

1. Introduction

Fringford Parish Council comprises seven Councillors elected to represent the Parishioners of the Parish. It has agreed the following standing orders to clarify to its residents how the Council conducts its business. The Standing Orders include statutory requirements and optional rules which put into place practical arrangements to enable the Council to carry out its duties in an efficient and effective way. Items in **bold type** have statutory force.

8. Urgent business

- a. Where a decision is required before the next meeting of the council or any standing committee, or if there is insufficient time for an extra-ordinary meeting to be called, the ability to take decisions is delegated to the Clerk, in consultation with the Chairman, and where time permits, other Councillors. In all cases the Clerk will ensure that details of the decision taken will be circulated to all members of the Council as soon as practicable, reported to the next appropriate meeting of the Council and recorded in the minutes.
- b. Where ever possible, the Clerk/ Chairman will contact all members of the Council to canvass views prior to any such decision being taken.
- c. In the event that an urgent matter is required to be considered by a meeting of the Parish Council, the Council agree that such a matter may be added to the Agenda at any time up to the commencement of the Parish Council meeting in question, provided that the Chairman agrees that the matter to be considered is “urgent business” and this agreement is recorded accordingly in the Minutes of that meeting.
- d. Urgent Payments

In the event that payment is required for services rendered to the Parish Council before the Parish Council holds its monthly meeting the Parish Council delegates authority to the Clerk to arrange for a cheque to be signed in accordance with the Council’s financial regulations, subject to the Clerk receiving prior confirmation from the Chairman (or, if unavailable) another Councillor, that such payment is made, and the payment being confirmed at the next available meeting of the Parish Council. Where possible the Clerk will also advise all Councillors by email that such a payment has been made.