

Standing Orders

Burton Fleming Parish Council

Introduction

These Standing Orders are based on the framework provided by the National Association of Local Councils (NALC) and are intended to regulate the proceedings and business of Burton Fleming Parish Council. They shall be reviewed annually and amended as necessary to reflect changes in legislation and best practice.

1. Meetings

- **1.1** Council meetings shall be held in a suitable venue within the parish, at times agreed by the Council.
- **1.2** The minimum notice for convening a meeting shall be three clear days, excluding Sundays and public holidays.
- **1.3** The quorum for Council meetings shall be one-third of the total membership or a minimum of three councillors, whichever is greater.
- **1.4** The Chair, or in their absence the Vice-Chair, shall preside at meetings. If both are absent, members shall elect a Chair for that meeting.

2. Conduct of Business

- **2.1** Business shall be conducted in accordance with the agenda issued by the Clerk prior to each meeting.
- **2.2** All motions and proposals shall be submitted in writing to the Clerk at least seven days before the meeting.
- **2.3** Decisions shall be made by a majority vote of councillors present. The Chair shall have a casting vote in the event of a tie.

3. Public Participation

- **3.1** Members of the public may attend Council meetings and may address the Council at the discretion of the Chair.
- **3.2** Public participation shall be limited to designated periods during meetings and shall not exceed fifteen minutes in total unless otherwise agreed.

4. Committees and Working Groups

- **4.1** The Council may appoint committees and working groups as required, specifying their terms of reference and membership.
- **4.2** Committees shall report their findings and recommendations to the full Council for approval.
- **4.3** The quorum for committee meetings shall be as determined by the Council, but not less than two members.

5. Order of Business

1. Apologies for absence

2. Declarations of interest
3. Minutes of previous meeting – approval and matters arising
4. Public participation
5. Reports from committees and working groups
6. Correspondence
7. Finance – review and approval of payments
8. Any other business
9. Date of next meeting

6. Code of Conduct

- **6.1** Councillors shall observe the Parish Council's Code of Conduct at all times.
- **6.2** Declarations of interest shall be made at the beginning of each meeting and recorded in the minutes.

7. Minutes

- **7.1** The Clerk shall record minutes of all meetings, which shall be circulated to members and approved at the next meeting.
- **7.2** Approved minutes shall be made available for public inspection.

8. Financial Controls

- **8.1** Financial matters shall be conducted in accordance with the Council's Financial Regulations.
- **8.2** All payments shall be authorised by the Council and properly recorded.

9. Amendment and Suspension of Standing Orders

- **9.1** These Standing Orders may be suspended by resolution of the Council for a specific purpose and limited duration.
- **9.2** Amendments to Standing Orders require written notice and approval by a two-thirds majority of councillors present.

10. Adoption

These Standing Orders are adopted by Burton Fleming Parish Council on 5th May 2026 and will be reviewed annually at the Annual Meeting in May.