

**Standing Orders for Broughton Parish Meeting**  
**(amended 13<sup>th</sup> April 2016)**

**Meetings**

**We will hold two Business Meetings each year. (one in Spring and one in Autumn)**

**We will hold the Annual Meeting in late April/early May.**

**The Notice convening the Meeting must give Parishioners at least three weeks' notice. There must be a clear deadline on this Notice by which time all items for inclusion in the Agenda must be notified to the Clerk. This deadline is not flexible.**

**The final agenda for all Meetings will be made available to residents, at least one week before a Meeting.**

**Special Business Meeting**

**The Clerk or ten Parishioners (named on the Electoral Register) can call a Special Business Meeting. A letter stating the business for the Meeting (there can only be one item) and signed by all ten must be given to the Clerk. The Clerk will then have one week to produce the Notice Convening the Meeting, stating the business to be discussed and the date, time and place of that Meeting. This Notice should be available to all residents at least one week before the Meeting.**

**Content of Meetings.**

**Business Meeting.**

**Parishioners Present.**

**Apologies for Absence.**

**Minutes of last Business Meeting.**

**Matters Arising**

**Clerk's Report.**

**Financial Statement by the Treasurer.**

**This statement will not be reported in any minutes which will be placed on the noticeboard or on the website.**

**Items for discussion**

**Standing Orders.**

**Setting the Precept for the following year.**

**This item is only included in the Autumn Business Meeting,**

**Any other Business**

**This is an opportunity for informal discussion on any topic allowed by the Chairman. There can be no voting on items discussed here. If an item is**

so important that a vote is likely to be required then it should have been previously passed to the Clerk for inclusion under “Items for Discussion”. The Clerk then includes this in the final agenda so that all parishioners are aware of the item.

We should agree a date for the next Meeting.

**Time limit on addressing a Meeting.**

**Three minutes will be allowed to address a Meeting; two minutes at the end of a discussion to summarise.**

**Annual Meeting** (this would take place immediately following the Spring Business Meeting).

**Parishioners Present**

**Apologies for Absence**

**Minutes of the last Annual Meeting**

**Matters Arising**

**To approve the accounts submitted by the Treasurer.**

**Only income and expenditure will be published i.e. our Annual Return to the External Auditor. No accounts will be shown on the noticeboard or the website.**

**Election of Chairman**

**(Election of Vice Chairman) only if someone willing**

**(Election of Treasurer) only if someone willing**

**Election of Clerk**

**Tenure of Officers**

**All Officers have a two year tenure.**

**The Meeting must appoint an Internal Auditor. The auditor not only checks that the accounts of the Treasurer are in order but must also satisfy himself/herself that the accounts were approved by the Annual Meeting. A brief report confirming both is also required by the External Auditors.**

**Any Other Business**

**Committee Meetings (Chmn; Vice; Treas; Clerk)**

(As and when the Officers decide).

**Roles**

**Chairman.**

**The Chairman must still act in accordance with the wishes of the majority at the meeting. The Chairman has an overriding duty to act in good faith in the best interests of the Parish and is responsible for the proper conduct of the meeting, the preservation of order, ensuring that all shades of opinion are given a fair hearing and ensuring that the sense of the meeting is properly ascertained and**

**recorded by the Clerk.**(The Clerk could submit minutes to Chmn. first to check accuracy of his/her reporting).

### **Vice Chairman**

#### **Treasurer.**

**To ensure that all bills are paid on time.**

**To ensure that all accounts are kept up to date.**

**To give a verbal report at all Business Meetings on monies held and monies owing or owed,**

**To produce the accounts at each Annual Meeting for approval.**

**To supply the Internal Auditor with all relevant bank statements, cheque books etc. by the end of May.**

**To complete the Annual Return for the External Auditor and to post it before the deadline set by the External Auditors.**

#### **Clerk.**

**Has responsibility for all clerical matters.**

**To ensure that all mail is dealt with promptly. Any surveys/questionnaires should be answered on behalf of the Parish and not incorporating the personal views of the Clerk.**

**That notices for any public meeting are made available to the residents.**

**To notify Parishioners of Meetings/Agendas and to ensure that all minutes are written up and published within one month of a Meeting.**

**To act on any issue decided by a Meeting.**

**The Clerk must recognise that the Parish Meeting is responsible for all decisions and that he/she takes instructions from the Meeting as a body. The Clerk is not answerable to any individual Parishioner - not even the Chairman.**

**The Clerk must at all times be independent, objective and professional. He/she must never take sides on any issue.**