

## **Burton-in-Kendal Parish Council**

### **STANDING ORDERS (Adopted 2025 – Concise Version)**

*Based on the NALC Model Standing Orders (2023) with local adaptations*

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#### **1. Meetings**

- (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) When calculating the three clear days for notice of a meeting to councillors and the public, the day on which notice is issued, the day of the meeting, a Sunday, a day of the Christmas or Easter break, a bank holiday, or a day appointed for public thanksgiving or mourning shall not count.
  - (c) 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. A resolution shall be passed to exclude the public, giving reasons.
  - (d) During the Open Forum, members of the public may make representations, ask questions, and give evidence relating to items on the agenda.
  - (e) The total time for public participation shall not exceed 15 minutes, with each speaker limited to five minutes.
  - (f) Questions from the public do not require a response or debate. The Chairman may direct a response to be given orally or in writing.
  - (g) A record of the public participation session shall be included in the minutes.
  - (h) Any person may report on the meeting by filming, photographing, recording, or otherwise broadcasting it while it is open to the public, in accordance with The Openness of Local Government Bodies Regulations 2014.
  - (i) The press shall be given reasonable facilities for reporting.
  - (j) Meetings shall not exceed three hours.
  - (k) The quorum for a meeting shall be one-third of the whole number of councillors, but not fewer than three.
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#### **2. Ordinary Council Meetings**

- (a) The Annual Meeting of the Council shall be held in May.
- (b) In an election year, it shall be held within 14 days of councillors taking office.
- (c) The first business shall be the election of the Chairman and Vice-Chairman.

(d) At least three other ordinary meetings shall be held each year.

**Order of business at the Annual Meeting:** 1. Delivery by councillors of declarations of acceptance of office. 2. Election of Chairman and Vice-Chairman. 3. Confirmation of minutes of the previous meeting. 4. Review of delegation arrangements, terms of reference, and committee appointments. 5. Adoption of Standing Orders and Financial Regulations. 6. Review of representation on external bodies. 7. Review of insurance, assets, and subscriptions. 8. Setting the schedule of meetings for the year.

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### 3. Proper Officer and Delegation to the Clerk

- (a) The Proper Officer shall be the Clerk or another employee nominated by the Council.
  - (b) The Clerk shall have delegated authority to:
    - Take urgent decisions between meetings in consultation with the Chairman or Vice-Chairman, where delay would be contrary to the Council's interests.
    - Authorise routine expenditure in accordance with Financial Regulations and the approved budget.
    - Respond to planning applications and correspondence where deadlines fall between meetings, after consulting councillors by email or other agreed means.
    - Manage day-to-day administration, contracts, and information compliance under the UK GDPR and Data Protection Act 2018.
  - (c) All decisions made under delegated authority shall be reported to the next Council meeting for ratification.
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### 4. Code of Conduct and Interests

- (a) All councillors shall observe the Code of Conduct adopted by the Council.
  - (b) Councillors must disclose disclosable pecuniary interests and leave the room during discussion and voting.
  - (c) Councillors may speak as members of the public during Open Forum on matters where they have an interest, but must withdraw before debate and voting.
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### 5. Minutes

- (a) Draft minutes shall be circulated before the next meeting and taken as read.
  - (b) No discussion shall take place except on accuracy.
  - (c) Once approved, minutes shall be signed by the Chairman.
  - (d) Draft minutes shall be published on the website within one month of the meeting.
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### 6. Rules of Debate

- (a) Motions shall be proposed and seconded before debate.

- (b) Amendments must be relevant, and only one amendment may be debated at a time.
  - (c) The mover of a motion has a right of reply.
  - (d) Debate may be closed by resolution to proceed to next business or to a vote.
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## 7. Financial Matters

- (a) Financial Regulations shall be reviewed annually.
  - (b) All payments shall comply with proper practices as defined in the latest *Governance and Accountability for Smaller Authorities: Practitioners' Guide*.
  - (c) The Responsible Financial Officer (RFO) shall provide quarterly financial statements.
  - (d) Contracts above **£25,000** shall comply with the Public Contracts Regulations 2015 and be advertised on *Contracts Finder*.
  - (e) Updated 2024 UK thresholds shall apply: £213,477 (supplies/services) and £5,336,937 (works).
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## 8. Committees and Sub-Committees

- (a) The Council may appoint committees and sub-committees and define their terms of reference.
  - (b) Committees may include non-councillors unless prohibited by law.
  - (c) The Council may delegate decision-making powers to committees or to the Clerk under Standing Order 3.
  - (d) Each committee or sub-committee shall:
    - Have a clear purpose and remit agreed by the Council.
    - Operate within any budget or authority delegated to it.
    - Report its decisions or recommendations to the next Council meeting.
  - (e) Sub-committees may be formed by committees with Council approval to deal with specific functions.
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## 9. Data Protection and Information

- (a) The Council shall comply with the UK GDPR and the Data Protection Act 2018.
  - (b) The Council shall maintain a Data Protection Policy, Privacy Notice, and Record of Processing Activities.
  - (c) Personal data breaches shall be logged and reported in accordance with statutory requirements.
  - (d) Freedom of Information requests shall be handled under the Freedom of Information Act 2000.
  - (e) Information required by the *Smaller Authorities Transparency Code 2015* shall be published on the Council's website.
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## 10. Press, Media, and Communications

- (a) All press or media enquiries shall be referred to the Clerk or Chairman.
  - (b) Councillors shall not make statements on behalf of the Council unless authorised.
  - (c) Official information shall be published via the Council's website or approved channels.
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## 11. Confidential Business

- (a) Councillors shall not disclose confidential information acquired during Council business.
  - (b) Breach of confidentiality may result in removal from committees by resolution.
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## 12. General Power of Competence

- (a) Before exercising the General Power of Competence (Localism Act 2011, s.1–8), the Council must resolve that it meets the eligibility criteria prescribed by the Secretary of State.
  - (b) Eligibility lasts until the next ordinary election.
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## 13. Standing Orders Review and Distribution

- (a) Standing Orders shall be reviewed at least once every four years or sooner if required by legislation.
  - (b) A copy shall be provided to each councillor upon signing their Declaration of Acceptance of Office.
  - (c) The Chairman's interpretation of Standing Orders during meetings shall be final.
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*Approved and adopted by resolution of Burton-in-Kendal Parish Council.*

*Signed:*

**Chairman:** \_\_\_\_\_

**Clerk:** \_\_\_\_\_

DATE: