



Brean Parish Council

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OPERATING PROCEDURES

The following OPERATING PROCEDURES are undertaken by the Council as they are considered COMPULSORY under the Local Government Act 1972

MEETINGS

Meeting shall be held in each year on such dates and times as the Council may direct, plus the Statutory Annual Meeting.

In an election year the Annual Parish Council Meeting will be held on or within 14 days following the day on which the elected councillors take office.

In a year which is NOT an election year the Annual Parish Council Meeting shall be held on any day in MAY as the Council may direct.

In addition to the Statutory Annual Parish Council Meeting at least THREE other meetings shall be held on such dates and times and at such a place as the Council may direct.

The person presiding at the meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

QUORUM

Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council. If there is no quorum the meeting shall be adjourned.

VOTING

If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.

(1) Subject to (2) and (3) below the Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote whether or not he gave an original vote.

(2) If the person presiding at the annual meeting would have ceased to be a member of the council, but for the statutory provisions which preserve the membership of the Chairman and Vice Chairman until the end of their term of office, he may not give an original vote in an election for Chairman.

(3) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

ORDER OF BUSINESS

At each Annual Parish Council Meeting the first business shall be:-

1. To elect a Chairman of the Council
2. To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.
3. In the ordinary year of election of the Council, endeavour to fill any vacancies left unfilled at the election by reason of insufficient nominations.
4. To decide when any declarations of acceptance of office, which have not been received as provided by law, shall be received.

At every meeting other than the Annual Parish Council 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 (if any) and undertaking to observe the Council's Code of Conduct as are required by law to be made or, if not then received, to decide when they shall be received.

After consideration to approve signature of the minutes of the previous meeting, by the person presiding as a correct record.

To deal with business, expressly required by statute, to be done.

All members must observe the Code of Conduct which has been adopted by the Council.

If a member reasonably believes another member is in breach of the Code of Conduct, that member is under a duty to report the breach to the local Monitoring Officer.

EXPENDITURE

All expenditure and income should be undertaken according to the "FINANCIAL CONTROL PROCEDURES" as accepted and authorised by the Council at a formal meeting immediately after sign off of the Annual Audit (normally 30th June)

INTERESTS

If a member has a personal interest, as defined by the Code of Conduct adopted by the Council, then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

If a member has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates.

The Clerk may be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

INSPECTION OF DOCUMENTS

All minutes kept by the Council, and by any committee, shall be open for inspection of any member of the Council.

ADMISSION TO MEETINGS

The public and press shall be admitted to all meetings of the Council and its committees, which may, however, temporarily exclude them by means of the following resolution :-

"That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in that in the public interest, the press and public be temporarily excluded and are instructed to withdraw"

The Council shall state the special reason for exclusion.

OTHER PROCEDURES

All other procedures, which are “non statutory” by nature are conducted according to the procedures contained in APPENDIX 1 (below) or with reference to the guidelines as defined by NALC, SALC documents held by the Clerk.

The Clerk as “Proper Officer” and “Responsible Financial Officer” is responsible for ensuring that the defined procedures are adhered to, and for reporting to the Chairman and Internal Audit any deviation from the adoption of the procedures.

APPENDIX 1

1. Financial Procedures
2. Complaints Procedures
3. Correspondence Procedures
4. Planning Application Procedures
5. Draft Agenda and Minutes