

## STANWICK ST JOHN PARISH COUNCIL

### STANDING ORDERS

1. The Parish Council shall meet in the first week of each quarter at 6.30 p.m. in the Vestry at St John's church or other nominated place.
2. A meeting may be called at any time at the request of the Parish Councillors.
3. The Chairman of the Parish Council shall preside
4. In the absence of the Chairman the Vice Chairman shall preside.
5. In the absence of both the Chairman and the Vice Chairman, the meeting shall appoint a Chairman before proceeding to any other business.
6. The Clerk shall record the proceedings.
7. In the absence of the clerk, the person presiding may record the proceedings or appoint another to do so.
8. As soon as the Chair is filled and made provision for the recording of the proceedings the minutes of the previous meeting, if considered correct, shall be signed by the person presiding at the meeting.
9. A quorum shall constitute three people (or a number that constitutes a third of the membership of the Parish Council, whichever is the greater).
10. All business shall be conducted through the chair.
11. The Clerk shall be the Responsible Financial Officer.
12. Three quotations shall be obtained for all contracts for goods and services. The final decision should be based on appropriateness not the cheapest.
13. Each cheque is to be properly completed before being signed and countersigned.
14. Each cheque stub is to contain the same particulars as the corresponding cheque and is to be signed by the members who sign the cheque.
15. The accounts for a financial year should be made up and balanced as soon as possible after the 31<sup>st</sup> March and are to be signed by the Chairman of the Parish Council.
16. Where a member has a disclosable pecuniary interest in any business of the Council the Member must withdraw from that part of the room or chamber where the meeting is considering the business during consideration and voting on the business but may remain in that part of the room or chamber which the public are allowed to occupy.
17. Members of the public may speak only at the invitation of the Chairman and may be excluded from the meeting for a particular item of business if the Chairman deems such exclusion is in the public interest.
18. The meeting shall adjourn, if and when required, to allow members of the public to speak.

Signed \_\_\_\_\_(Chairman) \_\_\_\_\_Date

13.05.2024