

**NETHER WALLOP PARISH COUNCIL**

**To review, and if appropriate adopt the Standing Orders.**

The last version of Model Standing Orders issued by NALC is dated April 2018. The Parish Council have used this template as a basis for their own documents dated 2018 and 2019 with relevant amendments. It should be noted that a BOLD TYPEFACE indicate legal and statutory requirements which must not be changed.

A full review has been undertaken this year and as below, confirms that each section has been modified in accordance with NALC's recommendations.

	Section no. and Heading	Comparison to NALC version			Notes	Suggestion from Clerk
		Same?	Deletions?	Additions?		
1	Rules of debate at meetings	X	✓	✓	Logical amendments made to make voting faster and allow discussion without undue formality	<b>Re-approve</b> , but review in the event of unruly discussion.
2	Disorderly Conduct at meetings	✓	-	-	n/a	<b>Re-approve</b>
3	Meetings Generally	X	✓	-	Deletion of max length of meeting.	<b>Re-approve</b> , but modify section c as necessary.
4	Committees & Sub-Committees	X	✓	-	Amendments to make set up easier	<b>Re-approve</b> , but amend 4,d,i as committee should not set their own Terms of Reference.
5	Ordinary Council meetings	X	✓	✓	Deletions had been made to skip some reviews but these should be included so that there is a review yearly.	<b>Re-approve</b> , but amend 5,d to 7.30pm. Insert missing clauses x, xii, xvi, xvii, xviii, xix & xx. from Nalc Version.
6	Extraordinary Meetings of the Council, Committees and Sub-Committees	✓	-	-	n/a	<b>Re-approve</b>
7	Previous Resolutions	X	✓	-	This has been deleted in full.	Councillors to consider if this should be inserted. See wording below.
8	Voting on appointments	X	✓	-	This has been deleted in full.	Councillors to consider if this should be inserted. See wording below.

9	Motions for a meeting that require written notice to be given to the proper officer.	✗	-	✓	Amended by causes e and f clash.	<b>Re-approve</b> , but amend clause f to the original version.
10	Motions at a meeting that do not require written notice.	✓	-	-	n/a	<b>Re-approve</b>
11	Management information	✓	-	-	n/a	<b>Re-approve</b>
12	Draft Minutes	✓	✓	-	Small deletion, not concerning	<b>Re-approve</b>
13	Code of conduct and Dispensations	✓	-	-	n/a	<b>Re-approve</b>
14	Code of conduct complaints	✓	-	-	n/a	<b>Re-approve</b>
15	Proper Officer	✓	✓	-	Small deletion, not concerning	<b>Re-approve</b> , but amend b,i, iii, iv, v, to be in bold type, b,ii, insert (5 days)
16	Responsible Financial Officer	✓	-	-	n/a	<b>Re-approve</b>
17	Accounts and Accounting Statements	✓	-	-	n/a	<b>Re-approve</b>
18	Financial Controls and Procurement	✓	-	-	n/a	<b>Re-approve</b> , amend typo in a,v to be £25,000.
19	Handling Staff matters	✗	✓	-	Small deletion, not concerning	<b>Re-approve</b>
20	Responsibilities to provide information	✓	-	-	n/a	<b>Re-approve</b> , but amend a to be in bold type,
21	Responsibilities under data protection legislation	✗	✓	-	Small deletion, not concerning	<b>Re-approve</b>
22	Relations with the Press / Media	✓	-	-	n/a	<b>Re-approve</b>
23	Execution and sealing of legal deeds	✓	-	-	n/a	<b>Re-approve</b>
24	Communicating with District and County or Unitary Councillors	✓	-	-	n/a	<b>Re-approve</b>
25	Restrictions on Councillor Activities	✓	-	-	n/a	<b>Re-approve</b>
26	Standing Orders Generally	✓	-	-	n/a	<b>Re-approve</b>

**Clauses in the NALC version that are omitted from the last NWPC version. Councillors to advise if they should be re-inserted.**

**7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ( ) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for 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 of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.