



**CIVIL PARISH OF PREESALL,
LANCASHIRE**

**STANDING ORDERS FOR
TOWN MEETINGS**

*Notice of meeting **must** be given by affixing notices in some conspicuous place in the town council area and in any other manner thought desirable. A town meeting may discuss town affairs and pass resolutions thereon.*

All Meetings

1. **Proceedings shall not begin before 6pm.**
2. **The Mayor shall preside.**
3. **If the Mayor is absent Deputy Mayor shall preside.**
4. **If the Mayor and Deputy Mayor are absent the meeting shall appoint a chairman before it proceeds to any other business.**
5. The Clerk shall record the proceedings of town 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 Town Council.
 - (ii) To receive reports, if any, from local schools, the County Councillor, the Borough Councillors, the County Association of Town and Parish Councils, voluntary organizations in the town council area
 - (iii) To consider resolutions of which written notice has been given.
 - (iv) To deal with any other business.

Other Meetings

9. After the Minutes have been signed, the only business at other town meetings shall be as follows: -
10. To consider the resolutions of which written notice has been given in order of date.

Reviewed and adopted 11th March 2024

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