

# **EBBERSTON WITH YEDINGHAM PARISH COUNCIL**

## **STANDING ORDERS**

### **1. THE ANNUAL STATUTORY MEETING**

In the election year the Annual Parish Council Meeting shall be held within 14 days following the day on which the elected Councillors take office.

In other years the Annual Parish Meeting shall be held on a date in May as directed by the Parish Councillors.

In addition to the statutory meeting at least 3 other statutory meetings shall be held each year on dates, time and venue as directed by the Councillors. Ebberston with Yedingham Council usually meet 6 times per year.

### **2. CHAIR OF THE MEETING**

The person presiding at a meeting may exercise all powers and duties of the Chair in relation to the conduct of the meeting

### **3. PROPER OFFICE**

Clerk is the proper officer for the Council. Summary of responsibilities:-

To receive declarations of acceptance of office.

To receive and record notices disclosing interests at meetings.

To receive plans and documents and circulate.

To record and retain minutes of meetings.

To record and retain all financial documents.

To advise Councillors when required.

All documents to be available for inspection by any Councillors.

Any other duties as instructed by the Councillors.

### **4. QUORUM OF THE MEETING**

One third of the total membership of the Parish Council or 3 members shall constitute a quorum

### **5. VOTING**

Members shall vote with a show of hands unless a secret ballot is requested by 2 members.

The clerk will record the names of for and against votes if requested by a Councillor. This request must be made before moving on to the next business

The Chair may give an original vote on any matter put to the vote and in the case of equality of votes gives the casting vote.

In an election year if the person presiding at the annual meeting has ceased to be a member of the Council they may not give an original vote but may give a casting vote.

## 6. ORDER OF BUSINESS

### Annual Meeting

1. To elect a Chair of the Council and to receive the chair's declaration of Office or to arrange a time to do so.
2. In an election year if there are any vacancies, to fill these vacancies by co-opting Councillors if possible.
3. To receive all declarations of office from all elected or co-opted Councillors if not already completed.
4. To appoint representatives to outside bodies

The meeting will then follow the normal agenda as detailed in below

### Parish Council Meetings Agenda

1. Welcome to all
2. To receive apologies for absence
3. Open forum
4. Declaration of Interests
5. Minutes of the Meeting to agree and sign
6. To receive information on ongoing issues and decide further action where necessary
7. Planning applications received
8. Planning decisions received
9. Financial Matters
10. Chair or Councillors information.
11. Clerks Information
12. To consider new correspondence/information received
13. Date venue of next meeting.

If the Chair is not present, to elect a Chair at the start of the meeting

No business can be resolved by a vote unless it is on the agenda. All agenda items must be given in writing to the clerk before the meeting except in exceptional circumstances which would be decided by the Chair.

## 7. CODE OF CONDUCT

All member shall abide by the code of conduct as agreed by Ryedale District Council including any declaration of interests

## 8. SPECIAL MEETING

The Chair may summon an additional meeting at any time. An additional meeting may also be summoned by 2 members of the Council. The summons will set out the business to be transacted and no other business shall be transacted.

9. ACCOUNTS AND FINANCIAL STATEMENT

Orders for payment shall be authorised by the Council with 2 signatories for all payments.

A statement of receipts and payments will be presented at each Parish Council meeting.

The end of year financial report will be provided at the first Council meeting after the year end. This financial report will be audited by an auditor appointed by the Council  
The Council's Financial Regulations will be followed.

10. PLANNING APPLICATIONS

- Planning applications will be recorded with;-
- The planning number.
- The date received
- The name of the applicant
- The address of the planning application.

Plans will be circulated to all Councillors for consideration and returned to the Clerk within the timescale requested. A planning meeting will be called when required.

Signed ..... Chair      Date.....

Review date .....