

# NORTH HUISSH PARISH COUNCIL

## STANDING ORDERS

- MONTHLY MEETING:** Held on the FIRST TUESDAY in the month (with the exception of August) at 7.30pm. There will be occasions where the meeting will need to be held on a different day.
- VENUE:** The Vestry of St. James Church, Avonwlck.  
The Chairman presides. In the absence of the Chairman, the Vice-Chairman; presides. In the absence of both, the first business of the meeting shall be to elect a Chairman.
- QUORUM :** Four members of the Council shall constitute a quorum. If there is not a quorum, the business shall be transacted at the next meeting or at any other time and date as the Chairman may arrange.
- OPEN FORUM:** To be held before each monthly meeting. Time allowed to be at the discretion of the Chairman, but to be about 3-5 minutes per person and the whole not to take up more than 15 minutes before a council meeting.
- ANNUAL GENERAL MEETING** Held in May, and includes:
- a. Election of Chairman.  
(No Councillor shall hold the Office of Chairman. for longer than five years and shall not be eligible for re- election until one further year has elapsed.)
  - b. Election of Vice- Chairman.
  - c. Inspection and signing of Accounts.
  - d. Salary review.
- Note: In an election year, when elections are held in May, the AGM shall be the first meeting held after the elections , and the first business shall be the signing of the  
'DECLARATIONS OF ACCEPTANCE OF OFFICE'.
- ANNUAL PARISH MEETING** Held in May or June, and includes:
- a. Chairman's report.
  - b. Feoffees' report.
  - c. Emergency Committee report.
  - d. Open discussion.
- PUBLIC MEETINGS** Held as and when required.

**VOTING** By show of hands. Decisions to be by majority vote

**FINANCE** All cheques to be signed by two Councillors.

**AUDIT:** This is annually.

**FOOTPATHS:** Walked on annually and reported on when appropriate.

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