

## LEADEN RODING PARISH COUNCIL STANDING ORDERS

1. The meeting of the Council shall be held in Leaden Roding Village Hall or such other place authorised by the Council approximately every six weeks.
2. The Parish Council will meet at 19:30 hours and allow members of the public to make representations if they so wish prior to the beginning of the meeting; such representation will not take longer than 15 minutes.
3. The statutory Annual Meeting in an election year shall be held within fourteen days after the date of the election. In a year which is not an election year the Annual meeting shall be held on any day in the month of May.
4. Additional Parish Council meetings may be convened by or through the Chairman as necessary.
5. The person presiding at the meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.
6. Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he or she shall be the clerk.
  - a) To receive declarations of office.
  - b) To receive and record notices disclosing pecuniary interests.
  - c) To receive and retain plans and documents
  - d) To sign notices of other documents on behalf of the Council.
  - e) To receive copies of Bylaws made by the District Council.
  - f) To certify copies of Bylaws made by the District Council.
  - g) To sign summonses at attend meetings of the Council.
  - h) To produce the minutes of Parish Council meetings and publish.
  - i) Retain the register of Declarations of Interest.
  - j) Retain register of electors of the parish.
  - k) To circulate any planning applications between meetings and list in the minutes of the next Parish Council meeting.
7. All items for which decisions are required to be made are to be placed before the Clerk at least six days before the meeting for agenda inclusion.
8. Parish Councillors are empowered to read and omit correspondence of no council interest or value before the meeting.
9. Three Councillors shall constitute a quorum.
10. If a quorum is not present when the Council meets or if during a meeting the number of Councillors present fall below a quorum, the business not transacted shall be delayed to the next meeting or to such other meetings as the Chairman shall arrange.

11. All matters for decision or approval shall be the subject of resolution and all resolutions shall be seconded. Councillors shall vote by a show of hands.

12. If a Councillor so required, the clerk shall record the names of members who voted on any questions so as to show whether they voted for or against it.

13. The Chairman may give an original vote on any matter put to the vote except in the election of the Chairman. In any case of an equality of votes, the Chairman may give a casting vote, in addition to his original vote.

14. All Councillors will be offered the opportunity to attend a councillors' course each year.

15. On the day of the Annual Meeting, but before the Meeting itself, the Parish Council will meet to elect its officers for the coming year. Business shall be as follows: -

- a) To elect a Chairman
- b) To receive the Chairman's acceptance of Office
- c) To elect a vice Chairman
- d) To adopt the Standing Orders
- e) To elect representative for Village Hall Trust, Public Transport, Tree Planting, Footpaths and Road Safety.

16. At each Annual Meeting the first business shall be to elect a Chairman. The elected Chairman shall report upon the work of the Council in the year and will invite comments from the public on any matter relating to the Parish.

17. At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Chairman and Vice Chairman be absent and to receive such declarations of acceptance of office as are required by law to be made.

18. At all meetings, other than the Annual Meeting, after the first business has been completed the order of business, unless the Council decides otherwise on the ground of urgency, shall be as follows: -

- a) To consider the Minutes. If a copy has been circulated to the Councillors prior to the meeting, the Minutes may be taken as read.
- b) To approve the signature of the Minutes by the presiding Chairman as a correct record.
- c) To deal with all matters arising from the minutes.
- d) To consider the financial position of the Council.
- e) To consider planning applications and decide, if necessary, by vote on their acceptability, if not already done so between meetings.
- f) To dispose of business, if any, remaining from the last meeting.
- g) To consider any other business.

19. No member shall misconduct himself or herself at a meeting by disregarding the ruling of the Chairman, by wilfully obstructing business or by behaving irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule. If, in the opinion of the Chairman, a member has so misconducted himself or herself, the Chairman shall express that the opinion of the Council and thereafter any councillor may move that the Councillor named be no longer heard or shall leave the meeting.

If any of the motions mentioned above is disobeyed the Chairman may suspend the meeting.

20. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- a) i. the keeping of accounting records and systems of internal controls;

- ii. the assessment and management of financial risks faced by the Council;
- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;
- v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.

b) Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.

d) Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

(i) A specification for the goods, materials, services or the execution of works shall be drawn up.  
(ii) An invitation to tender shall be drawn up to confirm the Council's specification, the time, date and address for the submission of tenders, the date of the Council's written response to the tender and the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process.

(iii) Tenders are to be submitted in writing or email 20 addressed to the Parish Clerk/Finance Officer.

(v) Tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

(vi) Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

(e) When it is to enter into a contract of less than £25,000 in the value for the supply of goods or materials or for the execution of works or specialist services the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply). Where the value is below £3,000 and above £100 the Clerk shall strive to obtain 3 estimates. The Council shall not be obliged to accept the lowest quote or estimate.

21. All orders for the payment of money shall be agreed by a majority of the Parish Councillors attending meetings at which the said orders are presented for consideration.

22. If any Councillor has any pecuniary interest, direct or indirect in any contract or other matter, he or she shall withdraw from the meeting at which it is under consideration unless: -

a) The interest is trivial.

b) The disability imposed upon him has been removed by the District Council.

c) The Council invite him or her to remain providing he or she does not speak or take any part in the matter.

23. The Clerk shall record in the minutes, particulars of any notice given by any Councillor of a pecuniary interest in a contract.

24. The Minutes of the Council shall be open for inspection by any local Government elector of the parish without charge.

25. The public shall be admitted to all meetings of the Council which may, however, temporarily exclude the public by means of the following resolution:-

"In the view of the special or confidential nature of the business to be transacted it is advisable in the public interest that the public be temporarily excluded and that are instructed to withdraw".

26. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he or she be removed from the meeting.

27. Members of the public may not speak at ordinary Council Meetings. However, if a majority of Councillors present decide that the views of the members of public would increase the value of the debate, the outside views may be heard.

The public may speak at the Annual Meeting, but cannot take part in decision making.

28. No member of the Council or the Clerk to the Council shall disclose to any person not a member of the Council any matters discussed on the Council except those that are reported in the minutes.

29. A printed copy of these Standing Orders shall be given to each member of the Council by the Clerk at the first meeting which the member attends after the election.

**Reviewed and adopted by Leaden Roding Parish Council.  
15<sup>th</sup> October 2024.**