

## **APPLETON WISKE PARISH COUNCIL**

### **STANDING ORDERS**

The Parish Council shall normally meet in the first Monday of each month at 7:30 p.m., except in August when there will be no meeting. Any changes to this shall be properly advertised at least five working days prior to the changed meeting.

The Chair of the Parish Council shall preside.

Should the Chair be absent, the Vice shall preside. In the absence of both the Chair and Vice Chair, the meeting shall appoint a Chair before proceeding to business.

The Clerk shall record the proceedings and shall maintain copies of all minutes and important documents.

Any items of business concerning finance shall be dealt with in accordance with the Appleton Wiske Parish Council Financial Standing Orders.

In the absence of the Clerk, the person presiding shall appoint a person to record the proceedings.

The first substantive item of business shall be the agreement of (and any amendments to) the minutes of the previous meeting, which shall be signed by the person presiding the meeting.

All business shall be advertised on the agenda, which shall be posted on the Village Notice Board and copies sent to Councillors not less than three clear working days prior to the meeting. The agenda shall show details of all proposed financial transactions and be detailed enough to indicate to the public the nature of any decisions which are likely to be made.

A quorum shall consist of three Councillors, or the number which constitutes at least one third of the membership of the Parish Council, whichever is the greater. Voting shall be by simple majority with the person presiding having the casting vote. However, a casting vote shall only be utilised where the issue is so urgent that a decision must be made at that meeting; otherwise, the issue shall be put in the agenda again for the following meeting.

All business shall be conducted through the person presiding the meeting.

All Councillors shall, before partaking in Council business, sign the Code of Member Conduct and complete the Register of Member Interests.

Where a Councillor has an interest, as defined by the Code of Member Conduct, that person shall declare the interest and follow procedures as in the Code of Member Conduct.

Members of the public shall be given the opportunity to speak before the Council commences business and at the end of the meeting after its closure. Items raised by the public will be recorded with the minutes of the meeting. Other than at these times, the public shall not be permitted to speak unless there is a proposal to do so and this is

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agreed by a vote of the Council. The meeting may, on occasions, be suspended to allow additional public discussion.

At the Annual General Meeting (AGM) of the Council, the Chair and the Vice Chair shall be elected for the following year. Following the May meeting, there shall be the Annual Parish Assembly, which shall be advertised at least fourteen days in advance by a notice on the Village Notice Board.

These Standing Orders shall only be amended following a vote where the amendment has been advertised in full on the Village Notice Board.