

## Standing Orders

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Item	Purpose
	<p>Standing orders are the written rules of this council. They are used to confirm our internal organisational, administrative and procurement procedures, and procedural matters for meetings.</p> <p>This document explains how meetings are run and managed; how votes are taken; how minutes are produced and used as a record of decisions that have been taken.</p>
Legal basis	It is a requirement in the 1972 Local Government Act that parish councils adopt a set of Standing Orders. The Act provides a template for the minimum requirements, and councillors may add items to it, but cannot remove any that are derived from the Act.
Importance to you	The Orders are a work of reference for the Clerk and the Chair that are used to manage meetings. As a councillor, you don't need to know their detail, but it will help you in your work to know what they contain and where to find them.
Key Points	<p>1q Points of order: the Chair will decide what is acceptable or not acceptable in the meeting.</p> <p>2c The Chair has the right to suspend a meeting if it becomes disorderly.</p> <p>3d Council meetings are public meetings. This means that the public may witness to view the meeting, <i>but have no right to participate</i>.</p> <p>3e Members of the public are allowed to address meetings at the start (Public Participation), but if they ask questions, councillors are not obliged to answer in the meeting (<i>you might want to consider what is being asked and agree to make a written reply</i>).</p> <p>3f As a councillor, you can ask members of the public questions of fact during the meeting if it's relevant.</p> <p>3h Members of the public should not be speaking for longer than 3 minutes (<i>the Chair can extend this time if they wish</i>)</p>

	<p>4a Anyone present at the meeting can record or film the meeting as long as it doesn't interfere with council business. <i>If the meeting moves into a 'closed' (private) session, filming must stop.</i></p> <p>8a Once you have made a decision, it cannot easily be changed (for at least six months)</p> <p>10a You can only discuss and take action on matters that you have powers on, within the parish boundary. This means that you should not be commenting on or taking actions on issues from outside the parish unless they specifically affect your residents.</p> <p>10b You can only discuss and agree actions on items that are placed on the agenda. <i>The Clerk will write to you before the agenda is finalised to give you the opportunity to include items of interest.</i></p> <p>13b The Clerk produces minutes as an independent and impartial record of decisions and actions that have been agreed. Unless they are factually incorrect, they are the legal record of council proceedings. See also 3s: Minutes are not a verbatim record of what has happened in a meeting. <i>They only record votes (decisions) and actions arising out of those decisions.</i></p> <p>14 Your behaviour in public meetings (and outside of the meeting where people may think you are acting as a councillor) is bound by a Code of Conduct. (See separate Quick Guide). Principally, this means that your right to free speech has to be tempered with an obligation to be fair minded and even handed. If you would stand to benefit from any decisions made in the council meeting, you should warn the Chair beforehand (declaring your interest) or as soon as possible if something you didn't know about comes into the discussion.</p> <p>16a The Clerk is your guide as to what is legal, regulated and acceptable. <i>Please listen to their advice and if you do not agree with it, be prepared to explain why.</i></p> <p>18 Accounts. The Clerk will present a schedule of payments at each meeting and highlight any unusual or irregular ones.</p> <p>22 If you receive requests from the media to comment on council business, please refer to the Chair or Clerk.</p>
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Notes	
Accessibility	If you need this document in paper format, please contact the Clerk's Office
Reference	SKPC CQG Standing Orders
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