

# Bowness-on-Solway Parish Council

## Standing orders for Parish Council meetings.

Adopted at the Annual General Meeting of 14<sup>th</sup> May 2008  
and last amended at the meeting of May 2021.

### Preamble:

Statutory Instrument 2007 no 1159 The Local Authorities (Model Code of Conduct) Order 2007 is hereby incorporated into the Standing Orders of this Council.

Statutory Instrument 2001 no 3941 The Local Elections (Declaration of Acceptance of Office) Order is hereby incorporated into the Standing Orders of this Council.

Any amendment to the above statutory instruments which may be enacted in future will be automatically incorporated also into the Council's standing orders."

### (1) Meetings of the Council

1.1 The Council will normally meet seven times a year.

1.2 Meetings will normally take place on the second Wednesday of January, March, April, May, July, September and November.

1.3 Meetings will normally start at 7.00 p.m.

1.4 The Parish Annual Meeting will be held in May, and will begin at 7 p.m.

1.5 The Annual General Meeting of the Council will follow the Annual Parish Meeting.

1.6 The normal Parish Council meeting for May will then follow.

1.7 Additional meetings may be called, with due notice, should urgent business require it.

The clerk shall serve on councillors at least three clear days before a meeting of the council, by delivery or post at their residences or by e-mail, a signed summons confirming the time, place and the agenda.

### (2) Attendance

2.1 Members should advise the clerk, (or, failing him, the chairman) if they are unable to attend a particular meeting.

2.2 If a member fails throughout six consecutive months to attend any meetings of the council, he ceases automatically to be a member of the council, unless his failure is due to a reason approved by the council. The period begins with the last meeting attended.

2.3 The clerk will record attendance at each meeting, and maintain a cumulative record.

### (3) Order of business at meetings of the Council.

**Note** The order of business may be changed, at the chairman's discretion.

3.1 The agenda will normally contain the following items.

1 Apologies and declarations of interest.

2 Minutes of the previous meeting

3.1 Report on action taken since the last meeting by members of the Council

3.2 Report on action taken since the last meeting by the Clerk.

3.3 Public participation (at chairman's discretion)

3.4 Any items of information brought by the County Councillor

3.5 Any items of information brought by the Borough Councillor

4 Correspondence

5 New business, including reports from parish organisations.

6 Finance

7 Highways

8 Planning

9.1 Documents received for comment

9.2 Documents received for information

10.1 Any items of information brought by members

10.2 Any items of information brought by the clerk

Bowness-on-Solway Parish Council

11.1 Date of next meeting

11.2 Date of future meetings (until next AGM)

**Note 1** Members should take special care over declarations of interest. It may well be advisable to assume a need to withdraw from the meeting when any item on which they have declared an interest is reached. (See the leaflet on this matter.)

Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

A dispensation may be granted in accordance with the above if having regard to all relevant circumstances the following applies

- a. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
- b. granting the dispensation is in the interests of persons living in the council's area or
- c. it is otherwise appropriate to grant a dispensation.

**Note 2** Items under 10 may only be used to convey information, or to raise questions.

**Note 3** No decisions may be made on matters not notified on the agenda

**Note 4** Items for the agenda should be notified to the clerk by the Tuesday of the week before the meeting, so as to allow due notice to be given.

#### **4 Grants to parish organisations and other bodies.**

Requests for grants to parish organisations shall be heard by the Council at an April Parish Meeting, and the Council will then decide what grants are to be made at the subsequent Council Meeting in May.

#### **5 Budget.**

The clerk, as Responsible Financial Officer, shall draw up a draft budget to be considered by the Council at its meeting in November. The Council shall amend the draft as it sees fit, and this amended budget shall be the figure for the precept for the following financial year.

#### **(6) Banking.**

**6.1** All banking transactions to be through the following accounts held by the Parish Council at the HSBC, 29 English Street, Carlisle, CA3 8JT.:

1. Community/Current account number 51370219
2. Business Money Manager (Deposit) account number 31586157
3. Business Money Manager (Deposit) account number 32207761

**6.2** Cheques should be signed by two members, normally the Chairman and one other councillor.

**6.3** In the absence of the chairman the vice-chairman may sign for her/him.

**6.4** Signatories from the Parish Council are to be as decided at the Annual General Meeting.

**6.5** Signatories chosen will be named in **annex A** to these standing orders.)

**6.6** The clerk is hereby authorised to transfer sums by telephone from the Money Master accounts to the Treasurer account, and from the Treasurer to the Money Master accounts, so as enable maximum interest to accrue.

**6.7** All such transfers to be reported by the clerk to the next meeting of the Council.

**6.8** The clerk may not make transfers to or from any other accounts.

**6.9** At the end of each month, the clerk shall provide the chairman and vice-chairman with an update on the Council's accounts, reconciling the Receipts and Payments book with the end of month bank statement.

**6.10** Similar updates shall be provided to each member at the normal meetings of the Council.

**(7) Signing of deeds and other official documents**

**7.1** Deeds and all other official documents to be signed by the chairman and vice-chairman.

**7.2** In the event of either chairman or vice-chairman being unavailable then the second signatory may be either of the banking signatories as decided at the Annual General Meeting.

**7.3** Cllr James Graham is the appointed representative of the Council to sign Rural Payment Agency documentation.

**(8) Planning applications.**

**8.1** The clerk shall send any planning application received to the appropriate members (as identified in annex B) in advance of the meeting of the Council, so as to allow members concerned the opportunity to make any necessary enquiries, and to be better prepared for discussion at the subsequent Council meeting.

**8.2** In the event of a planning application not being able to be dealt with in due time at the next meeting of the Council, the clerk will nevertheless send the papers to the appropriate councillors, as identified in annex B.

**8.2.1** Having consulted each other, members will then contact the clerk with their decision, in time for a response to Allerdale to be made by the due date.

**8.2.2** The decision of the councillors consulted is to be taken as the view of the whole Council, and will be reported to the next meeting of the Council.

**8.2.3** Any suggestion to object to or refuse an application should be referred to the full Council via the chairman.

**8.3** Members should exercise due care as to declaration of interest.

**8.4** It is expected that members acting by virtue of the above procedure will take the trouble to acquaint themselves with local opinion as best they may.

**9- Executive powers** are delegated to the Clerk of the Council following consultation with the Chairman or Vice-Chairman of the Council for matters which require a decision before the next ordinary meeting. Any such delegated action is to be reported to the next meeting of the Parish Council.

**10-** Any document for consultation requiring response before the next meeting of the Council to be referred by the clerk to the Chairman/Vice-Chairman, who will refer the matter to two other members who will respond on the Council's behalf, consulting colleagues by phone if appropriate. The response shall be regarded as that of the full Council, but must be reported to the next meeting, and a *résumé* minuted

**11- Requests for copies of Council minutes.**

The clerk may provide copies requested by members of the public, at a charge of 15p per sheet.

**12 Distribution of Newsletter.**

The newsletter will be distributed by members in accordance with the allocations in annex C.

**13 Guest speakers**

A guest speaker invited to an ordinary meeting will normally speak immediately after the minutes of the previous meeting are taken.

**(14) Time limit on meetings**

**14.1** Ordinary Council meetings will close at 9.30 p.m.

**14.2** In the event of the business on the agenda not being completed by the closure time, the chairman will adjourn the meeting to a later date.

**14.2.1** The adjourned meeting will deal only with outstanding matters from the agenda of the original meeting.

**(15) Chairman's term of office.**

## Bowness-on-Solway Parish Council

A chairman may not serve for more than three years consecutively, nor for more than six years in total.

**(16) The Clerk to the Council.**

The Clerk shall have a contract of employment, and work to guidelines set by the Council in an agreed job description.