

Standing Orders for Broughton Parish Meeting
Adopted at Business Meeting 12.4.12

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.

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

Annual 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 ie our Annual Returns to the External Auditor will be made public.

Election of Chairman

(Election of Vice Chairman) only if someone willing

(Election of Treasurer (Responsible Financial Officer)) only if someone willing

Election of Clerk

Tenure of Office

Officers will be elected to serve for two years. However, in order to maintain some continuity we will alternate the elections starting at the Annual Meeting in Spring 2013. At this Meeting the Clerk & Treasurer will be elected; in 2014 the Chmn. & Vice Chmn.

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.

Standing Orders

Any Other Business

Committee Meetings (Chmn; Vice; Treas; Clerk)

As and when required but always one just before a Meeting and one just after.

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.

Vice. (for when the Chairman is unavailable)

Treasurer. (aka Responsible Financial Officer)

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 end of June.

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.