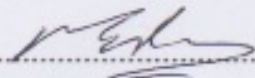


**BILSDALE MIDCABLE PARISH COUNCIL
STANDING ORDERS**

1. The Council and the individual Councillors and the RFO/Clerk shall comply with all local council procedures required of them by law.
2. The Parish Council shall meet at least four times a year.
3. The Chairman of the Parish Council shall preside.
4. Should the Chairman be absent the Vice Chairman shall preside.
5. In the absence of both the Chairman and the Vice Chairman, the meeting shall appoint a chairman before it proceeds to any business.
6. The Clerk shall record the proceedings in the minutes.
7. In the absence of the Clerk, the person presiding may record the proceedings or appoint another to do so.
8. As soon as the Chair is filled and provision made for recording the proceedings, and apologies for absence are received and accepted, the minutes of the previous meeting, if considered correct, shall be signed the person presiding at the meeting.
9. A quorum shall constitute three members.
10. All business shall be conducted through the chair.
11. Business shall be as per an appropriate agenda produced distributed and advertised according to law and best practice by the Clerk in consultation with the Council Chairman.
12. The Clerk shall also be the Responsible Financial Officer and the Proper Officer of the Council.
13. Each cheque is to be properly completed before being signed.
14. Each cheque stub is to contain the same particulars as the corresponding cheque and is to be initialed by the people who sign the cheque.
15. The accounts for a financial year should be made up and balanced as soon as possible after 31 March and are to be signed by the Responsible Financial Officer. The accounts shall be audited every year by the internal auditor, and as often as required by the external auditors.
16. Where councillors have a pecuniary interest, either direct or indirect, in matters under discussion they shall declare it and take no further part in the discussion.
17. The Clerk shall record details of all relevant correspondence received and sent and inform the council accordingly. The Clerk shall keep all relevant letters, documents and copies of e-mails for as long as required by law and by any additional time that the council may require.
18. During a meeting members of the public may speak only at the invitation of the Chairman. The council has power to resolve that the public may be excluded for the whole or part of a meeting on the grounds that publicity would be prejudicial to the public interest, either because of the confidential nature of the business to be transacted or for some other stated reason.
19. The Council shall maintain a register of assets, financial regulations, standing orders, a risk assessment, and a Freedom of Information Act 2000 publication scheme, and shall revise all of these as necessary to comply with legislation/law applicable at any time and in any case shall review them at the annual meeting of the parish council.

Signed  Date 29/05/2019

Date of minute confirming adoption 29th May 2019 Minute 5c