

Acklington Parish Council – Standing Orders (England)

1. General

1.1 These Standing Orders regulate the proceedings and business of the Council and may only be amended by resolution.

1.2 The Council shall operate in accordance with:

- The Local Government Act 1972
 - The Localism Act 2011
 - The Public Bodies (Admission to Meetings) Act 1960
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2. Rules of Debate at Meetings

2.1 Motions must be proposed and seconded before debate.

2.2 A motion may be amended with the consent of the meeting.

2.3 Debate shall be relevant to the motion.

2.4 A councillor may speak once unless permitted by the Chair.

2.5 The Chair may call a speaker to order if remarks are irrelevant or improper.

3. Disorderly Conduct

3.1 No person shall obstruct the transaction of business.

3.2 If a councillor behaves improperly, the Chair may:

- Require them to apologise
 - Order them to leave the meeting
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4. Meetings Generally

4.1 Meetings shall be held in accordance with statutory requirements.

4.2 The Council shall hold:

- An Annual Meeting
- Ordinary meetings as scheduled
- Extraordinary meetings when required

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

5. Committees and Sub-Committees

5.1 The Council may appoint committees and sub-committees.

5.2 Their terms of reference shall be defined by the Council.

5.3 Committees must report back to the full Council.

6. Ordinary Council Meetings

6.1 Meetings shall be held at dates and times determined by the Council.

6.2 The agenda shall be published at least 3 clear days before the meeting.

6.3 Only business specified on the agenda may be considered.

7. Extraordinary Meetings

7.1 May be called by:

- The Chair, or
- Any two councillors

7.2 Proper notice must be given.

8. Previous Resolutions

8.1 A resolution shall not be reversed within six months unless:

- A special motion is passed, or
 - There are exceptional circumstances
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9. Voting on Appointments

9.1 Where there are more candidates than vacancies:

- Voting shall take place by ballot if requested
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10. Motions for a Meeting

10.1 Written notice of motions must be given to the Clerk in advance.

10.2 Motions must relate to Council business.

11. Handling Confidential or Sensitive Information

11.1 The Council may exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 where publicity would prejudice the public interest.

12. Code of Conduct and Dispensations

12.1 Councillors must comply with the adopted Code of Conduct under the Localism Act 2011.

12.2 Interests must be declared and recorded.

12.3 Dispensations may be granted where appropriate.

13. Code of Conduct Complaints

13.1 Complaints shall be handled in accordance with the procedures of the principal authority (e.g. Northumberland County Council).

14. Proper Officer

14.1 The Clerk shall act as the Proper Officer of the Council.

14.2 Duties include:

- Issuing summons to meetings
 - Recording minutes
 - Managing correspondence
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15. Responsible Financial Officer

15.1 The Clerk or appointed officer shall act as Responsible Financial Officer in accordance with the Financial Regulations.

16. Accounts and Accounting Statements

16.1 The Council shall:

- Maintain proper accounting records
 - Prepare annual accounts
 - Comply with the Accounts and Audit Regulations 2015
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17. Financial Controls and Procurement

17.1 The Council shall adopt and follow its Financial Regulations.

17.2 Procurement shall be carried out transparently and in accordance with legal requirements.

18. Handling Staff Matters

18.1 The Council shall be responsible for all employment matters.

18.2 A staffing committee may be appointed.

18.3 Confidential matters shall be considered in private session.

19. Responsibilities to Provide Information

19.1 The Council shall comply with:

- The Freedom of Information Act 2000

- The Data Protection Act 2018
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20. Responsibilities Under Data Protection Legislation

20.1 Personal data shall be processed lawfully and securely.

21. Relations with the Press and Public

21.1 Meetings are open to the public.

21.2 The Council shall be transparent in its decision-making.

21.3 Public participation may be permitted at the Chair's discretion.

22. Execution and Sealing of Legal Deeds

22.1 Legal documents shall be executed in accordance with statutory requirements.

23. Restrictions on Councillor Activities

23.1 Unless authorised, councillors shall not:

- Act independently on behalf of the Council
 - Incur expenditure
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24. Standing Orders Generally

24.1 These Standing Orders shall be reviewed annually.

24.2 The Council may suspend Standing Orders (except statutory requirements) by resolution.

Adoption

This Standing Orders Policy was adopted by Acklington Parish Council:

Date: 5th May 2026

Signed: S Ingleby (Chair)

Signed: B Watson (Clerk)