

## East Drayton Parish Council

### STANDING ORDERS FOR MEETINGS

- Meetings will normally take place on the third Tuesday of each month.
- The Annual Parish Meeting is to be held in April.
- The Annual Parish Council Meeting is to be held in May.
- A minimum of 3 days' notice will be given for meetings.
- Correspondence will normally be looked at by the Chairman prior to the meeting.
- An agenda will be distributed by the Clerk before the meeting.
- Meetings can only take place if there is a quorum of 1/3 of Councillors Present (3).
- Meetings will be chaired by the Chairman or if not available by the Vice Chairman, or if not available by an appointed person.
- All attendees at the meeting will be recorded.
- The minutes of the previous meeting will be passed.
- Business will be dealt with in categories in an orderly fashion.
- All proposals will be proposed and seconded.
- All decisions will be voted upon, with a decision being binding.
- Any interest in matters should be declared.