

PARISH OF STALMINE WITH STAYNALL IN THE COUNTY OF LANCASHIRE

STANDING ORDERS FOR ANNUAL TOWN MEETINGS

Notice of meeting must be given by affixing notices in some conspicuous place in the parish council area 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 shall preside.**
3. **If the Chairman is absent 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.
 - (iv) To receive reports, if any, from local schools, the County Councillor, the Borough Councillors, the Lancashire Association of Town and Parish Councils, voluntary organizations in the parish council area
 - (v) To consider resolutions of which written notice has been given.
 - (vi) 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.

Adopted 12 March 2022