

Burton-in-Kendal Parish Council

STANDING ORDERS

Adopted 2026

Based on the latest National Association of Local Councils (NALC) Model Standing Orders with local amendments for Burton-in-Kendal Parish Council.

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1. Rules of Debate at Meetings

- (a) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman.
- (b) A motion, including an amendment, shall not be progressed unless it has been moved and seconded.
- (c) A motion on the agenda that is not moved by its proposer may be treated by the Chairman as withdrawn.
- (d) If a motion is not seconded, it shall be treated by the Chairman as withdrawn.
- (e) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- (f) If an amendment to the original motion is carried, the original motion as amended becomes the substantive motion upon which further amendment(s) may be moved.
- (g) A councillor may move an amendment to their own motion if agreed by the meeting.
- (h) Subject to Standing Order 1(i), only one amendment shall be moved and debated at a time.
- (i) The mover of a motion shall have a right of reply at the close of debate.
- (j) A councillor shall not speak more than once on the same motion except:
 - 1. to speak on an amendment moved by another councillor;
 - 2. to move or speak on another amendment if the motion has been amended since they last spoke;
 - 3. to make a point of order;
 - 4. to give a personal explanation; or
 - 5. in exercise of a right of reply.
- (k) During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation.
- (l) A point of order is a request to the Chairman to decide whether the meeting procedures are being followed correctly.
- (m) A personal explanation shall be confined to some material part of a previous speech by the councillor which may appear to have been misunderstood.
- (n) The ruling of the Chairman on a point of order or personal explanation shall be final.
- (o) A motion may be withdrawn by the proposer with the consent of the seconder and the meeting.

- (p) A councillor may move that the vote be now taken, that a councillor be no longer heard or that the motion be referred to a committee or deferred.
 - (q) A motion to close or adjourn debate shall be put to the vote without discussion.
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2. Disorderly Conduct at Meetings

- (a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
 - (b) If the Chairman considers that a councillor is behaving improperly at a meeting, the Chairman may request that councillor to moderate their conduct.
 - (c) If disorderly conduct continues, the Chairman may move that the councillor be excluded from the remainder of the meeting.
 - (d) If a resolution made under Standing Order 2(c) is ignored, the Chairman may take reasonable steps to restore order.
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3. Meetings Generally

- (a) 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) The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, Sundays, bank holidays, or days appointed for public thanksgiving or mourning.
- (c) Meetings shall be open to the public unless their presence is prejudicial to the public interest because of the confidential nature of the business or other special reasons.
- (d) Public exclusion shall be by resolution stating the grounds for exclusion.
- (e) Members of the public may make representations, answer questions and give evidence during public participation.
- (f) The public participation period shall not exceed 15 minutes unless directed otherwise by the Chairman.
- (g) A member of the public shall not speak for more than five minutes.
- (h) A question asked by a member of the public shall not require a response or debate.

- (i) In accordance with the Openness of Local Government Bodies Regulations 2014, any person may report on a meeting using filming, photography, audio recording or social media.
 - (j) The press shall be provided with reasonable facilities for reporting.
 - (k) Meetings shall not exceed three hours unless extended by resolution.
 - (l) The quorum for a meeting shall be one-third of councillors and never fewer than three.
 - (m) Smoking and vaping are prohibited during meetings.
 - (n) Mobile devices shall be switched to silent mode.
 - (o) Subject to the requirements of Standing Orders, all questions at a meeting shall be decided by a majority of councillors present and voting.
 - (p) The Chairman may give an original vote and, in the case of an equality of votes, may exercise a casting vote.
 - (q) Voting shall ordinarily be by show of hands.
 - (r) At least three councillors may request a recorded vote.
 - (s) The minutes shall record the names of councillors voting for, against or abstaining if requested.
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4. Committees and Sub-Committees

- (a) The Council may appoint standing committees or other committees as required.
 - (b) The Council shall determine the terms of reference, membership and delegated powers of committees.
 - (c) Committees may appoint sub-committees if authorised by the Council.
 - (d) The Council may appoint non-councillors to committees where permitted by law.
 - (e) Committees and sub-committees shall report to the Council.
 - (f) The Council may delegate powers to committees or to the Clerk.
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5. Ordinary Council Meetings

- (a) In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which councillors elected take office.

(b) In a year which is not an election year, the annual meeting shall be held in May.

(c) The first business at the annual meeting shall include:

1. Election of the Chairman;
2. Receipt of the Chairman's Declaration of Acceptance of Office;
3. Election of the Vice-Chairman;
4. Receipt of apologies for absence;
5. Approval of minutes;
6. Review of delegation arrangements;
7. Appointment of committees;
8. Appointment of representatives to outside bodies;
9. Review and adoption of Standing Orders and Financial Regulations;
10. Review of asset register and insurance;
11. Review of subscriptions;
12. Review of policies and procedures;
13. Setting meeting dates for the year.

(d) The Council shall hold at least three further ordinary meetings annually.

6. Extraordinary Meetings

(a) The Chairman may convene an extraordinary meeting of the Council.

(b) If the Chairman does not call an extraordinary meeting requested by two councillors within seven days of the request, any two councillors may convene it.

(c) The public notice giving the time, place and agenda for an extraordinary meeting shall be signed by the Proper Officer.

7. Previous Resolutions

(a) A resolution shall not be reversed within six months except either:

1. by a special motion signed by at least three councillors; or
2. following a recommendation from a committee.

(b) When a motion moved pursuant to Standing Order 7(a) has been disposed of, no similar motion may be moved within a further six months.

8. Voting on Appointments

(a) Where more than two persons have been nominated for a position to be filled by the Council and none receives an absolute majority of votes, the candidate with

the fewest votes shall be excluded and the vote repeated until a majority is obtained.

9. Motions Requiring Written Notice

- (a) A motion shall relate to the responsibilities of the meeting for which it is tabled.
 - (b) Written notice of a motion shall be delivered to the Proper Officer at least five clear days before the meeting.
 - (c) The Proper Officer shall include the motion on the agenda in the order received unless the motion is unlawful or improper.
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10. Motions Which Do Not Require Written Notice

The following motions may be moved without written notice:

- (a) to appoint a chairman of the meeting;
 - (b) to correct minutes;
 - (c) to alter the order of business;
 - (d) to proceed to the next business;
 - (e) to close or adjourn debate;
 - (f) to refer a motion to a committee;
 - (g) to appoint a committee or member;
 - (h) to extend a time limit;
 - (i) to exclude the public;
 - (j) to suspend Standing Orders;
 - (k) to adjourn the meeting.
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11. Management of Information

- (a) The Council shall handle information in accordance with legal requirements.
 - (b) Confidential information shall not be disclosed without lawful authority.
 - (c) Councillors shall not disclose information given in confidence.
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12. Draft Minutes

- (a) Minutes shall contain an accurate record of the meeting.
 - (b) Draft minutes shall be circulated before the next meeting and taken as read.
 - (c) No discussion shall take place except on accuracy.
 - (d) Approved minutes shall be signed by the Chairman.
 - (e) Draft minutes shall be published on the Council website as soon as reasonably practicable and no later than one month after the meeting.
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13. Code of Conduct and Dispensations

- (a) All councillors shall observe the adopted Code of Conduct.
 - (b) Councillors shall disclose disclosable pecuniary interests in accordance with the Localism Act 2011.
 - (c) A councillor with a disclosable pecuniary interest shall withdraw from the meeting during discussion and voting.
 - (d) The Council may grant dispensations in accordance with legislation.
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14. Code of Conduct Complaints

- (a) Complaints relating to alleged breaches of the Code of Conduct shall be handled in accordance with the adopted arrangements of the principal authority.
 - (b) Councillors shall not participate in the consideration of complaints relating to themselves.
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15. Proper Officer

- (a) The Proper Officer shall be the Clerk or another employee appointed by the Council.
- (b) The Proper Officer shall:
 1. issue notices of meetings;
 2. sign notices and documents on behalf of the Council;
 3. receive and retain documents;

4. keep proper records;
 5. manage agendas and minutes;
 6. carry out lawful instructions of the Council.
- (c) The Clerk shall have delegated authority to:
1. take urgent action between meetings in consultation with the Chairman or Vice-Chairman;
 2. authorise routine expenditure within approved budgets;
 3. respond to planning applications where deadlines fall between meetings following councillor consultation;
 4. manage day-to-day administration and contracts;
 5. manage information governance and data protection compliance.
- (d) Decisions taken under delegated powers shall be reported to the next Council meeting.
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16. Responsible Financial Officer

- (a) The Council shall appoint an employee to undertake the work of the Responsible Financial Officer.
 - (b) The Responsible Financial Officer shall administer the Council's financial affairs in accordance with proper practices.
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17. Accounts and Accounting Statements

- (a) Proper practices in relation to accounts shall refer to the latest Governance and Accountability for Smaller Authorities guidance.
 - (b) The Responsible Financial Officer shall provide financial reports to the Council at least quarterly.
 - (c) The Council shall complete and approve the Annual Governance and Accountability Return in accordance with statutory deadlines.
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18. Financial Controls and Procurement

- (a) The Council shall consider and approve Financial Regulations.
- (b) Financial Regulations shall be reviewed annually.
- (c) All expenditure shall be authorised in accordance with Financial Regulations.

- (d) Procurement and contracts shall comply with current procurement legislation and statutory thresholds.
 - (e) Contracts above the relevant statutory threshold shall be advertised where legally required.
 - (f) The Council shall maintain adequate and effective internal controls.
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19. Handling Staff Matters

- (a) Matters relating to employees shall be considered in confidence.
 - (b) The Council shall comply with employment legislation and national agreements.
 - (c) The Clerk's performance and employment matters shall be handled by an appropriately delegated committee or panel.
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20. Responsibilities to Provide Information

- (a) In accordance with freedom of information legislation, the Council shall publish information required by law.
 - (b) The Council shall comply with the Smaller Authorities Transparency Code.
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21. Responsibilities Under Data Protection Legislation

- (a) The Council shall comply with UK GDPR and the Data Protection Act 2018.
 - (b) The Council shall maintain appropriate policies and procedures relating to data protection.
 - (c) Personal data breaches shall be handled in accordance with legal requirements.
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22. Relations With the Press/Media

- (a) Requests from the press or media shall be handled by the Clerk or authorised councillors.

- (b) Councillors shall not make statements on behalf of the Council unless authorised.
 - (c) Official information shall normally be published via the Council website.
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23. Execution and Sealing of Legal Deeds

- (a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
 - (b) Any two councillors and the Proper Officer may sign legal deeds on behalf of the Council.
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24. Communicating With Principal Authority Councillors

- (a) An invitation to attend a meeting of the Council shall be sent to ward councillors representing the principal authority.
 - (b) Correspondence with principal authority councillors shall normally be conducted through the Clerk.
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25. Restrictions on Councillor Activities

- (a) Unless authorised by a resolution, no councillor shall:
 1. inspect Council property;
 2. issue orders or instructions to employees;
 3. act independently on behalf of the Council.
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26. Standing Orders Generally

- (a) All or part of these Standing Orders, except those incorporated by law, may be suspended by resolution.
- (b) A motion to suspend Standing Orders shall specify the order to be suspended and the reason.
- (c) Standing Orders shall be reviewed at least every four years or sooner if required by legislation or proper practices.

(d) A copy of Standing Orders shall be supplied to every councillor upon signing their Declaration of Acceptance of Office.

(e) The Chairman's ruling on the interpretation of Standing Orders during a meeting shall be final.

Approved and adopted by resolution of Burton-in-Kendal Parish Council.

Signed:

Chairman: _____

Clerk / Proper Officer: _____

Date Adopted: _____