

## **TWIN RIVERS PARISH COUNCIL STANDING ORDERS**

1. The name of the council shall be the "Twin Rivers Parish Council" which includes the villages of Adlingfleet, Ousefleet and Whitgift".
2. The Council shall consist of 9 members and for the purposes of election shall be divided into three wards as specified below:

<i>Adlingfleet</i>	<i>3 members</i>
<i>Ousefleet</i>	<i>3 members</i>
<i>Whitgift</i>	<i>3 members</i>
3. At all times, when acting in an official capacity as Parish Councillors, members will act in accordance with the Model Code of Conduct.
4. The ordinary meetings of the council shall be held on the third Tuesday in each calendar month at 7.30 pm, unless the council decide otherwise at a previous meeting.
5. At least three clear days notice of a Parish Council Meeting signed by the Parish Clerk shall be given. A notice of the meeting will be placed on Parish notice boards.
6. The Annual Parish Council meeting shall be held in the May meeting at which a Chairman and Vice-Chairman shall be elected for the following year.
7. A Parish Councillor who is unable to attend a meeting must forward their apologies to the Parish Clerk, along with their reasons for non-attendance prior to that meeting.
8. Parish Councillors should not miss 6 consecutive meetings unless a reasonable excuse is given.
9. An Annual Parish Meeting will be held every April prior to having the Ordinary Monthly Mtg.
10. Parish Councillors requesting that items be added to the Agenda must advise the Parish Clerk prior to the Parish Council meeting.
11. The following items shall always appear on the Agenda:
  - Apologies for absence*
  - Minutes of previous meeting*
  - Matters Arising*
  - Correspondence*
  - Accounts for Payment*
  - Date of next meeting*
12. a) In the absence of the Chairman, the person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of that meeting.
13. b) At every meeting other than the Annual General Meeting, the first business shall be the appointment of a Chairman, if the Chairman and Vice-Chairman are absent.
14. Three members shall constitute a quorum.
15. If a quorum is not present when the council meets or if during a meeting the number of councillors present falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other days as the Chairman may arrange.
16. A motion, to add, amend or revoke a standing order shall, when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the council.
17. Members of the Parish Council shall vote by show of hands, or a ballot where this method is thought preferable.
18. In the event of an equality of votes, the Chairman shall have a second or casting vote.
19. Every resolution shall be relevant to some question over which the council has power, or which affects the Parish.
20. In matters of expenditure, three quotations will be needed if the amount is over £250, unless there are fewer than three sources for the item or service.
21. Where donations are made to local causes, confirmation paperwork should be requested to verify the use of the money.
22. Where there is not enough time for a matter to come before the full Parish Council, sub committees will consider relevant matters affecting Adlingfleet, Ousefleet and Whitgift, and advise the full Parish Council.

- 23.** The Parish Clerk shall process all mail (including email) and refer it to the next Parish Meeting or urgent mail to the Chairman or Vice Chairman as soon as possible.
- 24.** Any mail received at a Parish Councillor's private or business address must be forwarded to the Parish Clerk as quickly as possible.
- 25.** Only the Parish Clerk (or in her/his absence, the Chairman) may write letters on behalf of the Parish Council. Parish Councillors may only write letters if delegated to do so by the Parish Council and copies of such correspondence must be passed quickly to the Parish Clerk.
- 26.** If any member of the Parish Council has any pecuniary interest direct or indirect in any contract, proposed contract, or other matter, he/she shall, while it is under consideration by the council, withdraw.
- 27.** Additional Parish Meetings may be called at any time by two Parish Councillors giving 14 days notice to the Parish Clerk who will then arrange the meeting.
- 28.** The Parish Clerk shall be responsible for collecting all land rents by the due dates.
- 29.** The public shall be admitted to all meetings of the council but the public will not be able to speak unless invited to do so by the Chairman.
- 30.** If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he/she be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.
- 31.** The public can now under the Openness of Local Government Bodies Regulations 2014, film, audio, record or take photographs. However, the Chairman has a right to terminate or suspend proceedings should there be any disruptions.
- 32.** Each member of the Parish Council shall be supplied with a copy of these Standing Orders.

Signed: Chairman:

Date:

Signed: Parish Clerk

Date: