

HAMBLEDEN PARISH COUNCIL STANDING ORDERS AND PROCEDURES FOR THE CONDUCT OF PARISH COUNCIL MEETINGS

THESE ARE TO BE USED IN CONJUNCTION WITH THE NALC DOCUMENT FOR STANDING ORDERS AND CHAIRMANSHIP

1. Every Councillor has one vote each. In the event where the number of votes are the same whether for or against, the Chairman shall cast a second vote.
2. All proposals shall have a proposer and seconder.
3. All proposals that have been seconded must be written down accurately, clearly without ambiguity, and read to the meeting before the votes are cast.
4. Amendments must be proposed, written down and read out before any votes are cast.
5. The amendment must be voted on before the proposal or amended proposal is voted upon.
6. If there be more than one amendment, then they must be voted upon in reverse order.
7. A quorum shall consist of 4. Where more than one third of the members are disqualified to vote e.g through declaration of interest, then until the number in office is increased to not less than two thirds, the quorum is determined by reference to the number of councillors remaining qualified to act. In no case can the quorum be less than 3.
8. A Councillor who does not attend for six consecutive Parish Council meetings ceases automatically to be a member of the Council unless either he has a 'statutory excuse' or his failure to attend is due to a reason approved by the council e.g. ill health; attendance at WDC/BCC meetings.
9. There should be a Council meeting on the second Monday of every month, with the exception of August under normal circumstances. Such a meeting may be called or changed if the Council so votes. An extra meeting may be called by the Chairman or Clerk if the circumstances demand.
10. A Council meeting and its agenda should be announced on the Parish Notice boards with three clear days of notice. Councillors should have the agenda delivered to their address with four clear days of notice.
11. Any Councillor intending to respond privately to a planning application will automatically be excluded from making comments on the planning application at the Parish Council stage.
12. The Precept is normally sent to the District Council at the beginning of January. The amount of money required for precept should be agreed upon at the December Parish Council meeting. All proposals including details of cost for spending in the following financial year should be presented to the council at or before the Council meeting in November.

13. The Clerk/ Responsible Financial Officer has the authority to control all the bank accounts in an efficient and appropriate manner. The Clerk/RFO does not have the authority to sign any cheques.
14. The Parish Council must appoint an internal auditor.
15. The Parish Council must abide by the NALC pay guidelines.
16. Any combination of two Parish Councillors must sign cheques.
17. Postage Stamps must be purchased by cheque from West Wycombe Post Office with the Cheque Authorisation document issued by the Post office.
18. The Clerk/RFO must pay all cheques received into the bank account as soon as possible.
19. The Clerk/RFO must produce regular budgets and reconciliations with the bank accounts.
20. The Clerk/RFO must produce a budget and projected income and precept recommendations for the November Parish Council meeting.
21. The Clerk must produce a list of payments and cheques for signature each month complete with invoices or other relevant documentation.
22. The Parish Council authorises the Clerk to arrange emergency repairs, if possible after consultation with the Chairman or Vice Chairman, up to a value of £300.
23. For capital expenditure in excess of £1500 the Parish Council must try to obtain three quotes for comparison. Selection and placing the order must be based on best value for the Parish Council.

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