

NEWLAND PARISH COUNCIL **RULES OF GOVERNANCE**

1. The Parish Council shall comprise of five members duly elected.
2. A quorum shall consist of three members with the chair person having the casting vote
3. A Chair and Vice Chair shall be elected annually at the AGM held in May.
4. Council members shall determine by mutual convenience dates of ordinary meetings.
5. If any matter of an urgent nature arises the Clerk on consultation with the Chair or Vice Chair may call a meeting at short notice,
6. A Clerk to the Parish Council shall be appointed by members of the Parish Council at a fee set by them. The fee and allowances are subject to review at the first meeting after the AGM. Any increase to be dated from 1st April of the current financial year.
7. The clerk will be responsible for dealing with all Parish Council Correspondence, keep records of all meetings, advertise meetings and deal with matters as instructed by the council. He/She will also keep a log of incidents requiring the attention of the Council, correspondence of note, planning applications and decisions and details of any other meeting attended that are concerned with Parish matters. Details of the log to be sent to members between meetings and a copy attached to the minutes
8. A Responsible Finance Officer shall also be appointed by the Council to deal with and keep records of all Parish Council financial matters. The post may be carried out by a member of the Parish Council or the clerk. The appointment shall be carried out annually and entered in the minutes.
9. The Parish Council shall hold a cheque account in any nominated bank Cheques shall bear the signatures of any two of the three nominated persons from the council but not the clerk.
10. The clerk will hold no petty cash. Any incidental purchases i.e. postage and stationery to be reimbursed by cheque when clerks' fee is paid. Proof of purchase needed for audit purposes.
11. The Parish Council shall set the cost figure for the annual precept it requires from the Council. The figure to be reviewed annually and fixed at the September PC Meeting. It shall be realistic and take into account rising costs thus allowing the Council to retain sufficient reserve capital to work with.

- 12.If any work that the Parish Council deems necessary that has to be paid for from Parish funds, then this work if exceeding £5000 shall be put out to tender.
- 13.The Council shall take action to comply with the Localism Act of 2011 to adopt a code of Conduct to be effective by 31st July 2012 Long Drax will adopt the North Yorkshire Council version. All members of the Parish Council to complete forms, when requested outlining details of interests so that their details can be entered in the district register to comply with the Act.

APPROVED AT PARISH COUNCIL MEETING ON