

GREAT COXWELL PARISH COUNCIL

STANDING ORDERS

Reviewed at PC Meeting on 14th December 2015

1. Three clear working days shall be given for notice of a meeting to councillors and the public.
2. An interest is required to be disclosed by a Councillor at a meeting and shall be recorded in the minutes.
3. Meetings shall be open to the public and the number of Parishioners attending meetings will be recorded. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
4. The last 10 minutes are available for members of the public to express a view or ask questions on any relevant matter on the agenda. A record of public participation at a meeting shall be recorded in the minutes of that meeting
5. The Chairman, if present, shall preside at a meeting. If the Chairman is absent from the meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from the meeting, a Councillor, as chosen by the Councillors present at the meeting, shall preside at the meeting.
6. The Chairman may vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote.
7. Voting on any question shall be by a show of hands and shall be recorded.
8. The minutes of a meeting shall record the names of councillors present and absent.
9. A quorum of any meeting shall be 3.
10. In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.
11. The election of the Chairman and Vice-Chairman of the Council shall be the first business completed at the annual meeting of the Council.
12. The Parish Council is the Trustee of the Great Coxwell Parish Room (Charity number 300155). Meetings are held in the Parish Room quarterly, immediately after the meetings of the Parish Council. The above Standing Orders apply.
13. The maintenance, funding and accounts for the Great Coxwell Park are overseen by the Parish Council and are recorded in Parish Council minutes.
14. Minutes will be posted on the notice board for public view
15. All records will be made available to the public on request.
16. Risk Assessments for the Park and Parish Room shall be reviewed annually. Any event taking place in the Park shall have a separate Risk Assessment.
17. Yearly "have your say" Parish Meeting in April