will each have a five minute time limit placed on them.
9. If considered correct, the minutes of the previous meeting will be signed by the person presiding at the meeting.
10. A quorum shall consist of three elected parish councillors.
11. All business must be conducted through the chair.
12. The clerk will be the responsible Financial Officer.
13. Each cheque must be fully completed prior to being signed and counter-signed.
14. Each cheque stub must contain the same particulars as on the corresponding cheque and is to be initialled by one of the signatories.
15. The accounts internal audit should be completed as soon as possible after March 31st. and signed by the chair at the first possible meeting after that.
16. Where councillors have a personal interest in matters under discussion they shall declare it and take no part in the debate. The chair will give them the opportunity to leave the room if they wish. Should any councillor have a prejudicial interest they must leave the room.
17. Members of the public may only speak at the invitation of the chair but provision for the public to speak will be included on the agenda. The public may be excluded from the meeting should the chair deem it in the public interest.

Adopted March 2017