

**Kentmere Parish Meeting  
Standing Orders  
November 2011**

**1. Convening of Meetings.**

1.1. Parish Meetings shall be convened by the Parish Chairman, or in his/her absence, by the Vice Chairman or by any six local government electors for the Parish of Kentmere.

**2. Dates and Place of Meetings.**

2.1. The dates and times of meetings shall be arranged so as to enable the efficient conduct of our business. The Parish Meeting will normally assemble four times a year - In May, August (if needed), November, and late February (if needed). Meetings shall be held in Kentmere Institute starting at 7.30 p.m. unless otherwise notified.

2.2. The Annual General Meeting shall be held in the months of May every year.

2.2.1. Elections will be held at the Annual General Meeting.

2.2.2. The Accounts will be presented for agreement at the Annual General Meeting.

2.2.3. The Budget will be presented and the Annual Precept will be agreed at the November meeting.

2.3. At each meeting the date for the next meeting shall be confirmed, if possible. The agreed date may be varied by the Parish Chairman in consultation with the Vice Chairman and Parish Clerk if circumstances make this necessary. Any new date shall then be announced as specified in Sect 3.

**3. Notice of Meetings**

The Parish Clerk will issue a Notice of Meeting requesting items for the Agenda and any supporting documents. It will be sent electronically to the 'residents' mail list ([residents@kentmere.org](mailto:residents@kentmere.org)) and delivered to those electors not on email. Notice will normally be given at least three weeks before the meeting and details of forthcoming meetings will be posted on notice boards around the Parish – at Longhouses, Pumple Syke, Green Quarter, Hallow Bank and Kentmere Institute.

**4. Agenda for Meetings**

4.1. The Agenda will be drawn up by the three elected Parish Officers and circulated as above by the Parish Clerk, along with any supporting documents.

4.2. Where papers have been distributed before a Meeting, the business of the papers will be discussed at the meeting unless a motion in writing proposing a deferment for good reason has been received by the Parish Clerk before the meeting and the proposal passed by the meeting.

4.3. Other items may be added to the agenda if requested at the meeting. If any additional item requires more detailed consideration, the Chairman may end the discussion and instruct that the item be adjourned to another Meeting.

**5. Conduct of Meetings**

5.1. Those entitled to attend and vote

5.1.1. All those listed on the Register of Electors for Kentmere are entitled to attend all meetings and to vote on any matter.

5.1.2. Any person not covered by Section 5.1.1 is very welcome to attend meetings. He or she may speak, at the Chairman's discretion, but may not vote on any matter.

5.2. A meeting shall not be held unless a quorum of 10 electors is present at least one of whom must be the Parish Chairman, Vice Chairman or Parish Clerk.

5.3. In the absence of the Parish Chairman, the Vice Chairman will preside. If both are absent, the meeting shall appoint another elector who, for the duration of that meeting, shall have the powers and authority of the Chairman.

5.4. Voting

5.4.1. A meeting may discuss any parish matter and either pass resolutions thereon, if it is within the competence of the Parish Meeting, or make representations to the appropriate authority. Any proposal shall be submitted to the Chairman in the form of a resolution. There must be a proposer and seconder for each resolution.

- 5.4.2. Every resolution shall be decided by a majority of those present who are entitled to vote. Votes will normally be taken by a show of hands, but a secret ballot may be held if requested by not less than 10, or one-third of the electors present whichever is the less. In addition to his/her right to vote in the first instance, in the case of an equality of votes, the Chairman will have a second or casting vote. The Chairman is required to announce the result of a vote. That decision shall be final, unless a poll is demanded.
- 5.4.3. A poll may only be held if it is agreed by the Chairman or insisted upon by not less than ten, or one-third, of the electors present, whichever is least.
- 5.4.4. A consequent poll shall be a poll of those entitled to attend the meeting as local government electors and shall be taken by ballot in accordance with rules with respect to the election of local councillors, but any costs of such a poll must be born by the Parish Meeting.
- 5.5. Declaration of an Interest
- 5.5.1. Those attending a meeting at which a matter is discussed in which they have a direct interest shall declare their interest at the beginning of the section of the meeting during which this matter is discussed.
- 5.5.2. If the Parish Chairman, Vice Chairman, the Parish Clerk or any other elected Official has declared a direct interest in any matter, he or she should stand down from his/her official position during the discussion of that item, unless the meeting decides otherwise.
- 5.6. When the business of the meeting has been completed, the Chairman shall close the meeting by leaving the chair. No other business shall then be transacted or recorded.
- 5.7. The order of the Annual General Meeting shall be
- Reports dealing with past matters
  - Election of the Chairman (at which point the elected Chairman takes the chair).
  - Election of other Officers and Officials
  - Any other and future business

## **6. Elected Officers and Other Officials of the Parish Meeting**

### **6.1. Officers and officials**

- 6.1.1. The Officers of the Parish Meeting are: the Parish Chairman, Vice Chairman, and Parish Clerk; they are elected annually [see Sect 6.2]. Candidates for these three posts must all be on the Register of Electors for Kentmere.
- 6.1.2. The Other Officials of the Parish Meeting are up to three members of the electorate who are elected each year to assist with the administration of day-to-day affairs; they are elected annually. Candidates for these three posts must all be on the Register of Electors for Kentmere.
- 6.1.3. The Officers and Other Officials may not receive any payment for their services; but agreed expenses incurred may be repaid.
- 6.1.4. Elections shall take place at the Annual General Meeting for a Parish Chairman, Vice Chairman, and Parish Clerk to hold office until the next Annual General Meeting. A candidate may vote for her/himself.
- 6.1.5. Elections shall also take place for any Officials to hold office until the next Annual General Meeting
- 6.1.6. An Internal Auditor shall be elected annually; she or he need not be on the Register of Electors for Kentmere.
- 6.1.7. If an Officer or Official leaves his/her post during the year, the Chairman shall have the power to co-opt a temporary replacement for ratification at the following Parish Meeting.
- 6.1.8. Nominations for the three Officers and Other Officials shall be presented in writing to the Parish Clerk at least 14 days before the date of the Annual General Meeting along with the names of the Proposer and Seconder. Notice of nominations shall be circulated to Electors with the Agenda.
- 6.1.9. Officers and Other Officials may be nominated for re-election. They may serve for 3 years, or longer in the case of no other nomination being forthcoming, but in no case longer than 5 years.

### **6.2. Procedure for Election of Parish Chairman.**

- 6.2.1. If the present Chairman is not a candidate, he may proceed to hold the election. If the present Chairman is a candidate, then a temporary acting Chairman who is not a candidate shall be appointed by the Chairman to conduct the election. This is usually the Vice Chairman, unless he/she is a candidate. The meeting will then proceed to choose the Parish Chairman, who will hold this office until the next Annual General Meeting. The acting Chairman shall declare elected that candidate who obtains the largest number of eligible votes cast by a show of hands. In event of a tie, she/he shall have a casting vote. The elected Chairman then takes office.
- 6.3. Procedure for the Election of Other Officers and Officials.
- 6.3.1. The newly elected Parish Chairman shall then proceed to the election of a Vice Chairman and Parish Clerk, who will both hold office until the next Annual General Meeting. Their elections shall be conducted in a similar manner.
- 6.3.2. An Internal Auditor and other Officials are elected in the same manner.
7. **Minutes of Meetings and other Documents – Freedom of Information Act 2000.**
- 7.1. Minutes of the proceedings of every Parish Meeting shall be kept by the Parish Clerk. The Minutes should include a summary of all matters discussed, and the results of all votes and elections. The Minutes shall be signed by the Chairman at the next meeting, after those present have agreed that (amended if necessary) they are a true record. Copies will be sent to the 'residents' mail list and delivered to those not on email. The minutes and all relevant documents will be posted on the residents section of the Parish website.
- 7.2. The Parish Clerk shall retain all important documents. On relinquishing Office he/she shall pass them on to the next Clerk - or, if the Parish Meeting so direct, deposit them with the County Records Office.
- 7.3. Upon application to the Clerk, all Parish Meeting Minutes and other official documents and correspondence shall be available for inspection at the earliest practicable occasion, in accordance with our obligations under the Freedom of Information Act 2000.
8. **Revision of this document**
- This document can be revised and altered at any parish meeting at the will of the meeting. Requests for changes should be sent in writing to the Parish Clerk in time for the item to be added to the agenda so that adequate notice may be given. Only items which are not statutory may be changed. These are noted below.

**Approved at the Parish Meeting, .....**

**Notes:**

**These Standing Orders and Constitution must be interpreted in accordance with the relevant legislation.**

**The main powers of a Parish Meeting are set out in Sections 9 and 13 & 15 of, and Part III of, schedule 12 to the Local Government Act 1972, as amended in the Local Government Act 2000 and the Freedom of Information Act 2000**

**Points where these Standing Orders impose more strict conditions than Statutory Requirements (SR).**

Section 2.1 - SR is for one AGM per year in March, April or May

Section 3. SR is for 7 days notice with a notice posted in a conspicuous place.

Section 5.2 SR specifies a quorum of 2.

Section 5.4.2 Provision for a secret ballot is not a SR.

Section 6.1.1 SR do not require the Officers to be Electors of the Parish

Section 6.1.8 and 6.1.9 SR do not define terms of office