

Standing Orders

Meetings of the Council

- 1 The Statutory Annual Meeting
 - 1.1 In an election year, shall be held on the Tuesday next following the fourth day after the ordinary day of elections to the Council, and
 - 1.2 In a year which is not an election year, shall be held on first Tuesday in May.
- 2 "Meeting of this Council" is defined as a meeting of the Full Council, Committees or Working Parties unless otherwise amended in the Standing Orders.
 - 2.1 The Full Council shall normally meet on the first Tuesday of every month.
 - 2.2 Notice of all meetings of the Council must be given at least three clear days prior to the meeting, not including the day of publication, the day of the meeting, weekends and public holidays.
 - 2.3 Notices, of such meetings, are to be affixed to the various Parish Council Notice boards in the Parish and a summons to attend delivered to every Member of the Council.
- 3 The place for the Meeting shall normally be in the Village Hall, Partway Lane
 - 3.1 The start of the meeting will normally be at 20:00hrs.
 - 3.2 There will normally be period not exceeding 15 minutes for the Parish Council to receive comments and questions from members of the public present. In the event of a large number of members of the public attending, speakers will be restricted to speak for no longer than three minutes. The period can only be extended with the agreement of the Council/Committee,
 - 3.3 At 22:00hrs the Meeting shall be closed by the Chair, unless the majority of those present, still being a quorum and without debate, resolve to continue until the agenda or part thereof, is completed.

Note: Members of the Public and the Press will be admitted to the Council Meeting unless the Council decides, by Resolution under the Public Bodies (Admission to Meetings) Act, 1960, to their exclusion during the whole, or part of, the Meeting, whenever publicity would be prejudicial to the public interest, by reason of the confidential nature of the business to be transacted, or for reasons set out in S.100A (3) of the Local Government Act 1972.
- 4 The Chairman may, for a special reason, convene a Meeting at another time and/or place.
- 5 Annual Meeting of the Parish Council
 - 5.1 In an election year the Annual Meeting of the Parish Council shall be held on or within 14 days following the day on which the councillors elected, take office and
 - 5.2 In a year which is not an election year, the Annual Meeting of the Parish Council shall be held on such a day in May as the Council may direct.
- 6 Chairman of Meeting
 - 6.1 The Meeting will be presided over by the duly elected Chairman
 - 6.2 In his/her absence, the Vice-Chair will preside.
 - 6.3 In the absence of both the Chair and the Vice Chair, the meeting shall choose a Councillor to preside
 - 6.4 The Chair or Vice Chair shall, unless resigning or ceasing to be qualified, continue in office until a successor is appointed

- 6.5 The person presiding at a meeting may exercise all the power and duties of the Chair in relation to the conduct of the meeting.

Apologies for Absence

- 7 All Councillors are required to provide apologies for meetings they are unable to attend.
- 7.1 Apologies for absence for Council meetings should be sent to the Clerk with reasons a minimum of 24 hours in advance of the meeting.
- 7.2 Six months continuous absence from Council Meetings is deemed to be resignation from the Council

Quorum of the Council

- 8 Quorum for meetings
- 8.1 No business can be transacted at any Meeting of the Council unless at least four Members are present
- 8.2 If a quorum is not present, or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, that part of the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chair may fix
- 8.3 The quorum for the Committees with delegated responsibility (Standing Committees) shall be a minimum of three members of the Council
- 8.4 For Sub-Committees, the quorum shall be set by the full council.

Voting

- 9 Voting will take place on all resolutions
- 9.1 Members shall vote by show of hands, or
- 9.2 If at least two Members so request, in secret by signed papers.
- 9.3 If a Member so requires, the Clerk shall record whether he/she voted for or against it. Such a request must be made before moving on to the next business.
- 9.4 The presiding Chair shall have the right to an original vote
- 9.5 Subject to 9.6 and 9.7 below the Chairman may give an original vote on any matter out to the vote, and in any case of an equality of votes may give a casting vote whether or not he/she gave an original vote
- 9.6 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 Chair and Vice-Chair until the end of their term of office, he may not give an original vote in an election for Chairman
- 9.7 The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.
- 9.8 Chairmen of committees and sub-committees shall, in the case of an equality of votes, have a second or casting vote.

Order of Proceedings

- 10 The Annual Meeting of the Parish Council
- 10.1 The first business shall be to elect a Chair as this is the meeting following the Annual Parish Meeting.

- 10.2 To receive the Chair's Declaration of Acceptance of Office and undertaking to observe the Code of Conduct. If not then received, to decide when it should be received.
 - 10.3 In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
 - 10.4 To decide when any declarations of acceptance of office and written undertakings to observe the code of conduct adopted by the Council which have not yet been received as provided by law, shall be received.
 - 10.5 To elect a Vice Chair.
 - 10.6 To appoint Members to various areas of responsibility and or membership of Standing Committees.
 - 10.7 Each Standing Committee's Members will then elect a Chair. At the first of the Committees' meetings, a Vice Chair shall be elected.
- 11 All Meetings other than the Annual Meeting of the Parish Council
- 11.1 At every Meeting, other than at the Annual Meeting of the Parish Council, the first business shall be to appoint a Chair if the Chair and Vice-Chair are 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.
 - 11.2 After the first business has been completed, the order of business, unless the Council decides otherwise as a matter of urgency, shall be as follows:-
 - 11.2.1 To record apologies received with reasons where known
 - 11.2.2 To consider the Minutes for accuracy only, with the Chair initialling each page of the minutes as it is presented and if it is necessary, amend minutes as agreed; Amendments to be initialled by the Chair. The minutes having been circulated to all Councillors a minimum of three clear days before the meeting.
 - 11.2.3 After consideration to approve the signature of the Minutes by the person presiding as a correct record.
 - 11.2.4 To take matters arising: Only items advertised on an agenda can be dealt with under this heading, it cannot be used to raise matters not listed.
 - 11.2.5 To deal with business expressly required by statute to be done
 - 11.2.6 To receive and consider reports and/or Minutes of Committees and working groups
 - 11.2.7 To receive and consider other matters of relevance to the Parish Council, as documented on the agenda. To receive such communications as the presiding Chair may wish to lay before the Council, which he/she considers urgent and needing immediate decision.
 - 11.2.8 To consider motions and recommendations in the order in which they have been notified.
 - 11.2.9 To summarise communications received by the Council and identify items for the next Agenda as appropriate.

Urgent Business

- 12 A motion to vary the order of business on the grounds of urgency may be proposed by:
 - 12.1 The Chair, without being seconded.

12.2 By any Member with a seconder.

12.3 Both (a) and (b) shall be put to the vote without discussion.

Notices of Motion

- 13 Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 7 clear days before the next meeting of the Council.
- 14 The Clerk shall insert in the agenda for every Meeting, all notices of motion or recommendation, properly given, in the order in which it has been received, unless:-
- 14.1 The Member giving notice of motion has stated, in writing that he/she intends to move at some later meeting.
- 14.2 The member withdraws it.
- 15 If the subject matter of a resolution comes within the province of a Committee of the Council, it shall, upon being moved or seconded stand referred without discussion to:-
- 15.1 Such a Committee, or
- 15.2 Such Committee as the Council may determine, or
- 15.3 Considered as a matter of urgency, by the Chair, be dealt with at that Meeting.
- 16 Every resolution or recommendation shall be relevant to matters over which the Council has power, or which affects its area.
- 17 No 'Notice of Motion' to rescind any Resolution, which has been passed within the previous six months, can be placed before the Council unless the resolution has been proven to be contrary to the law or an interest that should have been declared was not.

Resolutions moved without notice

- 18 Resolutions dealing with the following matters may be moved without Notice, notwithstanding that contained in Standing Order No 11
- 18.1 To appoint a Chair of the Meeting.
- 18.2 To correct the minutes.
- 18.3 To approve the minutes.
- 18.4 To alter the order of business
- 18.5 To proceed to the next business.
- 18.6 To close or adjourn the debate
- 18.7 To refer a matter to a Committee
- 18.8 To appoint a Committee or any Members thereof.
- 18.9 To adopt a report
- 18.10 To amend a motion
- 18.11 To give leave to withdraw a motion or an amendment
- 18.12 To extend the time limit for speeches
- 18.13 To consider, otherwise than in Committee, a question affecting an employee of the Council.

- 18.14 To exclude the Press.
- 18.15 To exclude the Public.
- 18.16 To silence or eject from the meeting a member named for misconduct
- 18.17 To exclude a Member, who considers he/she has a prejudicial interest in the subject under debate,
- 18.18 To give consent of the Council where such consent is required by these Standing Orders
- 18.19 To suspend any standing order (see 52)
- 18.20 To adjourn the meeting

Rules of Debate

- 19 No discussion shall take place upon the Minutes, except upon accuracy. Corrections to the Minutes shall be made by resolution, and must be initialled by the Chair.
 - 19.1 Members shall direct their speech through the Chair to:-
 - 19.1.1 The question under discussion.
 - 19.1.2 A personal explanation.
 - 19.1.3 A question of order.
 - 19.1.4 An amendment shall not have the effect of negating the motion before the Council.
 - 19.2 If an amendment is carried, the resolution, as amended, shall take the place of the original resolution, and shall become the resolution upon which any further amendment is moved.
 - 19.3 A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
 - 19.4 When a resolution is under debate, no other resolution shall be moved, except the following:-
 - 19.4.1 To amend a resolution.
 - 19.4.2 The resolution is carried.
 - 19.4.3 That the resolution is referred to a Committee.
 - 19.4.4 To exclude the Press or Public, or both.
 - 19.4.5 To adjourn the debate.
 - 19.4.6 To proceed to the next business.
 - 19.4.7 To adjourn the Meeting.
 - 19.5 The ruling of the Chair, after consultation with the Clerk to the Committee, on a point of order, or on the admissibility of a personal explanation, shall not be discussed.
 - 19.6 Whenever the Chair rises during a debate, all other Members shall be seated and silent.

Alteration of a Resolution

- 20 A Member may, with the consent of his seconder, move amendments to his own resolution.

Voting on Appointments

- 21 Where more than two persons have been nominated for any position to be filled by the Council, and there is no absolute majority of votes in favour of one person, the person with the least number of votes will be excluded from the list and a fresh vote taken. This process will be repeated until one person obtains a majority of the votes.

Discussions and Resolutions affecting Employees of the Council

- 22 If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary, or conditions of service, of any person employed by the Council, it shall not be considered until the public is excluded.

Disorderly Conduct

- 23 All Members must observe the code of Conduct, in accordance with s.28 of the 2011 Localism Act which is consistent with the Nolan principles of conduct in public life which are selflessness, integrity, objectivity; accountability; openness; honesty; and leadership and includes provisions which the authority considers appropriate in respect of the registration and disclosure of 'pecuniary interests' (DPIs) and 'interests other than pecuniary interests'.

23.1 No Member shall, at a meeting, persistently disregard the ruling of the Chair, wilfully obstruct business or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute

23.2 On receipt of a notification from the Borough (or District) Council that there has been a breach of the Code of Conduct, the Proper Officer shall refer it to the Council¹

Expenditure

- 24 Orders for the payment of money not within the approved budget of the Council shall be authorised by a majority of the Council.
- 25 In the case of an emergency, the Chair of the Council (or Vice-Chair if the Chair is unavailable), and one other signatory can authorise the expenditure.

Committees

- 26 The Council shall, at the Annual Parish Council Meeting, appoint Members to the Standing Committees (Standing Order No 10 refers) and appoint Chairs to those Committees, and may, at any time, appoint such other Committees, or Special Groups, as are necessary, but subject to any statutory provision in that:-
- 26.1 Members so appointed shall only hold office until the next Annual Parish Council meeting.
- 26.2 The Council may, at the Annual Parish Council Meeting, either form, dissolve or amalgamate a standing committee. The Council may alter the membership of a said committee at any time.
- 26.3 The Council may at any time form, amalgamate, dissolve or alter the membership of any sub-committee.
- 27 Chairs of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.
- 28 The Chair and Vice-Chair of the Council ex-officio shall be voting members of every committee
- 29 Details of Councillors' names, addresses and Committee are sent to each Councillor annually, after the Annual Parish Council Meeting.

¹ Since the Localism Act places the responsibility on the Borough or District Council to investigate a breach of the Code, and if a breach is found, then report that finding after a hearing has taken place to the Parish Council.

- 30 The Chair of a Committee, or of the Council, may summon a special Meeting of that Committee at any time.
- 31 Every Committee may appoint Sub-Committees for purposes to be specified by that Committee.
- 32 The quorum for the various Committees and sub-committees shall be greater than one half of its Members.

Accounts and Financial Statements

- 33 Except as provided in paragraph 33.2 of this Standing Order, or by statute, all accounts and claims upon the Council shall be laid before the Council.
 - 33.1 Where payments are required to be paid before authorisation by the Council, such payment shall be certified as to its correctness and urgency by the RFO. Such payment shall be authorised by the Committee, if any, having charge of the business to which it relates or by the proper officer for payment with the approval of the Chair or Vice-Chair of the Council.
 - 33.2 All payments authorised under 33.1 of this Standing Order, shall be separately included in the next schedule of payments laid before the Council.
 - 33.3 Orders for the payment of money shall be authorised by resolution of the Council and cheques are to be signed by two members
 - 33.4 The Clerk will maintain proper records of all transactions on a receipt and payment basis.
 - 33.5 The Clerk will prepare a quarterly statement of income and expenditure for review and verification by the Council.
 - 33.6 The Clerk is responsible for the preparation of the annual budget for approval by the Parish Council.
 - 33.7 The full Council will consider, approve, and adopt the budget and authorise the issue of a precept upon the District Council at its December meeting.
 - 33.8 The Clerk, acting as the RFO, will
 - 33.8.1 Be responsible for ensuring that the Parish Council comply with the Accounts and Audit Regulations (England) 2011 or any amendment thereof including making available for 15 working days prior to audit the accounts and other documents required for the accounts prior to audit.
 - 33.8.2 Supply to each member, as soon as practicable after 31st March in each year a statement of the receipts and payments of the Council for the completed financial year. A financial Statement prepared on the appropriate accounting basis for a year to 31st March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for approval in accordance with the Accounts and Audit Regulations (England) 2011.

Annual Budget

- 34 Any additional expenditure to be paid out of the precept requires a written estimate of the expenditure. This shall be submitted to the November Meeting of the Full Council. Should the expenditure require prolonged discussion, an extraordinary meeting of the Council may be called.

Interests

- 35 Where a disclosable pecuniary interest under the Code of Conduct is declared at the meeting by a Member in respect of an item of business on the agenda to be transacted, the Member must not take

part in the debate on that item nor vote thereon but may remain in the room in which the meeting is taking place.

- 36 The requirements of clause 35 may be overcome if the Member is possessed of the grant of dispensation from the Council in respect of the item under debate.
- 37 If a Member who has declared a personal interest considers the interest to be prejudicial, the council may ask him to withdraw from the room or chamber during consideration of the item to which the interest relates.
- 37.1 The Clerk is required to compile, hold and publish a Register of Member's Interests, or a copy thereof, as required by statute.
- 37.2 The Clerk shall make known the purpose of this Standing Order to every candidate.
- 38 Canvassing of and recommendations by members
- 38.1 Canvassing of Members of the Council or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
- 38.2 A Member of the Council or of any Committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such Member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application
- 38.3 This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment

Inspection of documents

- 39 A Member may, for the purpose of his duty as such (but not otherwise), inspect any document in the possession of the Council, or a Committee, and if copies are available shall, on request, be supplied for the like purposes with a copy.
- 39.1 All Minutes kept by the Council and by any Committee, shall be open for the inspection of any Member of the Council, or member of the public, during office hours, with reasonable prior notice having been given.
- 39.2 Photocopies requested by the public shall be charged for at the current charge made by the Council as set out in its Publication Scheme in accordance with the Freedom of Information Act, together with such administrative charge as is appropriate and reasonable, having regard to the time expended to extract the information.

Unauthorised Activities

- 40 No Member of the Council, or any Committee or Sub-Committee shall in the name of or on behalf of the Council:-
- 40.1 Inspect any lands or premises, which the Council has a right or duty to inspect; or
- 40.2 Issue orders, instructions or directions
- unless authorised to do so by the Council or the relevant committee or sub-committee.

Admission of the Public and Press at Meetings

- 41 The Public and Press shall be admitted to all Meetings of the Council and its Committees and Sub-Committees, which may, however, temporarily exclude either or both, by means of the following resolution, viz:

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

- 42 If a Member of the Public interrupts the proceedings at any Meeting, the Chair may, after warning, order that person to be removed from the Council Chamber, or that the part of the Chamber open to the public is cleared.

Confidential Business

- 43 Confidential business

43.1 No Member or Officer of the Council shall disclose to any person not a Member of the Council, any business declared, or considered to be confidential by the Council, the committee or sub-committee as the case may be.

43.2 Any member in breach of the provisions of paragraph 43.1 of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

Liaison with District Councillors

- 44 A Notice of Meeting shall be sent, together with an invitation to attend, to the District Councillor for the Ward

Planning Applications

- 45 Planning applications will be dealt with in accordance with Appendix 1 to Hazelbury Bryan Parish Council Standing Orders

Financial Matters

- 46 All financial dealings of the Council will be conducted in accordance with the Council's Financial Regulations.

- 47 The Council's Financial Regulations shall be subject to regular review, at least once every four years.

Variation, revocation and suspension of Standing Orders

- 48 A motion permanently to vary, revoke or suspend a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next Meeting of Council.

Standing Orders to be made available to Members

- 49 A copy of these Standing Orders will be taken to each meeting by the Clerk. These Standing Orders will be made available on the Council's website.

Minutes

- 50 Standing order for Minutes

50.1 The Minutes of all Meetings of the Council, Committees and Sub-Committees, shall be page numbered. The actions in the minutes shall be numbered in chronological order throughout the year commencing with the January meeting.

50.2 The signed copies shall, at the end of the municipal year, be stored in a loose leaf file and retained indefinitely.

Casual Vacancies

- 51 Casual Vacancies will be dealt with in accordance with Appendix 2 to Hazelbury Bryan Parish Council Standing Orders

Grants

- 52 Grant applications will be dealt with in accordance with Appendix 3 to Hazelbury Bryan Parish Council Standing Orders

Establishing an employment disciplinary and appeals panels

- 53 In the event that a disciplinary or appeals panel should be needed then the panel will be set up jointly by the Chairman and Vice Chairman and will comprise no fewer than 3 people.

Advice and guidance to the Clerk

- 54 The Clerk will be guided in his or her work by the Chair or Vice-Chair of the Council or if agreed by them by another nominated Councillor.

Management of important information or documents during the clerk's planned absences

- 55 The Clerk will ensure that appropriate and adequate measures are taken to forward important or urgent information and documents to the Chair, Vice-Chair or nominated councillor during planned absences.

Interpretation

In these Standing Orders words importing one gender shall include all genders and the singular includes the plural and vice versa.

Appendix 1 to Standing Orders Planning Application Procedure

- 1 Hazelbury Bryan Parish Council (HBPC) is a consultee on planning applications for development within the Parish boundaries. Each planning application submitted relating to this parish must be referred to HBPC who are entitled to comment. As a consultee, the Parish Council do not make the final decision but may be able to influence the views of NDDC. Resident can make comments directly to both NDDC and the Parish Council. When discussed at a Parish Council meeting any comments made by residents will be considered before any comment is made on behalf of the Council. NDDC take into account the comments made by residents and the Parish Council before making a final decision.
- 2 North Dorset District Council (NDDC) will notify the Clerk of the Council of each application received by email. The Clerk normally has 21 days to respond to this email with the Council's comments on the application.
- 3 When the application is received in the Parish Council meeting cycle will determine how the Clerk deals with the application.
 - 3.1 Comments required by NDDC after the next Parish Council meeting
 - 3.1.1 The Clerk will ensure the link to the application on the NDDC website is put on the Hazelbury Bryan website under "Parish Council - Planning Matters" & "News - Planning Matters",
 - 3.1.2 The Clerk will email the link to the application on the NDDC website to all the members of the Council drawing their attention to the application and informing them that it will be discussed at the next meeting,
 - 3.1.3 The Clerk will include the application in the standing Planning agenda item for the next Council meeting to consider.
 - 3.2 Comments required by NDDC before the next Parish Council meeting
 - 3.2.1 The Clerk will ensure the link to the application on the NDDC website is put on the Hazelbury Bryan website under "Parish Council - Planning Matters" & "News - Planning Matters",
 - 3.2.2 For routine applications such as extensions and conservatories and other non-contentious applications, the Clerk will email the link to the application on the NDDC website to all the members of the Council to ascertain whether they agree that the application is routine and non-contentious and therefore doesn't need to be discussed at the next meeting. Members should reply by the deadline set in the email.
 - 3.2.2.1 If, after the deadline, the Clerk has only received replies that agree that the application is routine and non-contentious,
 - 3.2.2.1.1 The Clerk under delegated authority will inform NDDC that the Council has no comment on the application,
 - 3.2.2.1.2 The Clerk will include the application in the standing Planning agenda item for the next Council meeting to confirm the Clerk's action.

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3.2.2.2 If, by the deadline, the Clerk receives one or more replies that do not agree that the application is routine and non-contentious,

3.2.2.2.1 The Clerk will request an extension to the consultation period from NDDC.

3.2.2.2.2 The Clerk will include the application in the standing Planning agenda item for the next Council meeting to consider.

3.2.3 For larger and/or more contentious applications

3.2.3.1 The Clerk will email the link to the application on the NDDC website to all the members of the Council drawing their attention to the application and informing them that it will be discussed at the next meeting,

3.2.3.2 The Clerk will request an extension to the consultation period from NDDC,

3.2.3.3 The Clerk will include the application in the standing Planning agenda item for the next Council meeting to consider.

Appendix 2 to Standing Orders

Co-option of a Councillor to fill a casual vacancy

In the event that there is no request from the residents of Hazelbury Bryan for an election to fill a casual vacancy, the position should be filled by co-option as soon as is practicable.

- 1 The Clerk will post a ***Notice of Casual Vacancy to be filled by Co-option*** on the notice boards and on the website to advertise a casual vacancy for a Parish Councillor. An application form from persons wishing to serve as a councillor will need to be submitted to the Clerk of the Council within 10 days of the date of the notice (excluding Saturdays, Sundays, Christmas Eve, Christmas Day, Good Friday and Bank Holidays). Note: There is nothing preventing Councillors from approaching persons to offer themselves for co-option,
- 2 Notice of the intention to co-opt to the vacancy will be given in the agenda for the next meeting of the Parish Council after the closing date,
- 3 When the item is reached, the Chairman will announce in alphabetical order the names of nominees seeking to be co-opted to the council,
- 4 The nominees will be invited to speak to the council to support their case for being co-opted as a councillor. It is important to ensure all nominees are treated fairly and the same and any form for personal lobbying should be discouraged,
- 5 The Chairman will then call for votes for each of the nominees by show of hands or signed paper ballot. To be successful a candidate must receive more than 50% of the votes of the councillors voting and the candidate with the lowest number of votes will be excluded and a re-vote taken until one candidate has a majority.
- 6 This candidate will be declared duly elected by the chairman.
- 7 Irrespective of the number of candidates and seats available the election process will deal with each vacant seat one at a time. Where more than one seat is vacant the process is repeated until all seats are filled.
- 8 The person elected must make a declaration of acceptance of office before, or at, the first meeting of the Parish Council following his election in the presence of a member of the Parish Council or the Proper Officer of the Parish Council. The declaration is then retained in the parish records. The person elected will need also to undertake to abide by the Parish Council's Code of Conduct and complete a Declaration of Pecuniary Interests.

Appendix 3 to Standing Orders

Grant Policy

1 Grant Fund

- 1.1 The 'Grant Fund' shall be set at the start of the financial year as a percentage of the annual precept available to the parish council. The aim shall be to maintain a balanced budget for each financial year.
- 1.2 The amount to be set aside shall be :-
- | | | |
|--|---|---------|
| 4% of the precept (currently £15,080.00) | = | £603.20 |
|--|---|---------|

2 Grant Allocation

- 2.1 Grants shall be allocated by the council on a quarterly basis to facilitate better control and fairer distribution of the budget. They shall be included on the agenda for discussion at the March, June, September and December Parish Council meeting.
- 2.2 Grants shall be only be allocated subject to the following conditions:
- 2.2.1 Receipt of a completed Grant Request form by the Parish Clerk at least fourteen days before the relevant quarterly meeting.
- 2.2.2 Grant applications shall only be discussed and allocated by the council at the agreed quarterly meetings
- 2.2.3 Any request for grant funding should satisfy the following criteria:
- 2.2.3.1 The application must fall within the guidelines / requirements of Section 137 of the Local Government Act 1972.
- 2.2.3.2 The application must be to the benefit of the parish or residents and should preferably be able to demonstrate some long term benefits for the community
- 2.2.3.3 The application may not be made retrospectively
- 2.2.3.4 If approved, the grant may only be used for the specific purpose for which it was awarded. Grants used for purposes other than those described on the original application and subsequently agreed by the Parish Council, may be subject to recall.
- 2.2.3.5 The organisation, club or society for whom the grant is intended must be a non-profit making organisation.
- 2.2.3.6 All applications must be accompanied by the most recent Annual Accounts and a copy of the most recent bank statement.
- 2.2.3.7 The application must state the names of any other organisations to which an application for Grant Aid has been submitted.
- 2.2.3.8 Any grant made by the Parish Council is made on the understanding that the applicant has obtained all necessary legal permissions and the offer of a grant by the Parish Council should not be construed as authorisation or permission.
- 2.2.3.9 Successful applications will be recorded in the minutes of meetings of Parish Council and notified to the applicant in writing.
- 2.3 For legal reasons (Section 137 of the Local Government Act 1972), applications cannot be considered from: -
- 2.3.1 Individuals
- 2.3.2 Organisations, which support or oppose any political party.
- 2.3.3 Organisations that discriminates on grounds of sex, race, religion or sexual orientation.

- 2.3.4 Organisations or establishments for whom Central Government, Health Authorities, County or District Councils are the appropriate statutory provider of funding.

3 Eligibility

- 3.1 The Parish Council will not award grants to the following bodies:-

- 3.1.1 National Charities

- 3.1.2 Churches (unless for parish clocks or possibly for environmental purposes)

- 3.1.3 Schools (unless for environmental purposes or, if in the opinion of the Parish Council, the application is for the benefit of the wider community)

- 3.1.4 The Parish Council reserves the right to refuse any application that they consider not to be in compliance with these guidelines or to be inappropriate.

4 Grant Amounts

- 4.1 The amount of any grant awarded is solely at the discretion of the Parish Council.

- 4.2 The GUIDELINE maximum amount per grant shall be:- £ 135.00

- 4.3 Grant applications for funding greater than the guideline amount must be agreed by the full council, as must the method of funding the application, if it is agreed.

- 4.4 No person or organisation may make more than one application to the parish council for funding for any one specific item or project in any financial year

5 Reserve Funds

- 5.1 In the event of monies remaining in the Grant Fund account at the end of the financial year these should either be:

- 5.1.1 Carried forward to the next years Grant Fund or,

- 5.1.2 Subject to review of applications received, may be wholly, or partially, distributed to ongoing projects, by way of an additional or 'top-up' grant. Additional or 'top-up grants may be allocated to applications that have previously been refused, or did not receive the amount requested but they may not be allocated to completed items or projects.