



**CIVIL PARISH
OF KIRKLAND
LANCASHIRE**

**STANDING ORDERS FOR
PARISH MEETINGS**

*Notice of meeting **must** be given by affixing notices in some conspicuous place in the parish and in any other manner thought desirable.*

A parish meeting may discuss parish affairs and pass resolutions thereon.

All Meetings

1. **Proceedings shall not begin before 6pm.**
2. **The Chairman of the Council shall preside.**
3. **If the Chairman is absent the Vice-Chairman shall preside.**
4. **If the Chairman and Vice-Chairman are absent the meeting shall appoint a chairman before it proceeds to any other business.**
5. The Clerk shall record the proceedings of parish meetings
6. If the Clerk is absent the person presiding at the meeting may record the proceedings or appoint another to do so.
7. As soon as the chair has been filled and provisions made for recording the proceedings the minutes of the previous meeting shall be read, considered **and if correct signed by the person presiding at the meeting.**

Annual Assembly

8. After minutes have been signed the order of business at the Annual Assembly shall be as follows: -
 - (i) To receive the Annual Report of the Parish Council.
 - (ii) To receive a statement of the Parish Council's accounts for the year ended the previous 31st March.

- (iii) To receive the Council's observations on its finances for the current year
- (iv) To receive the observations of the County Councillor and of the Borough Councillor for the division or ward in which the parish is situated.
- (v) To receive the Report of the delegate to the County Association of Town and Parish Councils.
- (vi) To receive statements and reports from representatives of voluntary organisations in the parish: -
 - (a) School House Trust
 - (b) Catterall and Kirkland Memorial Hall
 - (c) Churchtown Flood Action Group
- (vii) To consider resolutions of which written notice has been given.
- (viii) To deal with any other business.

Other Meetings

- 9. After the Minutes have been signed, the only business at other parish meetings shall be as follows: -
- 10. To consider the resolutions of which written notice has been given in order of date.

End

Reviewed March, 2021