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**NASH MILLS PARISH COUNCIL**

**STANDING ORDERS 2016**

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1. The Council shall hold not less than four meetings in each year, of which one must be the Annual Meeting.
2. The Annual Meeting may be held on any day in May, except in an election year when it must take place on the fourth day after the date of the election or within fourteen days thereafter. The first item of business shall be to elect a Chairman and Vice Chairman. The Chairman will sign the Chairman's declaration of office. The Council may in the year of the election fill any vacancies caused by insufficient nominations. All members shall sign the Code of Conduct and declarations of interest.
3. All minutes kept by the Council and by any committee shall be open for the inspection by any member of the Council.
4. The public and press shall be admitted to all meetings of the Council and its committees which may, however, exclude the public and press by means of the following resolution: "that in the view of the (special) (confidential) nature of the business about to be transacted it is advisable in the public interest that the press and public be excluded and they be asked to withdraw.
5. At every meeting, the first item of business shall be to appoint a Chairman should the Chairman and Vice Chairman be absent.
6. All members must observe the Code of Conduct, which was adopted by the Parish Council on June 12th, 2012 a copy of which has been circulated to all Councillors for signature.
7. If a member has a personal interest as defined by the Code of Conduct adopted by the council then he shall declare such interest as soon as it becomes apparent.
8. If a member who has declared a personal interest and considers the interest to be prejudicial, he /she must abide by the Code of Conduct. Members of the public and a Councillor with an interest will be entitled to speak at meetings may make representations, answer questions, give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.
9. Chairmen of committees and sub committees shall in the case of an equality of votes have a second or casting vote.
10. Each meeting will carry out any business required by statute.
11. The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

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12. Three members or one third whichever the greater shall constitute a quorum at meetings of the Council but a motion to suspend Standing Orders shall not be moved without notice unless at least two thirds of the members of the Council are present.
13. Members of the Council shall address their remarks to the Chairman.
14. After consideration the minutes of the previous meeting should be approved and signed by the person presiding as a correct record. If any member has any objection to any part of the previous minutes he / she may have their correction / amendment recorded in the minutes of the current meeting. No alterations shall be made to the original document as circulated other than by the Clerk and only in pencil in the margin.
15. The mode of voting at meetings of the Parish Council shall be by a show of hands and upon the request of any member the voting on any question shall be recorded so as to show whether each member present and voting gave his vote for or against that question.
16. If a member so requires, the Clerk shall record the names of the members who voted on any questions so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.
17. Any contract for the supply of goods or services between £1000 and £4,999 must have two competitive quotes. Goods or services valued over £5000 would require three competitive quotes. Council can award goods or services valued under £1000 at the discretion of the Finance Committee subject to unanimous agreement. In the event of an emergency, an amount being required for non-contractual services, the clerk may approve up to £500. This is subject to approval with two representatives from Council being Chairman and Finance Chairman, in either of their absences the Vice Chairmen of the relevant position may approve.
18. Two members of the Council plus the Clerk to the Council shall sign every cheque or order for the payment of money following authorisation by the council (or an authorised subcommittee)
19. The Council may at the Annual Meeting appoint statutory and standing committees and may at any time appoint such other committees as are necessary but subject to any statutory provision in that behalf: a) shall not appoint any member of a committee so as to hold office later than the next Annual Meeting b) may at any time dissolve or alter the membership of a committee.
20. The Chairman shall be a member of every committee. The Vice-Chairman shall also be a member of every Committee. With the permission of the Chairman, he/she may be exempted should this lead to a conflict of interests between e.g. Borough and Parish Duties.
21. A copy of these standing orders shall be given to each member of the Council by the Clerk upon delivery of each of the member's declaration of acceptance of office.
22. Parish Councillor may attend other committee meetings but cannot vote.