



## **CLYST HYDON PARISH COUNCIL**

### **STANDING ORDERS**

Adopted by Resolution of Clyst Hydon Parish Council

Date of Adoption: \_\_11/05/2026\_\_\_\_\_

Minute Reference: \_\_Annual Minutes May 2026\_\_\_\_\_

Prepared in accordance with:

- NALC Model Standing Orders (England) 2018 (Updated 2022)
- Local Government Act 1972
- Localism Act 2011
- Public Contracts Regulations 2015 (as amended)
- Data Protection Act 2018 and UK GDPR
- Freedom of Information Act 2000
- Openness of Local Government Bodies Regulations 2014



## VERSION CONTROL

Version	Date Adopted	Minute Ref	Summary of Changes	Review Due
1.0	___11/05/26___ _____	__Annual Minutes May 2026_____	Full adoption of NALC Model Standing Orders (2022 update)	May 2027



## REVIEW SCHEDULE

1. These Standing Orders shall be reviewed at least once every four years.
2. They shall also be reviewed following significant legislative changes or updated NALC guidance.
3. Amendments (other than mandatory statutory updates) require a special motion and resolution.
4. The Proper Officer shall maintain the master signed copy and ensure publication of updated versions.



## **STANDING ORDERS**

### **1. Rules of Debate at Meetings**

Motions shall be considered in the order on the agenda unless varied by resolution.

A motion must be moved and seconded before debate.

Amendments shall not negate the motion and only one amendment shall be debated at a time.

A councillor may speak once except on amendments, points of order or right of reply.

Speeches shall not exceed five minutes without consent of the Chairman.

The Chairman's ruling on points of order shall be final.

Procedural motions may include adjournment, referral to committee, exclusion of public, or suspension of standing orders (non-statutory only).

### **2. Disorderly Conduct**

No person shall obstruct business or behave improperly.

The Chairman may request order.

If ignored, a councillor may move that the person be no longer heard or excluded.

The Chairman may suspend or close the meeting if necessary.

### **3. Meetings Generally**

Three clear days' notice shall be given for meetings.

Meetings shall be open to the public except where confidential business is transacted.

Public participation shall not exceed 10 minutes unless extended by the Chairman.

Members of the public and press may record meetings provided proceedings are not disrupted.

Voting shall be by show of hands unless a recorded vote is requested.

Quorum shall be one-third of members with a minimum of three.

The Chairman has a casting vote in the event of equality.

Minutes shall record attendance, declarations of interest and resolutions.

### **4. Committees and Sub-Committees**

The Council may appoint committees and determine their terms of reference.

Committees shall comply with these Standing Orders where applicable.

Quorum for committees shall be three unless otherwise resolved.

### **5. Ordinary Council Meetings**

The Annual Meeting shall be held in May (or within 14 days of elections).

The first business shall be election of Chairman and Vice-Chairman.

Business shall include review of governance documents, committees, asset register,



insurance, subscriptions and General Power of Competence eligibility.  
At least three other ordinary meetings shall be held annually.

## **6. Extraordinary Meetings**

The Chairman may convene an extraordinary meeting.  
If requested in writing by two councillors and refused, those councillors may convene the meeting.

## **7. Previous Resolutions**

A resolution shall not be reversed within six months except by special motion signed by at least two councillors or upon recommendation of a committee.

## **8. Voting on Appointments**

If no candidate receives an absolute majority, the lowest-scoring candidate shall be removed and further votes taken until a majority is achieved.

## **9. Motions Requiring Written Notice**

Written notice of motions must be delivered to the Proper Officer at least seven clear days before the meeting.  
The motion must relate to Council business.

## **10. Motions Not Requiring Notice**

Procedural motions such as correction of minutes, adjournment or referral may be moved without written notice.

## **11. Confidential Information**

Confidential information shall not be disclosed where contrary to the public interest or legal obligation.

## **12. Draft Minutes**

Draft minutes shall be circulated with the agenda.  
Discussion shall relate only to accuracy.  
Approved minutes shall be signed by the Chairman.  
Draft minutes shall be retained in accordance with the Council's document retention policy.

## **13. Code of Conduct and Dispensations**

Councillors shall observe the adopted Code of Conduct.  
Councillors with a disclosable pecuniary interest must withdraw unless granted a dispensation.  
The Council shall determine requests for dispensations.



#### **14. Code of Conduct Complaints**

Complaints shall be referred to the Monitoring Officer of the principal authority.  
The Council may consider appropriate action following determination.

#### **15. Proper Officer**

The Proper Officer (Clerk) shall issue agendas, publish notices, retain registers, manage records, and ensure compliance with Data Protection legislation.

#### **16. Responsible Financial Officer**

The Council shall appoint a Responsible Financial Officer responsible for financial administration in accordance with proper practices.

#### **17. Accounts and Accounting Statements**

Accounts shall comply with proper practices.  
Quarterly financial reports shall be provided.  
The Annual Governance and Accountability Return shall be prepared and approved within required timescales.

#### **18. Financial Controls and Procurement**

Financial Regulations shall be reviewed annually.  
Contracts under £3,000 at discretion; £3,000–£25,000 require three quotations; over £25,000 require formal tender.  
Contracts above UK thresholds shall comply with the Public Contracts Regulations 2015.

#### **19. Handling Staff Matters**

Staff matters shall be confidential.  
The Chairman shall conduct annual appraisal of the Clerk.  
Grievance and disciplinary matters shall follow adopted policies.

#### **20. Requests for Information**

Requests shall be handled in accordance with the Freedom of Information Act 2000 and Data Protection Act 2018.

#### **21. Relations with the Press and Media**

Media enquiries shall be handled in accordance with the Council's adopted media policy.

#### **22. Execution of Legal Deeds**

Legal deeds shall be executed only by resolution and signed by two councillors, witnessed by the Proper Officer.



### **23. Communication with District and County Councillors**

Agendas shall be sent to ward councillors of the principal authority.

### **24. Restrictions on Councillor Activities**

Unless authorised by resolution, councillors shall not issue instructions or inspect Council property.

### **25. Standing Orders Generally**

Standing Orders may be suspended (except statutory provisions) by resolution.

Amendments require special motion signed by at least two councillors.