

Middleton Tyas Parish Council

STANDING ORDERS & FINANCIAL REGULATIONS

1. The Parish Council shall meet at such times and on such dates as the Chairman, or in the absence of the Chairman, the Vice-Chairman, may decide and the annual meeting of the Council shall be convened to meet on an appropriate date during the month of May in each year, to commence unless otherwise decided upon at 7.00 pm.
2. The Chairman of the Parish Council shall preside.
3. Should the Chairman be absent, the Vice-Chairman shall preside.
4. In the absence of both Chairman and Vice-Chairman, the meeting shall appoint a Chairman before it proceeds to any other business.
5. The Clerk shall record the proceedings.
6. In the absence of the Clerk, the person presiding may record the proceedings or appoint another to do so.
7. As soon as the Chair is filled and provision made for the recording of the proceedings, the minutes of the previous meeting, if considered correct, shall be signed by the person presiding at the meeting.
8. A quorum shall constitute three members (or the number which constitutes a third of the membership of the Parish Council, whichever is the greater).
9. All business shall be conducted through the Chair.
10. The Responsible Financial Officer shall be appointed annually at the Annual Meeting.
11. Each cheque is to be properly completed before being signed and counter-signed.
12. Each cheque stub is to contain the same particulars as the corresponding cheque and is to be initialled by the members who sign the cheque.
13. The paid cheques are to be made available to the Auditor on request.
14. The accounts for a financial year should be made up and balanced as soon as possible after 31st March and are to be signed by the Chairman of the Council.
15. The accounts shall be audited annually.

16. Where a Member has a pecuniary interest, either direct or indirect, in matters under discussion, they shall declare it and take no further part in the discussion. The Chairman will give the Member the opportunity to vacate the room, if they so wish.
17. Where a Member has a disclosable pecuniary interest in any business of the Council, the Member must withdraw from that part of the room or chamber where the meeting is considering the business during consideration and voting on the business but may remain in that part of the room or chamber which the public are allowed to occupy.”
18. Members of the public may speak only at the invitation of the Chairman and may be excluded from the meeting for a particular item of business if the Chairman deems such exclusion is in the public interest.
19. A meeting of the Council may be adjourned at the Chairman’s sole discretion to permit members of the public to speak.
20. The Council will make available on request the Draft Minutes of each meeting as soon as they are informally agreed providing they are marked: “Draft Minutes – Subject to approval at the Parish Council meeting to be held on <date of next meeting>”.
21. An annual receipts and payments summary shall be prepared by the Responsible Financial Officer as soon as possible after 31st March in each year. The summary shall then be presented to the Council at its next appropriate meeting and, once approved, be signed by the Chairman and thereafter made available for public display.
22. The budget estimate to be prepared by the Responsible Financial Officer for anticipated expenditure for the following financial year shall be considered for approval by the Council at either its January meeting or as soon as possible thereafter.

**THE ABOVE PROVISIONS WERE FORMALLY ADOPTED BY THE
MIDDLETON TYAS PARISH COUNCIL AT A MEETING HELD ON THE**

..... 8th day of MARCH 2018 .

**SIGNED.... (*Signed by Robert J. Davies*).....
Chairman of the Parish Council**