



Askerswell Parish Meeting

Standing Orders

Written: September 2019

To be reviewed: Every 3 years

Next Review: September 2022

These Standing Orders have been prepared using information/guidance provided from the NALC's Legal Topic Notes 3 (http://www.askerswellparish.org/parishmeeting/parish_meeting_powers_from_nalc.pdf) and 6, and the Model Standing Order for Councils and are written in accordance to the Local Government Act 1972

A Parish Meeting consists of the local government electors of the parish and the purpose of the meeting is to discuss parish affairs.

As Askerswell Parish does not have a Parish Council, the Chair of the Parish Meeting and the proper officer of the unitary council are the body corporate of the parish meeting and are known as the Parish Trustees. The parish trustees must act in accordance with the directions given by the parish meeting.

1. General Meetings

- 1.1 The parish meeting must assemble annually between 1st March and 1st June and on at least one other occasion during the year on a date to be fixed by the Chair of the meeting.
- 1.2 At its annual assembly, the parish meeting must elect a chairman, who continues in office until his successor is elected at the next annual assembly.
- 1.3 The Chair chosen for the year in question, if present, must preside at an assembly of the parish meeting.
- 1.4 If the Chair is absent from an assembly, the parish meeting may appoint a person to take the chair and that person shall, for the purposes of that assembly, have the powers and authority of the Chair.
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- 1.6 A casual vacancy in the office of the Chair of a parish meeting, occasioned for example by his resignation, shall be filled by the election of his successor at an assembly of the parish meeting convened for such purpose.
- 1.7 The parish meeting will be held in appropriate, accessible accommodation and may not assemble in premises licenced for the supply of alcohol.
- 1.8 The agenda for the meeting will be agreed by the Clerk, Chair and Deputy Chair as appropriate.
- 1.9 Notices will be posted on the village notice board informing members of the electorate of the venue, time, date and agenda at least 7 days before the meeting.
- 1.10 A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- 1.11 Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- 1.12 The County Councillor representing the parish will be invited to attend the meeting and may give a brief, non-political report on anything that is relevant to the parish.

- 1.13 Voting at the meeting shall be by a show of hands. In cases of equal votes, the Chair will have a second or casting vote.
- 1.14 A minute of the meeting will be kept by the Clerk. Draft minutes will be posted on the village website as soon as feasible and will be approved at the next Parish Meeting.

2. Planning Meetings

- 2.1 If a notification of a planning application relating to the parish is received, a separate meeting may be arranged. A notice will be posted on the village notice board at least 7 days before the meeting. At the end of the meeting, the comments to be submitted to the planning department will be agreed upon.

3. Finance

- 3.1 The Parish Meeting may precept the billing authority for the expenditure incurred in the performance of its functions. The amount to be requested for the following financial year will be agreed at the Autumn meeting.
- 3.2 The Chair has authority to spend up to £100 on the maintenance of village areas with the agreement of either the Deputy Chair or Clerk without the prior consent of the Parish Meeting. (minute 11/16 from 27th April 2016)
- 3.3 The Clerk takes on the role of the Responsible Finance Officer (RFO). Details of the accounts will be given at each meeting.
- 3.4 The RFO will complete the annual financial statements of the Parish Meeting including the annual return as soon as practicable after the end of the financial year.
- 3.5 An Internal Examiner will be appointed by the meeting to examine the accounts.
- 3.6 The RFO will submit the Annual Return to the External Auditor by the due date, ensuring the return is complete.