**KELLINGTON PARISH COUNCIL STANDING ORDERS**

The following Standing Orders relate to the constitution and formal business of Kellington Parish Council (hereafter referred to as ‘the council’) except that which is separately contained within the 2003 Local Government Act or later statutes.

1. The council must hold at least four meetings a year, one of which must be the Annual Meeting. In an election year the Annual Meeting must take place within fourteen days after the day on which the elected councillors take office. All full council meetings shall take place on the first Wednesday of the month. There shall be no full council meetings in August and December. The council shall hold its budget meeting in December.
2. The Annual Meeting must be held in May each year.
3. The council shall employ a clerk to act as proper officer.
4. At the Annual Meeting the council shall elect a chair and vice-chair.
5. A Responsible Finance Officer shall be elected and one other councillor who together with the clerk shall be the finance committee.
6. The council shall draw up financial regulations for its financial business.
7. The council shall ensure correct insurance provision is in place.
8. The quorum for all meetings shall be three.
9. The chair or if unavailable the vice chair shall preside at all meetings of full council. If both are unavailable members shall elect a chair to preside at that meeting only.
10. A special meeting of the council may be convened at any time by the Chair or by any two members; the agenda being drawn up at the time of requisition.
11. At least three days’ notice shall be given of any meeting and notices shall be displayed in noticeboards.
12. The manner of voting at each meeting shall be by show of hands. If any vote is tied the chair may use a casting vote.
13. All minutes shall be signed as a true record at the next meeting by the presiding officer and filed by the clerk.
14. The council may amend standing orders as necessary.
15. All documents shall be open to public scrutiny as per the Freedom of Information Act 2000.

**PROPER OFFICER**

* The proper officer of the council shall be the clerk.
* The clerk will deliver to each councillor a summons confirming time, date and agenda of each meeting of the council.
* The clerk shall give public notice of the time, date and agenda three days prior to each meeting.
* The clerk shall make available for inspection minutes (only when said minutes have been signed by the chair as a true record) and documentation of the council save any provisions under the Data Protection Act.
* Receive and retain copies of byelaws made.
* Receive and retain declarations of office made by councillors.
* Retain copies of members’ declarations of interest.
* Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998.
* Receive and send general correspondence and notices on behalf of the council.
* Arrange for any legal deeds to be signed by two members of the council and witnessed.
* Arrange payments to be made by the council in accordance with the financial regulations.
* Record every planning application notified to the council and the council’s response.
* Undertake work and take action as agreed by members of the council.

**PUBLIC PARTICIPATION AT MEETINGS**

* All meetings of the council will be open to the press and public except when the council, by resolution, decides to exclude press and public for reasons of confidential business or when publicity would be prejudicial to the public interest.
* 15 minutes shall be set aside at the beginning of each meeting to allow members of the public to voice any issues.
* Neither councillors nor the clerk will be required to answer a question from a member of the public immediately other than points that are on the agenda. If an answer is required it should be given at the next full meeting.
* Members of the public shall not be allowed to participate in meetings outside the allotted public participation time other than if asked a direct question by the chair or another council member via the chair.
* Members of the public do not have the right to disrupt meetings and should respect the rulings of the chair.

**KELLINGTON PARISH COUNCIL FINANCIAL REGULATIONS**

These regulations govern the conduct of all financial transactions of the council and may be amended or varied by resolution of the council providing there be no conflict with statutory requirements as described in the 2003 Local Government Act.

1. The council shall employ a clerk and nominate a Responsible Finance Officer (RFO) who will oversee correct financial procedures.
2. The clerk shall report all invoices due for payment at each full meeting.
3. The clerk or RFO shall give a verbal finance report at each full meeting.
4. The clerk shall draw up an asset register and update this each year.
5. All cheques shall be signed by three signatories.
6. The clerk and RFO will draw up a provisional budget and present this to full council at the budget meeting in December.
7. The clerk will ensure that all contractual documentation is signed by the chair and the RFO.
8. The clerk and RFO shall produce an annual budget report at the A.G.M.
9. The clerk and RFO shall be responsible for submitting the annual audit return.
10. The clerk and RFO shall be responsible for ensuring an adequate and effective system of internal audit is in place and ensure all accounts are available for inspection.
11. The council may transfer amounts from one budget heading to another throughout the year as required for proper conduct of business.
12. The clerk and RFO shall complete the annual VAT return.
13. It shall be the duty of the council to review these financial regulations on a regular basis.

Reviewed and amended May 2015

Signed: Chair of council