

Hilton Parish Council

Hilton Village Hall, Peacroft Lane, Hilton.DE65 5GH

Tel Office: 01283 730969 Email: clerk@hiltonparishcouncil.org.uk

Hilton Parish Council Standing Orders

1. Councillors

- 1.1 Following election or co-option to the Council, each Councillor will be issued with a copy of the Code of Conduct and Standing Orders of the Council. They will sign the form of Declaration of Acceptance of Office in the presence of a Councillor who has been specifically designated by the Council for this purpose.
- 1.2 All Councillors will observe the Code of Conduct at all times when on Council business and no member will act in such a way that will bring the Council into disrepute, behave offensively in meetings or obstruct the Council's business.
- 1.3 The Code of Conduct adopted by the Council will define when a Councillor will declare a personal or prejudicial interest in an item for discussion at a Council meeting. The Councillor will declare that interest and the nature of the interest at the earliest opportunity.

2. Annual Meetings

- 2.1 If the Annual Meeting is in an election year it must be held within 14 days after that election. If it is not an election year then the annual meeting will take place on an appropriate day in May.
- 2.2 If the outgoing Chairman is available then he/she will preside until a new Chairman has been elected. The first business of the Annual Meeting will be the election of the Chairman (and Vice Chairman, if appropriate) and to receive their acceptance of office.
- 2.3 The retiring Chairman will report on the activities of the Council for the preceding year.

3. Meetings

- 3.1 Meetings will be held in appropriate, accessible accommodation. Unless no other accommodation is available the meetings will not be held in premises used for the supply of alcohol.
- 3.2 An agreed frequency of meetings, subject to a minimum of three per year, will be decided at the Annual Meeting and Councillors will be advised of the meetings by the issue of a summons and agenda delivered

by post or by hand. The agenda may be delivered by email provided the Council has previously agreed to this. In any case the agenda must be issued at least three clear business days before the meeting.

- 3.3 Public notices will be posted in conspicuous places informing members of the public of the venue, time, date and business to be transacted at the meeting. The notice will be posted at least three clear working days before the meeting.
- 3.4 Meetings will be open to the public and press but they may be temporarily excluded from the meeting if the business is regarded as confidential.
- 3.5 Members of the public may speak at Council meetings at the discretion of the Chairman of the meeting.
- 3.6 The agenda for the meeting will be agreed by the Proper Officer, Chairman and Vice Chairman as appropriate. The agenda will always include an item to enable Councillors to declare interests. An opportunity for public questions will be made available immediately before the commencement of each meeting.
- 3.7 The Council may only take decisions on items clearly specified on the agenda; if agreed by the Chairman, any urgent items which are not on the agenda may be discussed, but no decision may be made, at that meeting.
- 3.8 The Chairman of the Council will preside at the meeting and will be responsible for the conduct of that meeting. If the Chairman is not present then the Vice Chairman will preside. If they are not present then the first matter on the agenda will be the election of an appropriate Councillor who will chair the meeting. Whoever chairs the meeting will assume the duties of the Chairman for the meeting.
- 3.9 The quorum for the Council will be one third of the total Councillor places but in any case, not fewer than 3. If there be insufficient members present then no business will be transacted and a fresh notice will be issued to reconvene the meeting at a later date.
- 3.10 If at any time during the meeting it ceases to be quorate then the meeting will be adjourned and any further business carried forward to the meeting when next convened.
- 3.11 Voting at the meeting shall be by a show of hands, physically or electronically, unless a majority of Councillors wants a ballot. Only the proposer and seconder will be recorded in the minutes unless a Councillor requests that their vote is noted. A Councillor may also request that how each Councillor has voted, including abstentions, is recorded. Any request of this nature will be made before moving on to the next business.

- 3.12 In cases of equal votes the Chairman (or other person presiding) will have a second or casting vote.
- 3.13 A minute of the meeting will be kept by the nominated person. The minutes which are circulated will be draft minutes until they are approved by the Parish Council at their next meeting and signed by the person presiding at that meeting.

4. Finance

4.1 Responsible Finance Office (RFO)

4.1.1 The Responsible Finance Officer is a statutory office and appointed by the Council. The RFO may be a Councillor if suitably qualified.

4.2 Estimates and Precept

4.2.1 The RFO will compile estimates of income and expenditure annually for the Council's consideration. The Council will review the budget at the Finance Meeting in January in preparation for the precept being agreed, and submitted to the Collection Authority in January. During the year the budget will be reviewed against actual expenditure and income. Amendments to the budget will be discussed in Council and changes minuted.

4.3 Income and Expenditure

4.3.1 The RFO will supply regular updates of income and expenditure throughout the year and detail actual figures against estimate. Significant underspends or overspends will be brought to the attention of the Council and action taken to address any discrepancies. Underspent revenue will be identified and earmarked to reserves by a Council resolution.

4.4 Accounting and Audit

4.4.1 The RFO will determine all accounting procedures and financial records of the Council in accordance with the Accounts and Audit Regulations.

4.4.2 The RFO will complete the annual financial statements of the Council including the annual return as soon as practicable after the end of the financial year and will submit and report on them to the Council. The Council will review each year and ensure that there is an adequate, effective system of internal audit of the Council's accounting, financial and other procedures in line with Proper Practice.

4.4.3 An Internal Auditor will be appointed by the Council to carry out the work required to comply with the Proper Practice. The person appointed will be competent and independent of the operation of the Council.

4.4.4 The RFO will submit the Annual Return to the External Auditor by the due date, ensuring the return is complete.

4.5 Banking Arrangements

4.5.1 The Council's banking arrangements, including the Bank Mandate, will be made by the RFO and approved by the Council. They will be regularly reviewed for efficiency.

4.5.2 All financial transactions shall be by BACS.

4.5.3 All items of expenditure will be authorised by the Council and the payments approved by two Councillors. The RFO will examine invoices and verify and certify the expenditure.

4.6 Contracts and Purchase Orders

4.6.1 An official order or letter will be issued for all work or service paid for by the Council. All Councillors and staff are responsible for obtaining good value for money at all times. A member of staff is authorised to make purchases up to £50 per order. A member of staff placing an order on behalf of the Council will ensure that good value and appropriate terms are obtained for the transaction.

4.6.2 Orders for a value up to £3000 should, where possible and appropriate, be subject to three quotations. Contracts exceeding £25,000 require additional safeguards and will follow Proper Practice.

4.6.3 All estimates will be approved by the Council; while the Council is not obliged to accept the lowest quotation the reasons for accepting the quotation will be recorded.

4.7 Assets

4.7.1 The RFO will ensure that an appropriate and accurate Register of Assets is maintained by the Council. It will be reviewed at least annually, in conjunction with a health and safety inspection of assets if appropriate.

4.8 VAT

4.8.1 The RFO will promptly complete any VAT Return that is required. Any repayment claim due in accordance with the VAT Act 1974 section 33 will be made at least annually coinciding with the financial year.

5. Insurance

5.1 Following the annual risk assessment the Council will review the level of insurance cover and ensure it is adequate and appropriate for the activities of the Council. Minimum cover will include Public Liability, Employers Liability, Money and Fidelity Guarantee.

6. Risk Assessment

6.1 A risk assessment will be undertaken annually of all the activities of the Council and a report approved by the Council. This assessment will also cover the appropriateness of the internal audit arrangements. The Risk Assessment will be reviewed annually.

- 6.2 If the Council undertakes a new activity not covered by the existing risk assessment an assessment will be undertaken before the activity commences.

7. Freedom of Information

- 7.1 The Council is subject to the Freedom of Information Act and has adopted an appropriate policy. The Proper Officer will ensure the Council conforms to the requirements of the Act allowing public access to the appropriate documents.

8. Proper Officer

- 8.1 The Council may appoint a number of employees to assist it in the performance of its duties. The Council will appoint a Proper Officer to the Council which will be on an employed basis, unless the Proper Officer is a member of the Council, acting in an unpaid capacity.
- 8.2 The Proper Officer of the Council will: receive the Declarations of Acceptance of Office and notices disclosing interests; sign documents on behalf of the Council and issue agendas and notices of meetings; receive and distribute plans and documents on behalf of the Council.
- 8.3 If an employee of the Council the Proper Officer is covered by employment legislation dealing with employment rights, discrimination in employment, unfair dismissal, redundancy and similar matters. The Proper Officer will therefore have a contract of employment stating the terms and conditions under which he/she is employed. This will effectively be administered by the Chairman or designated Councillor acting with the authority of the Council.

9. Committees and working groups

- 9.1 The Council from time to time may set up committees and working groups to undertake work on behalf of the Council. The Council will set their Terms of reference, and they will report periodically to the Council.
- 9.2 Finance Committee
The Finance Committee shall be comprised of all councillors. It will meet in the first two weeks of January of each year and will review and if necessary amend the budget proposed by the RFO. The Finance Committee will decide the level of precept for the forthcoming financial year which will be ratified at the January Parish Council meeting.
- 9.3 Planning Committee shall be comprised of 3 nominated councillors and 3 nominated substitutes. It will meet when necessary between Parish Council meetings in order to decide the Parish Council's response to planning applications whose consultation date falls before the next Parish Council meeting.
The Planning Committee will have full delegated powers to decide the Parish Council's response to any planning application.
The Planning Committee will elect its own Chair.

10. Emergency Business

10.1 Should it not be appropriate to convene a special meeting then any emergency business will be handled by the Proper Officer, in consultation with the Chairman and one other Councillor. Actions will be reported promptly to the Council.

11. Alteration or Reversal of previous decisions

11.1 Decisions of the Council will not be revised within 4 months, except where a special item is placed on the agenda bearing the name of two Councillors, and is considered and approved by the Council.

12. Standing Orders

12.1 These and any other standing orders will be reviewed annually by the Proper Officer and the Chairman, and any amendments will be decided by the Council.

12.2 During the course of meetings of the Council, the Chairman's decision as to the interpretation of the standing orders will be final. In cases of doubt, the Council will seek the advice of the Monitoring Officer at South Derbyshire District Council.

12.3 The Council may resolve to suspend a Standing Order, in order to progress the business of the Council, and such decision will be included in the minutes. The suspension will not be taken lightly and it will be time-limited.

These Standing Orders were adopted by Hilton Parish Council at a meeting of the Council held on 18th September 2024

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9.3 Planning Committee shall be comprised of X councillors. It will meet when necessary between Parish Council meetings in order to decide the Parish Council's response to planning applications whose consultation date falls before the next Parish Council meeting.

The Planning Committee will have full delegated powers to decide the Parish Council's response to any planning application.

The Planning Committee will elect its own Chair.

10. Emergency Business

- 10.1 Should it not be appropriate to convene a special meeting then any emergency business will be handled by the Proper Officer, in consultation with the Chairman and one other Councillor. Actions will be reported promptly to the Council.

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- 12.3 The Council may resolve to suspend a Standing Order, in order to progress the business of the Council, and such decision will be included in the minutes. The suspension will not be taken lightly and it will be time-limited.

These Standing Orders were adopted by Hilton Parish Council at a meeting of the Council held on 30th July 2020