

STANDING ORDERS

The Parish Council shall consist of seven elected Councillors and an appointed Clerk (or as advised by Rutland County Council).

Parish Council Meetings to be held bi-monthly at a public meeting place on the second Thursday in January, March, May, July, September and November. Dates of Council meetings and agendas to be posted on Parish Notice board three days prior to the meeting. With prior notice, public time may be allocated at the Chairman's discretion. Extra meetings can be called by any two Councillors provided one week's notice has been given to the Clerk.

Quorum shall consist of three parish Councillors. Should the Chairman or Vice-Chairman be absent from the meeting, the first act of the quorum must be to elect a Chairman of the meeting.

Voting Each Councillor shall have one vote. The Chairman to have a vote as a councillor, but in the event of a split vote the Chairman shall have the casting vote.

Items for next meeting To be included on the agenda:

- a) to facilitate urgent action where necessary,
- b) to ensure the inclusion of an item on the next agenda

Election of Officers The Chairman, Vice-Chairman and **Finance Officer** to be elected annually.

Following the election of the new Council, the existing Chairman remains in office for the first meeting of the newly elected Council and will take the Chair for the election of the new Chairman. This applies even if that person is not re-elected or does not stand for re-election.

Election of representatives to serve on various committees to represent the Parish Council shall be elected at the first meeting of the newly elected Council for the period of office, currently four years. Representatives required:

1. Two representatives on the Leicestershire and Rutland Association of Local Councils.
2. Three representatives on the Planning Sub-Committee
3. One representative on the Village Hall Committee.
4. Two representatives on the Charity Trustees.

The Annual Parish Meeting shall be held in April or May each year at a public meeting place and the date notified to all parishioners by public notice. All Councillors and the clerk are to be in attendance.

Planning Sub-Committee to consist of three Councillors to be elected annually. Should a member of the Sub-Committee be unavailable, that member shall nominate another Councillor to act in his absence. The sub-Committee will assess and make observations on planning applications to the local authority on behalf of the Parish Council. If the Sub-Committee considers that an application is contentious, a meeting of the full Council shall be called. A site meeting to be made if deemed necessary. All Planning Applications to circulate to the Councillors not on the Planning Sub-Committee for comment and then be passed to the Planning Sub-Committee members for their meeting.

Finance

1. Barclays Bank, High Street, Oakham is to be the appointed banker. One account shall be maintained, a Current Account.
2. Bank Mandate shall be completed authorising two Councillors and the Clerk to be signatories to the accounts. These shall be the Chairman, Vice-Chairman or Finance Officer.
3. The Clerk shall be responsible for keeping the accounts, referring all financial items to the full Council at the bi-monthly meetings. The Clerk will prepare cheques for signing by any two authorised signatories at Council meetings, and prepare the accounts for audit.
4. The Finance Officer of the Parish Council shall meet with the Clerk to perform an internal audit at least twice per financial year.
5. In November each year the Council shall meet to discuss policies, projects and plans for the future in order to work out the budget for the next financial year. The Clerk's remuneration to be reviewed annually at the November meeting and be approved by the full Parish Council.
6. The Precept to be agreed at the November meeting.

Terms of Employment of the Clerk

1. Appointment to be approved by the Parish Council.
2. Remuneration - annual revision to be considered at the November Council meeting and approved by the Parish Council (see item 4 under Finance).
3. Notice by employer and employee is three months.
4. Disciplinary matters to be considered by the Parish Council.

Code of Conduct New Code of Conduct was adopted in September 2007 including paragraph 12(2) of the Model Code.

1. All Councillors are required to sign an undertaking to observe the Code of Conduct.
2. Declaration of interests: Where a Councillor has a prejudicial interest they have the same rights as a member of the public to speak at a meeting then must leave before the main discussion and vote.

Freedom of Information Act Council adopted new Model Publication Scheme in November 2008.

Notices to be displayed on a public notice board outlining where information can be found.

Village Hall The Parish Council has a Deed of Appointment as holding Trustees for the Village Hall dated 19th May 2004.

Parish Council Solicitors Daltons, 29 St Mary's Street, Stamford, Lines, PE9 2DL, 01780762526.

Documents held by Daltons are;

1. Old Minute books
2. Title Deeds for 0.53 acres in Brooke Road (play area)
3. Easement to Electricity Board to take cables through the Play Area
4. Easement for access to Mr and Mrs M Bryant and Mr and Mrs C Bichard over common land in Wood Lane.

Braunston Diary The Parish Council will publish and distribute a monthly newsletter to all the residents of the village.