

Standing orders for the organisation and transaction of Councils' business are decided by full Council. A committee or sub-committee may decide its own standing orders if its appointing body (which is the Council in the case of a committee or a committee in the case of a sub-committee) has not made standing orders which apply to them.

HPC standing orders are incorporated In the manual of HPC Procedures retained by the Clerk and distributed to all members.

Parts of the HPC Procedures /standing orders in **bold type** are mandatory by Government statute and should not be ignored or substantively amended unless the legislation out of which they are born changes. Hence these paragraphs form the basis upon which the Hurworth Parish Council Procedures have been scripted.

The HPC Procedure Manual, as revised In April 2011, reflects the business and transactions which this council is expected to follow.

The Procedure Manual forms the reference document to assist council members to follow the Code of Conduct, and to provide the guidelines for making decisions on both financial and social subjects.

The Chair, or in his absence the Vice Chair, together with advice from the Clerk, is responsible for ensuring these Procedures are diligently followed.

The Clerk is responsible for following the Procedures In all transactions and discussions regarding Council business and practices.