

HUGGATE PARISH COUNCIL

STANDING ORDERS 2026

1. Introduction

1.1 These Standing Orders regulate the proceedings and business of Huggate Parish Council.

1.2 They shall apply to all meetings of the Council and, where appropriate, to committees and sub-committees.

1.3 These Standing Orders shall be read alongside:

- The Local Government Act 1972;
- The Localism Act 2011;
- The Council's Financial Regulations;
- The Council's Code of Conduct;
- Data Protection legislation;
- Relevant statutory guidance.

1.4 In the event of any conflict between these Standing Orders and legislation, the legislation shall prevail.

2. Rules of Debate at Meetings

- Order of business.
 - Moving and seconding motions.
 - Amendments to motions.
 - Right of reply.
 - Procedural motions.
 - Closure of debate.
 - Points of order.
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3. Disorderly Conduct

- Powers of the Chair.
 - Warning procedures.
 - Removal of disruptive individuals.
 - Adjournment or suspension of meetings.
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4. Meetings Generally

- Quorum requirements.
 - Public participation.
 - Recording and filming.
 - Confidential business.
 - Attendance by electronic means where permitted by law.
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5. Committees and Working Groups

- Establishment.
 - Terms of reference.
 - Delegated powers.
 - Reporting arrangements.
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6. Annual Parish Council Meeting

- Election of Chair.
 - Election of Vice-Chair.
 - Confirmation of committee appointments.
 - Review of governance documents.
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7. Ordinary Meetings

- Notice of meetings.
 - Agenda preparation.
 - Submission of items.
 - Public access.
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8. Extraordinary Meetings

- Convening by the Chair.
 - Convening by councillors.
 - Notice requirements.
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9. Previous Resolutions

- Rescission procedures.
 - Review of earlier decisions.
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10. Voting

- Voting by show of hands.
 - Casting vote of the Chair.
 - Recorded votes.
 - Voting on appointments.
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11. Motions Requiring Written Notice

- Submission deadlines.
 - Format of motions.
 - Inclusion on agendas.
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12. Motions Not Requiring Written Notice

- Procedural matters.
 - Urgent business.
 - Referrals to committees.
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13. Management of Information

- Access to council documents.
 - Confidential information.
 - Freedom of Information requests.
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14. Minutes

- Preparation by the Clerk.
 - Approval process.
 - Publication.
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15. Code of Conduct and Interests

- Registration of interests.

- Declaration of interests.
 - Dispensations.
 - Standards complaints.
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16. Proper Officer

The Parish Clerk shall act as Proper Officer unless the Council resolves otherwise.

Duties include:

- Issuing notices and agendas.
 - Recording minutes.
 - Maintaining records.
 - Administering elections and vacancies where required.
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17. Responsible Financial Officer

The Clerk shall act as Responsible Financial Officer unless the Council appoints another officer.

18. Accounts and Audit

- Annual accounts.
 - Internal audit.
 - External audit.
 - Publication of statutory documents.
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19. Financial Controls and Procurement

- Compliance with Financial Regulations.
 - Budget monitoring.
 - Procurement procedures.
 - Contract management.
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20. Staff Matters

- Employment procedures.
- Performance management.
- Grievance and disciplinary matters.

- Confidentiality.
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21. Data Protection

- Compliance with UK GDPR.
 - Data security.
 - Subject access requests.
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22. Media Relations

- Authorised spokespersons.
 - Press statements.
 - Social media use.
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23. Legal Documents

- Execution of deeds and contracts.
 - Authorisation requirements.
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24. Relations with Other Authorities

- Liaison with ward, county and unitary councillors.
 - Consultation procedures.
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25. Councillor Conduct

- Use of council resources.
 - Training expectations.
 - Compliance with adopted policies.
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26. Urgent Action Between Meetings

- Delegated authority to the Clerk and Chair in emergencies.
 - Reporting requirements to the next meeting.
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27. Review of Standing Orders

These Standing Orders shall be reviewed annually at the Annual Meeting of the Council and updated as necessary to reflect legislative and regulatory changes.

Adopted by Huggate Parish Council on: 15th June 2026

Minute Reference: Item 9

Signed (Chair): _____

Signed (Clerk): _____