

Standing Orders

Burton Pedwardine Parish Meeting does not appear to have written Standing Orders or rules of procedure.

Parish Meeting Standing Orders should be based on National Association of Local Councils (NALC) model templates to establish mandatory procedural rules for meetings, voting, and conduct. These orders define proper officer duties, committee structures, and financial regulations, incorporating updated legislation. They ensure legal, transparent, and consistent council operations.

The NALC template is primarily written for parish councils but much of the content applies equally to parish meetings albeit with some tailoring. Tailoring would not be an insignificant task. The 2026 template contains the following headings

- 1. INTRODUCTION 1
- 2. RULES OF DEBATE AT MEETINGS 2
- 3. DISORDERLY CONDUCT AT MEETINGS 3
- 4. MEETINGS GENERALLY 4
- 5. COMMITTEES AND SUB-COMMITTEES 6
- 6. ORDINARY COUNCIL MEETINGS 7
- 7. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES 9
- 8. PREVIOUS RESOLUTIONS 9
- 9. VOTING ON APPOINTMENTS 9
- 10. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER..... 10
- 11. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE10
- 12. MANAGEMENT OF INFORMATION 11
- 13. DRAFT MINUTES 11
- 14. CODE OF CONDUCT AND DISPENSATIONS 12
- 15. CODE OF CONDUCT COMPLAINTS 13
- 16. PROPER OFFICER 13
- 17. RESPONSIBLE FINANCIAL OFFICER 15
- 18. ACCOUNTS AND ACCOUNTING STATEMENTS 15
- 19. FINANCIAL CONTROLS AND PROCUREMENT 16
- 20. HANDLING STAFF MATTERS 17
- 21. RESPONSIBILITIES TO PROVIDE INFORMATION 17
- 22. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION 17
- 23. RELATIONS WITH THE PRESS/MEDIA 18
- 24. EXECUTION AND SEALING OF LEGAL DEEDS 18
- 25. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS 18
- 26. RESTRICTIONS ON COUNCILLOR ACTIVITIES 18
- 27. STANDING ORDERS GENERALLY 19

Version control and amendment history

Date approved	Version Number	Revision / amendments made	Review date
	V0a	Placeholder	Apr 2026