

Pendoylan Community Council

STANDING ORDERS

APPROVED AT THE MEETING OF THE COMMUNITY COUNCIL
HELD ON 12 OCTOBER 2006
MINUTE NO. 15 PAGE 418

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1. MEETINGS

- 1.1 The Council will usually meet once a month (with the exception of August) on the second Thursday in the month, at 7.45 p.m. in Pendoylan Church in Wales School, unless the Council decides otherwise at a previous meeting.
- 1.2 Meeting shall be open to the public, unless the Chairman determines that the matters to be discussed are of a confidential nature.
- 1.3 The meeting held in the month of May will be the Annual General Meeting. In an election year, the meeting will be held within 14 days of the election.
- 1.4 The Chairman may call a special meeting of the Council at any time.
- 1.5 Any registered elector living within the parish of Pendoylan can make a request in writing to the Chairman to call a special meeting at any time, subject to such request being signed by two members of the Council. If the Chairman refuses to call a meeting within 7 days, any two members may do so.
- 1.6 A notice of the time and place of all meetings shall be placed in the Village notice board(s) at least three clear days before the date of the meeting.
- 1.7 A summons to attend the meeting shall be delivered to or sent by e mail or post to the usual residence of every member of the Council, at least three clear days before the date of the meeting.
- 1.8 The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the Meeting.

- 1.9 No business shall be transacted at a meeting of the Council unless at least 3 members of the Council are present.
- 1.10 The Chairman shall determine the order of business at meetings, the only exception being that at the Annual General Meeting the first item on the agenda shall be the election of a new Chairman.
- 1.11 All acts of the Council and any questions arising shall be decided by a majority of the Members present. Members shall vote by a show of hands, with the Chairman, in the event of a tie, having the casting vote. The Chairman's declaration of the result shall be final.
- 1.12 The Proper Officer of the Council shall prepare minutes of every meeting, which will be considered at the next meeting and, if agreed as a correct record, signed by the Chairman of the meeting.
- 1.13 No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the council or bring it into contempt or ridicule.
- 1.14 A Sub-Committee comprising 4 members shall be formed to consider planning applications received between monthly meetings and which require a response prior to the next monthly Council meeting. The Sub-Committee will meet on the 4th Thursday in each month at 8 pm in the Pendoylan Church in Wales School unless advised by the Clerk otherwise. The Sub-Committee's observations are deemed to be made on behalf of all members

2. MEMBERS

- 2.1 The Council shall consist of 8 Members.
- 2.2 Persons will be elected to membership of the Council in accordance with the electoral rules that apply at that time. On election, Members shall complete a Declaration of Acceptance of Office in the presence of the Proper Officer. The Declaration includes an undertaking to be bound by the Code of Conduct adopted by the Council.
- 2.3 The period of office for Members shall be not more than four years, (unless the National Assembly Government varies the period between elections) following which, if they wish to continue in office, they must stand for re-election.
- 2.4 In the event that vacancies are left unfilled at an election, or that vacancies occur between elections, the Council may consider nominations to fill them.
- 2.5 Other persons, with the approval of the Council, may be co-opted on to the Council for specific purposes at any time, but such co-options shall have no voting rights in connection with decisions of the Council.

3. PROPER OFFICER

- 3.1 Unless resolved otherwise in ordinary meeting of the Council, the Proper Officer of the Council for all purposes shall be the Clerk to the Council.

4. FINANCIAL REGULATIONS

- 4.1 These financial regulations shall govern the conduct of the financial transactions of the council and may only be amended or varied by resolution of the council.
- 4.2 The Council shall appoint a Responsible Financial Officer (RFO) to oversee/conduct the financial business of the Council and be responsible for the proper administration of the council's financial affairs. This will normally be the Clerk to the Council.
- 4.3 The RFO shall make and maintain suitable banking arrangements in accordance with the Resolutions of the Council.
- 4.4 In December each year the RFO shall prepare a budget for the following financial year to enable the Council to determine the precept requirements at its meeting in January.
- 4.5 All expenditure of the Council shall be approved in advance and cheques signed by two Members.
- 4.6 If any item of expenditure, other than the clerk's salary, is estimated to exceed £250, quotations shall be sought from two separate suppliers.
- 4.7 The RFO shall maintain suitable records of financial transactions, monitor expenditure against the budget, prepare a financial statement showing the latest position for each regular meeting of the Council and reconcile the accounts with the bank records at least half-yearly.
- 4.8 At the end of the financial year the RFO shall prepare accounts in accordance with the relevant Accounts and Audit Regulations.
- 4.9 The Council shall carry out regular assessments of the risks facing the council and take appropriate steps to manage those risks, including the introduction of internal controls and requiring the RFO to arrange suitable insurances to protect the Council, its property and its Members and employees from any potential liabilities.
- 4.10 The Council will appoint a suitable person to act as Internal Auditor.

Confirmed as a correct record (signed) P. Fox Chairman

Dated: 12 February 2006