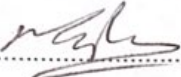


**BILSDALE MIDCABLE PARISH COUNCIL
STANDING ORDERS**

1. The Council and the individual Councillors and the RFO/Clerk shall comply with all local Council procedures required of them by law.
2. The Council shall meet at least four times a year.
3. *The Chairman of the Council shall preside.*
4. Should the Chairman be absent the Vice Chairman shall preside.
5. In the absence of both the Chairman and the Vice Chairman, the meeting shall appoint a Chairman before it proceeds to any business.
6. The Clerk shall record the proceedings in the minutes.
7. In the absence of the Clerk, the person presiding may record the proceedings or appoint another to do so.
8. As soon as the Chair is filled and provision made for recording the proceedings, and apologies for absence are received and accepted, the minutes of the previous meeting, if considered correct, shall be signed by the person Chairing the meeting.
9. A quorum shall constitute three members.
10. All business shall be conducted through the Chair.
11. All meeting decisions shall be agreed by a majority vote.
12. Business shall be as per an appropriate agenda produced distributed and advertised according to law and best practice by the Clerk in consultation with the Council Chairman.
13. The Clerk shall also be the Responsible Financial Officer and the Proper Officer of the Council.
14. On financial matters, the Council shall comply with its obligations under the law and shall work according to its Financial Regulations.
15. Where Councillors have a prejudicial interest in matters under discussion, they shall declare it and can then speak but must subsequently leave the room for the remaining discussion and decision.
16. Where Councillors have a personal interest either direct or indirect, in matters under discussion they shall declare it but may continue to take part in the discussion and decision.
17. The Clerk shall record details of all relevant correspondence received and sent and inform the council accordingly. The Clerk shall keep all relevant letters, documents and copies of e-mails for as long as required by law and by any additional time that the council may require.
18. During a meeting members of the public may speak only at the invitation of the Chairman. The council has power to resolve that the public may be excluded for the whole or part of a meeting on the grounds that publicity would be prejudicial to the public interest, either because of the confidential nature of the business to be transacted or for some other stated reason.
19. In the event that there is disorderly conduct from a member of the public the Chairman will ask them to desist with this behaviour. If they continue to mis-behave they will be requested to leave the room. If they refuse to leave, the meeting will be adjourned.
20. Meeting participants should be aware that they could be recorded during meetings.
21. External contracts or tenders will be externally advertised in the Bilsdale Beacon and on the Bilsdale website with a view to obtaining at least 3 quotes. In the event that less than 3 quotes are received, the Council will make a decision provided that the quotes/tenders received represent good value for money.
22. For external contracts or tenders of a specialist nature with limited providers e.g. insurance the Council may seek guidance from the YLCA.

23. The Council shall maintain a register of assets, financial regulations, standing orders, a risk assessment, and a Freedom of Information Act 2000 publication scheme, and shall revise all of these as necessary to comply with legislation/law applicable at any time and in any case shall review them at the annual meeting of the parish council.

Signed:  Date: 3rd November 2021

M Bowes (Chairman Bilsdale Midcable Parish Council)

Date of minute confirming adoption: 3rd November 2021