

LEVERINGTON PARISH COUNCIL

STANDING ORDERS 2023

*At the Meeting of the Leverington Parish Council on 24th October 2023
the following Standing Orders were adopted.*

*If any matter arises not covered by these Standing Orders, reference will be made to
the 'Standing Orders for Local Council' issued by the National Association of Local
Councils published in 2010.*

1. Meetings of the Council.

- 1.1. Shall be held at Leverington Village Hall on the fourth Tuesday of the month.
- 1.2. Meetings will commence at 7.00pm. An Open Forum can be held after Item One or as soon as practicable on the agenda. The meeting will be closed and then reopened after the Forum. The period of time designated for public participation shall not exceed 15 minutes.
Members of the public are entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 2 minutes. Alternatively, parishioners may be invited to speak at the item in which they are interested.
- 1.3. Smoking or drinking is not permitted at any meeting of the Council.
- 1.4. Note (A)5 in Mandatory Standing Orders regarding the recording of meetings.

2. The Statutory Annual Meeting.

- 2.1. In an election year, the meeting shall be held on the Tuesday next following the fourth day after the ordinary day of elections to the Council or as soon as possible thereafter.
- 2.2. In a year, which is not an election year shall be held the fourth Tuesday in May.
- 2.3. Three other statutory meetings shall be held in the months of January, March and September.
- 2.4. Three additional meetings shall be held in the months of April, July and November.
- 2.5. Three members shall constitute a quorum.
- 2.6. Members shall make resolutions by a show of hands or if at least two members request, by signed ballot.
- 2.7. 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.
- 2.8. The Chairman may give an original vote on any matter put to the vote and in a case of an equality of votes may give a casting vote also.
- 2.9. 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 office, that person presiding may not give an original vote in an election for Chairman.
- 2.10. The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

3 PAYMENT OF ACCOUNTS

- 3.1 All payments shall be effected by internet banking, cheque or other order drawn on the Council's bankers.
- 3.2 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 3.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted at the next available opportunity. They will be scrutinised at the next Council Meeting.
- 3.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, the Clerk may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 3.5 All cash received must be banked intact. Any payments made in cash by the Clerk/RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly. The Assistant Clerk will maintain a float of £50 (fifty pounds). All receipts to be retained and a notebook record kept of expenditure. This arrangement will be reviewed annually.
- 3.6 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that two members sign the instructions and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.

4 PAYMENT OF SALARIES

- 4.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.
- 4.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to and ratified by the next available Council Meeting.

5 LOANS AND INVESTMENTS

- 5.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

Annual Meeting of the Parish Council.

- 6. The order of business shall be:
 - 6.1 To elect a Chairman and Vice Chairman (*if required*).
 - 6.2 To receive the Chairman's Declaration of Office.
 - 6.3 In an election year, acceptance of the Declarations of Acceptance of Office

- by all councillors.
- 6.4 Confirm the minutes of the last meeting.
- 6.5 Review and delegate key councillors to specific items for Health and Safety Checks and Risk Assessments.
- 6.6 If relevant, review the terms of reference of sub committees and working parties. To include number of members and substitute councillors.
- 6.7 Review and adopt Standing Orders and Financial Regulations.
- 6.8 Review of representation on or work with external bodies and arrangements for reporting back with written reports.

The following points to be reviewed as soon as possible after the Annual meeting.

- 6.9 Review of inventory of land and assets by Working Party and then to Council
 - 6.10 Review of insurance cover by Working Party and then to Council.
 - 6.11 Reviewing the Council's complaints procedure.
 - 6.12 Reviewing the Council's procedure for dealing with the press/media.
 - 6.13 Agreeing the dates, times and place of ordinary meetings of the full council for the year ahead. *(This item is set in November each year).*
- 7.
- 7.1 No resolution may be moved unless the business to which it relates has been put on the agenda by the clerk. Or the mover has given notice in writing of its terms and has delivered the notice to the clerk at least ten days before the meeting.
 - 7.2 After consideration, to approve the signature of the minutes by the person presiding as a true record and to deal with business expressly required by statute to be done.
 - 7.3 A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer or by a motion moved in pursuance of the recommendation of a committee. When a motion moved pursuant to standing order above has been disposed of, no similar motion may be moved within a further six months
8. Orders for the payment of money by cheque shall be authorised by resolution of the Council and signed by two signatories. Where it is necessary to make a payment before it has been authorised, such payment shall be certified as to its correctness and urgency by the Responsible Financial Officer. If deemed necessary, orders for the payment of money that is under £500 (five hundred pounds) can be authorised by two signatories out of meeting. For internet banking, the amount paid is scheduled and will not be completed until a signatory to the account has verified the payment. All payments to be checked at a meeting by an independent councillor.
9. For articles published on the website, no name or date will be attached to that article unless the person or persons asks specifically for their name to be published. For Social Media. the person posting must have the authority of a quorum that includes the chairman.
10. All correspondence for the Council must go to the Clerk with GDPR checked if necessary. Any correspondence to individual councillors cannot be brought up for discussion to the council. GDPR checks must be kept in mind in all correspondence.
11. **Development Plans.**
The Chairman will be informed of all planning applications by e mail and will contact the Working Party for comments before submitting to the clerk. A deadline for comments will be given. If deemed necessary, the Chairman will call a site meeting. If there is a difference of opinion, the plans will be held until the next full council meeting and a resolution put forward and a vote taken.
12. The public shall be admitted to all meetings of the Council and – if any exist - its committees which may, however temporarily exclude the public by resolution.

13. The clerk shall afford to the press facilities for taking a report of any proceedings at which they are entitled to be present.
14. Contracts for the execution of work must be brought to the attention of councillors before acceptance.

Mandatory Standing Orders.

It is recommended that the Council minutes that these mandatory Standing Orders have been adopted as they reflect statutory requirements.

(A) Meetings.

1. The minutes shall record the names of councillors present and absent.
2. Meetings shall not take place in premises, which are used for the supply of alcohol.
3. The three cleared days' notice of a meeting does not include weekends or public holidays.
4. Public and press can attend meetings. The public's exclusion from part or all of a meeting shall be by a resolution, which shall give reasons for the public's exclusion.
5. The regulations give the public the right to film, record audio, take photographs, and use social media and the internet at meetings to report on any meetings that are open to the public.
6. The press shall be provided with facilities for taking a report of a meeting (unless excluded).
7. In the absence of the chairman, and with no vice chairman appointed, the council may appoint another councillor to preside.
- 8.. All decisions at a meeting shall be decided by a majority.
9. A casting vote can be given by the chairman, whether or not an original vote was given.
10. Voting shall be shown by a show of hands. If requested, the vote shall be recorded and votes for and against.
11. The code of conduct shall apply to the entire meeting.
12. Declarations of interest shall be recorded.
13. No business may be transacted unless a quorum is present i.e. three.

(B) Ordinary Council Meetings.

1. The annual meeting of the council shall be held within 14 days of an election. In other years it will be held during May.
2. The annual meeting of the Council, plus 3 ordinary meetings shall be held in each year.
3. The first business of the Council at their annual meeting is to elect the chairman and a vice chairman (if required).
4. The chairman presides at the annual meeting until his/her successor is elected.
5. An original vote may be exercised plus a casting vote in the case of an equality of votes.

(C) Proper Officer.

1. The councillors shall receive a summons confirming time, date, venue and agenda of the meeting of the council at least 3 days before the meeting.
2. Retain copies of byelaws and declarations of acceptance of office.

(D) Code of Conduct.

1. All councillors shall observe the Code of Conduct adopted by the council.
2. Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may make representations, answer questions and give evidence relating to the business being transacted but must leave the meeting.
3. The Council must adhere to the Complaints Procedure. For all complaints against the

Council, contact should be made with the Monitoring Officer at Fenland District Council with a copy to the Proper Officer of Leverington Parish Council. For complaints against the clerk the chairman must be informed.

(E) Expenditure.

1. The Council's financials regulations shall be reviewed once a year.
2. The Council's financial regulations may make provisions of authorization for the payment of money to be delegated.

(F) Execution and Sealing of Legal Deeds.

1. If a standing order resolution is made, any two members of the Council may sign on behalf of the Council any deed required by law and the proper officer shall witness their signatures.

(G) Extraordinary Meetings.

1. The chairman of the Council may convene a meeting of the Council. If the chairman refuses to call a meeting when requested, the statutory notice giving venue, time and agenda of the meeting will be signed by two councillors.

(H) Power of Well-Being. *(not applicable to this council).*

1. Before exercising the power to promote well-being, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
2. The Council's period of eligibility begins on the date that the resolution under the standing order above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary election.
3. After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in the standing order above.

(I) Financial Matters.

1. Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of (£25,000) shall be procured on the basis of a formal tender.
2. Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No.6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

Adopted at the Meeting of the Council, 24/10/2023 _____ 2023.

Signed:

Chairman.

Signed:

Clerk/RFO

(Signed copy retained in the minutes).