

## Standing Orders

### 1. Meetings

- a) The Annual Meeting of the Parish Council shall be held in accordance with Schedule 12 Para 7 (2) of the Local Government Act 1972 at a time and place to be arranged by the Council.
- b) The Council shall meet for the transaction of general business on dates to be fixed at the Annual Meeting, and such meetings shall be held as far as is possible, at Village Halls in the Parish Wards in rotation, and shall commence at 7.30 p.m.

### 2. Quorum

No business shall be transacted at a meeting of the Council unless at least three Members are present.

### 3. Chairman

- a) The Chairman shall be elected annually by the Council from amongst the Councillors.
- b) The person presiding at a meeting, in the absence of the Chairman may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

### 4. Proper Officer

Where a Statute or Order confers functions or duties on the Proper Officer of the Council, the Proper Officer shall be the Clerk.

### 5. Minutes

No discussion shall take place upon Minutes of meetings except upon their accuracy. Corrections to the minutes shall be made by resolution and must be signed by the chairman.

### 6. Committees

- a) The Council at its Annual Meeting may appoint Standing Committees and may at any time appoint such other Committees as are necessary.
- b) The Council may at any time dissolve or alter the Membership of a Committee.
- c) No Member appointed to a Committee may hold office later than the next Annual Meeting of the Council.
- d) The Chairman and Vice – Chairman of the Council shall be Members of every Committee ex officio.
- e) The quorum of a Committee shall be one half of the Membership or two, whichever is the lesser.

### 7. Revocation or Variation of standing orders

A motion to vary permanently or revoke a Standing Order (s) shall, when proposed and seconded, stand adjourned without debate to the next ordinary meeting of the Council.

### 8. Notice of Motion

All original motions for the Agenda of a meeting of the Council shall be handed to the Clerk in writing not less than 14 days before the meeting, unless on matters of urgency, accepted by the majority as such the matter may be discussed without the aforementioned notice being given.

## 9. Resolution to be moved and seconded

No motion shall be discussed at a meeting unless it has been moved and seconded.

## 10. Motion to rescind resolution

Amendments shall be taken in order, and one amendment shall be disposed of before another is moved. If the first amendment is carried it becomes the substantive motion, whereupon any further amendment may be moved.

## 11. Motion to rescind resolution

Any motion to rescind any previous resolution passed by the Council shall be handed to the Clerk in writing not later than 14 days before the date of the next meeting. A motion to rescind a resolution shall not be valid within six months after the date of the original resolution.

## 12. Speakers

All speakers shall address the Chair. All Members shall preserve order and be seated when the Chair rises. No Member shall be allowed to speak more than once on any motion until every other Member has had the opportunity of speaking. He shall then only have the opportunity to speak a second time with the permission of the Chairman.

## 13. Time limit for speakers

The mover of a motion shall be allowed five minutes and the seconder and succeeding speakers three minutes each. The time limit may be extended by vote of Members. The mover of any original motion, but not of any amendment, may reply to the discussion without introducing a new matter, and this shall close the discussion.

## 14. Voting

- a) Voting shall be by show of hands, unless it is the wish of the majority of Members present that a ballot be taken.
- b) 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.
- c) The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of voting, may give a casting vote also.

## 15. Procedure motions

Any motion "to adjourn", "next business", "that the vote be now taken" shall be moved, seconded and put to the vote without discussion. A motion of "next business" shall not be taken until the mover and seconder of a motion have been heard.

## 16. Points of order

Any breach of, or question on, the Rules or Standing Orders may be raised by a Member rising on a point of order. The ruling of the Chairman on a point of order shall not be open to discussion.

## 17. Disorderly conduct

- a) If, at a meeting, any Member of the Council misconducts himself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the Council, the Chairman or any other Member may move "that the Member named be not further heard" and the motion, if seconded, shall be put and determined without debate.
- b) If the Member so named continues his misconduct after a motion under the above paragraph has been carried, the Chairman shall either move "that Member do leave the meeting" in which case the motion shall be put and determined without seconding or discussion, or adjourn the meeting of the Council for such a period as he, in his discretion, shall consider expedient.

## 18. Closure time

All meeting shall close not later than 10.00pm.

## 19. Suspension of Standing Orders

Standing Orders No.13 or 18 may be temporarily suspended by a two-thirds majority vote of the Members present.

## 20. Accounts and financial statement

The Accounts and Financial Arrangements for the Parish Council are covered by the specific provisions of the Parish Council Paper, attached as Schedule 1 to these Standing Orders.

## 21. Councillors Code of Conduct and Declaration of Interests

In accordance with the Parish Councils (Code of Conduct) Order 2001 and the provisions of the Local Government Act 2000, Members Conduct and Declaration of Personal and Prejudicial Interests, (financial or other) together with registration of those interests and Gifts of Hospitality are now covered by the specific provisions of the Wrightington Parish Council Members Code of Conduct, attached as Schedule 2 to these Standing Orders.

## 22. Mobile Telephone

Councillors must ensure that mobile telephones are switched off, or on silent, and out of sight whilst Parish Council Meetings are in progress.

## 23. Admission of Public and Press

The public and press shall be admitted to all meetings though they may be temporarily excluded by specific resolution in the light of the confidentiality or special nature of the business to be transacted.

A period not exceeding 30 Minutes shall be set aside before the start of each meeting to enable Local electors to put questions or make observations on matters affecting the Parish.

If a member of the public interrupts the proceedings at any meeting, the Chairman, after warning, may order that the person be removed from the meeting place or that the part of the meeting place open to the public be cleared.

Accepted at the Council Meeting 18 May 2015

Amended with the Inclusion of 22 (Mobile Telephones) 20 September 2010.

C. A. Cross (Clerk to the Council)

# Schedule 1

## WRIGHTINGTON PARISH COUNCIL

### Accounts and Financial Arrangements

With effect from 1 April 2003 the Accounts and Financial Arrangements of Wrightington Parish Council will be covered by the Provisions contained within the following document.

#### 1. Financial Management

- a) With effect from 1 April 2003 Wrightington Parish Council will assume full responsibility for all Parish Council and Village Hall expenditure including utilities, maintenance, repairs and projects.
- b) All Income received directly by the Parish Council, or indirectly via the Village Hall Committees, shall be Wrightington Parish Council Income.
- c) All such monies shall be held by the Parish Council in their Bank Accounts.
- d) Village Hall Committee Bank Accounts will contain sufficient money to cover day to day running costs for the Village Halls, any Income in excess of £1000.00 must be transferred to the Parish Council quarterly in accordance with their Standing Orders.
- e) All Parish Council Income, including funds generated from the use of the Village Halls, subsequently transferred to the Parish Council, shall be used to improve or extend the facilities in both Village Halls and also to enhance, extend or improve the Parish, and Parish facilities, as a whole.

#### 2. Accounts for Payment

- a) All accounts for payment and claims upon the Council, except as provided for in Section 1(d) above, shall be laid before the Council
- b) All accounts for payment must be Invoiced to "Wrightington Parish Council".
- c) All final invoices for payment shall contain as much relevant information as necessary for the Council and the Public to be satisfied as to the veracity of the claim including details of the type of work undertaken and at which Village Hall or location in the Parish, or the type and quantity of goods supplied.
- d) Where it is necessary to make a payment before the Council Meeting, such payment shall be certified as to its correctness and urgency by the Clerk and payment shall be authorised by the Chairman and Vice-Chairman. All such payments shall be included in the next schedule of accounts laid before the Council.
- e) All payments shall be through the Parish Councils Bank Accounts or the Clerks Petty Cash Account.

#### 3. Signing of Cheques

- a) All cheques shall be signed by two Members of the Council and the Clerk.
- b) The signatories of the cheque must initial the schedule of cheques issued, or the cheque stub as relevant, to ensure that the amount on each cheque is consistent with that recorded on the remaining portion of the Cheque Book.
- c) The signatories of the cheque must ensure that cheques signed are for amounts consistent with those on the Parish Council Agenda and subsequently appearing in the Parish Council Minutes.

## 4. Ordering Goods or Materials

- a) Orders for the supply of goods or materials, or the execution of any work, shall be made by the Clerk, with the authority of the Council. Other persons may order provided this is authorised by the Council.
- b) Three quotations shall be obtained if possible, for the supply of goods or materials or the execution of any work exceeding Five Hundred Pounds (£500), unless such goods, materials or work are required urgently.
- c) Firms interested in quoting for specific work shall be invited to tender, quoting for the supply of goods or materials or the execution of any work but the “best price” shall pertain where practicable. Should the Council choose to do so, an advertisement may be placed in the Post Offices before the commencement of the financial year to enable the Council to compile a list of tenderers.

## 5. Village Hall Committees

- a) Village Hall Committees will continue to be fully operational and functional in Accordance with the provisions contained within their respective Village Hall Constitutions.
- b) Village Hall Committees will continue to discuss all projects and work undertaken and required at the Village Halls.
- c) Requests for work, goods or materials can be made at Village Hall Committee Meetings or to the Clerk who will report directly to the Parish Council.
- d) The Offices of Booking Secretary and Treasurer for the Village Hall Committees will remain and will be accompanied by an Honorarium of £200.00 per annum payable to the holders of those Offices.

## 6. Audit

- a) In Accordance with the Accounts and Audit Regulations issued by Central Government the Parish Council shall appoint an Internal Auditor, such appointment to be reviewed annually.
- b) The Internal Auditor will be responsible for ensuring that all the legal and necessary requirements of the Accounts and Audit Regulations have been satisfied.
- c) The Clerk shall provide each Member at an ordinary meeting of the Council after the end of the Financial Year with a statement of Receipts and Payments for the year ending 31 March.
- d) Such Statement will form the basis of the Annual Parish Council Financial Return for Audit purposes.
- e) The Clerk will ensure that all invoices, requests for payment and entries in the Receipts and Payments Book have a corresponding entry in the Parish Council Minutes and that all the necessary paperwork to accompany the above is present and correct for Internal and External Audit purposes.

## 7. Emergency Action

- a) In the event of any emergency not covered by the provisions contained within this Document, the Chairman, Vice-Chairman and the Responsible Financial Officer (The Clerk), have the authority to make a decision, which they consider to be in the best interests of the Parish and of Wrightington Parish Council.
- b) If a decision is taken under the provisions of Section 7(a) above, this must be reported to the full Parish Council at the first available opportunity.

Accepted at the Council Meeting 18 May 2015  
C A Cross (Clerk to the Council)