

GLINTON PARISH COUNCIL

Standing Orders (The Rules of the Council)

These new Model Standing Orders were adopted by the Council at its Meeting held on 19th May 2015

Index

Standing order		Page	Standing order		Page
1	Rules of Debate	2	15	Proper Officer	13
2	Disorderly conduct at meetings	3	16	Responsible Financial Officer	15
3	Meetings Generally	4	17	Accounts & Accounting Statements	15
4	Committees & sub-committees	6	18	Financial controls & procurement	15
5	Ordinary Council Meetings	7	19	Handling Staff Matters	17
6	Extraordinary meeting of the council, committees & subcommittees	8	20	Requests for information	18
7	Previous resolutions	9	21	Relationships with Press & Media	18
8	Voting on appointments	9	22	Execution & sealing of legal deeds	18
9	Motions requiring written notice to the Proper Officer	9	23	Communicating with Unitary Councillors	18
10	Motions not requiring written notice to the Proper Officer	10	24	Restrictions on Councillor activities	18
11	Handling confidential or sensitive information	11	25	Standing orders generally	19
12	Draft minutes	11	26	Working groups	19
13	Code of conduct & Dispensations	12	27	Co-options	19
14	Code of conduct complaints	13	28	Canvassing of and recommendations by Councillors	20

GLINTON PARISH COUNCIL

FINANCIAL REGULATIONS

(based on model financial regulations produced by NALC and modified for the particular circumstances of Glinton Parish Council)

INDEX

1.	GENERAL.....	2
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL).....	4
3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING.....	5
4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND.....	6
5.	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS.....	7
6.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS.....	8
7.	PAYMENT OF SALARIES.....	10
8.	LOANS AND INVESTMENTS.....	11
9.	INCOME.....	11
10.	ORDERS FOR WORK, GOODS AND SERVICES.....	12
11.	CONTRACTS.....	12
12.	[PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS...]	13
13.	ASSETS, PROPERTIES AND ESTATES.....	14
14.	INSURANCE.....	14
15.	RISK MANAGEMENT.....	15
16.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS.....	15

These Financial Regulations were adopted by the Council at its Meeting held on 17th May 2016