

OLD LAUND BOOTH PARISH COUNCIL

# STANDING ORDERS

Updated 25<sup>th</sup> July 2025

Adopted 4<sup>th</sup> August 2025

Signed

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Chairman

On behalf of Old Laund Booth Parish Council

## What Are Standing Orders?

Standing Orders are the written rules of a local council. They are used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of a council, but they may refer to them.

Councillors, the Responsible Financial Officer and Proper Officer, and meetings of the council are subject to many statutory requirements. A council should have Standing Orders to confirm those statutory requirements. A council should have Standing Orders to control the number, place, quorum, notices and other procedures for committee and sub-committee meetings because these are subject to fewer statutory requirements. If it does not, committees and sub-committees may adopt their own Standing Orders.

The Standing Orders that are in *italics* contain statutory requirements.

Standing Orders that are not in *italics* are designed to help councils operate effectively but do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs.

Councillors must remain Impartial and be reminded that they are holders of a public office; not a volunteer (although the role is unpaid). A Councillor does not have any authority to make decisions about Parish Council business on his own

# 1 Meetings

- a *Full council meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.*
  
- b *When calculating the 3 clear days for notice of a full council meeting to councillors and the public, the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas period, a day of the Easter period or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.*
  
- c *Full council meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.*
  
- d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
  
- e The period of time [which is at the Chairman's discretion] shall not exceed 15 minutes.
  
- f Subject to standing order 1(e) above, each member of the public is entitled to speak once and shall not speak for more than 3 minutes.
  
- g A record of a public participation session at a meeting shall be included in the minutes of that meeting.
  
- h Any person speaking at a meeting shall address his comments only to the Chairman.
  
- i Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
  
- j *Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted following the amendment of the 1960 Act by the Openness of Local Government Bodies Regulations 2014. The act provides that a person may not orally report or comment about a meeting as it takes place if he is present at a meeting of the parish council or committees, but may film, photograph or make an audio recording of a meeting,*

*use another means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later and report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.*

k *In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.*

l Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman (if any).

m *The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.*

n The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (See also standing orders 2 (h) and (i) below.)

o Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

p *The minutes of a meeting shall record the names of councillors present and absent.*

q If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given as 'apologies for absence'

r The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.

s An interest arising from the code of conduct adopted by the Council, the existence and

nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.

- t No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.*
- u If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.*
- v Meetings shall not exceed a period of 1.5 hours.

## **2 Ordinary Council meetings**

*See also standing order 1 above*

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.*
- b In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.*
- c If no other time is fixed, the annual meeting of the Council shall take place at 7pm.
- d *(England)* In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.
- e The election of the Chairman and Vice-Chairman (if any) of the Council shall be the first business completed at the annual meeting of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a

member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.

- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the Council, the order of business shall be as follows:
  - i. In an election year, delivery by councillors of their declarations of acceptance of office
  - ii. Review of delegation arrangements to committees, sub-committees, employees and other local authorities
  - iii. Review of the terms of references for committees
  - iv. Receipt of nominations to existing committees
  - v. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them
  - vi. Review and adoption of appropriate standing orders and financial regulations
  - vii. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities
  - viii. Review of representation on or work with external bodies and arrangements for reporting back
  - ix. Review of the Council's and/or employees' memberships of other bodies
  - x. Establishing or reviewing the Council's complaints procedure if any
  - xi. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead

### 3 Proper Officer

a The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders

b The Council's Proper Officer shall do the following:

At least 3 clear days before a meeting, electronically serve on councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and a sub-committee

- i. Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them)
- ii. *Make available for inspection the minutes of meetings*
- iii. Receive and declarations of acceptance of office from councillors
- iv. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection
- v. Keep proper records required before and after meetings
- vi. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same
- vii. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary
- viii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form
- ix. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations
- x. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders

## 4 Motions not requiring written notice

- a Motions in respect of the following matters may be moved without written notice
- i. To appoint a person to preside at a meeting
  - ii. To approve the absences of councillors
  - iii. To approve the accuracy of the minutes of the previous meeting
  - iv. To correct an inaccuracy in the minutes of the previous meeting
  - v. To dispose of business, if any, remaining from the last meeting
  - vi. To alter the order of business on the agenda for reasons of urgency or expedience
  - vii. To proceed to the next business on the agenda
  - viii. To close or adjourn debate
  - ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee
  - x. To appoint a committee or sub-committee or any councillors (including substitutes) thereto
  - xi. To receive nominations to a committee or sub-committee
  - xii. To dissolve a committee or sub-committee
  - xiii. To note the minutes of a meeting of a committee or sub-committee
  - xiv. To consider a report and/or recommendations made by a committee or a sub-committee or an employee
  - xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant
  - xvi. To authorise legal deeds [to be sealed by the Council's common seal] OR [signed by two councillors] and witnessed
  - xvii. To authorise the payment of monies
  - xviii. To extend the time limit for speeches
  - xix. To exclude the press and public for all or part of a meeting
  - xx. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct
  - xxi. To give the consent of the Council if such consent is required by standing orders
  - xxii. *To suspend any standing order except those which are mandatory by law*
  - xxiii. To adjourn the meeting
  - xxiv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies
  - xxv. To answer questions from councillors
- b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience

## 5 Rules of debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience
- b A motion shall not be considered unless it has been proposed and seconded
- c A motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn
- d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered
- e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder
- f Any amendment to a motion shall be either:
  - i. to leave out words
  - ii. to add a word
  - iii. to leave out words and add other words
- g A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration
- h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of
- i Subject to Standing Order 5(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately
- j Pursuant to standing order 5(h) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one
- k If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman
- l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment

may be moved

- m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote
- o Subject to standing orders a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by
- q A point of order shall be decided by the Chairman and his decision shall be final
- r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused
- s Subject to standing orders above, when a councillor's motion is under debate no other motion shall be moved except:
  - i. to amend the motion
  - ii. to proceed to the next business
  - iii. to adjourn the debate
  - iv. to put the motion to a vote
  - v. to ask a person to be silent or for him to leave the meeting
  - vi. to refer a motion to a committee or sub-committee for consideration
  - vii. to exclude the public and press
  - viii. to adjourn the meeting
  - ix. to suspend any standing order, except those which are mandatory
- t In respect of standing orders above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption

## 6 Code of conduct

*All councillors shall observe the code of conduct adopted by the Council at all times*

## 7 Questions

- a Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions
- b Every question shall be put and answered without discussion

## 8 Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 4(a)(iv) above
- c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate
- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:  

'The Chairman of this meeting does not believe that the minutes of the meeting of Old Laund Booth Parish Council held on [date] in respect of (...) were a correct record but his view was not upheld by the majority of the Councillors and the minutes are confirmed as an accurate record of the proceedings.'
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed

## 9 Disorderly conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly
- b If, in the opinion of the Chairman, there has been a breach of standing order 9(a) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion
- c A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders
- d If a resolution made in accordance with standing order 9(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting

## 10 Committees

*See also standing order 1 above*

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
  - i. shall determine their terms of reference
  - ii. may permit committees to determine the dates of their meetings
  - iii. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting
  - iv. may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer 3 days before the meeting that they are unable to attend
  - v. an ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting
  - vi. may in accordance with standing orders, dissolve a committee at any time

## **11 Sub-committees**

*See also standing order 1 above*

- a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee

## **12 Extraordinary meetings**

*See also standing order 1 above*

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors
- c The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time
- d If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 3 days of having been requested by to do so by 3 councillors, those 3 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 3 councillors.

## **13 Advisory committees**

*See also standing order 1 above*

- a The Council may appoint advisory committees comprised of a number of councillors and non-councillors

# 14 Financial

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually
  
- b The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March a statement summarising the Council's receipts and payments for that year. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30th June
  
- c Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December
  
- d The Finance committee will meet no later than January to agree the budget for the forthcoming year for the purpose of setting the precept
  
- e Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order below.

Any formal tender process shall comprise the following steps:

- i. a public notice of intention to be displayed
- ii. a specification of the goods, materials, services and the execution of works shall be drawn up
- iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time
- iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council
- v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee
- vi. Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote

## **15 Liaison with District and County or Unitary Councillors**

An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillor of the District and County or Unitary Council

## **16 Freedom of Information Act 2000**

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests

## **17 Allegations of breaches of the Code of Conduct**

On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to the council and /or signpost to refer the complaint to the Monitoring Officer