



Aston Tirrold & Aston Upthorpe Parish Council

Standing Orders

Adopted on: 17th September 2026

Charlotte Ray – Clerk/RFO

1. Rules of Debate at Meetings

1.1 Order of Business

Motions on the agenda shall be considered in the order they appear unless the Chair directs otherwise.

1.2 Moving and Seconding

A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

1.3 Withdrawal

A motion not moved by its proposer may be treated as withdrawn. A seconded motion may only be withdrawn with the consent of the seconder and the meeting.

1.4 Amendments

An amendment is a proposal to remove or add words to a motion; it shall not negate the motion. If carried, the amended motion becomes the substantive motion.

1.5 Debate Rules

Only one amendment shall be debated at a time unless the Chair directs otherwise. A councillor may speak once except to:

- speak on an amendment,
- move a further amendment,
- make a point of order,

- give a personal explanation,
- exercise a right of reply.

1.6 Points of Order

A councillor raising a point of order shall identify the standing order breached. The Chair's decision is final.

1.7 Permitted Motions During Debate

Only the following may be moved:

- to amend the motion;
- to proceed to next business;
- to adjourn debate;
- to put the motion to vote;
- to exclude public/press;
- to refer to committee;
- to adjourn meeting;
- to suspend standing orders (except statutory ones).

1.8 Length of Speeches

Speeches shall not exceed **5 minutes** unless permitted by the Chair.

2. Disorderly Conduct at Meetings

2.1 Conduct

No person shall obstruct business or behave offensively.

2.2 Sanctions

If behaviour continues after a warning, the meeting may vote to silence or exclude the person.

2.3 Further Action

If the resolution is ignored, the Chair may suspend or close the meeting.

3. Meetings Generally

3.1 Notice

Three clear days' notice is required, excluding:

- the day notice is issued,

- the day of the meeting,
- Sundays, bank holidays, Christmas/Easter breaks.

3.2 Public Access

Meetings shall be open to the public unless confidential business requires exclusion.

3.3 Public Participation

Public participation shall not exceed **10 minutes**. Individuals may speak for up to **5 minutes**.

3.4 Reporting

Members of the public may report, film, photograph or record meetings. Oral commentary during the meeting requires permission.

3.5 Chairing

The Chair presides; in their absence the Vice-Chair; otherwise a councillor chosen by those present.

3.6 Voting

Decisions are by majority. Voting is by show of hands unless a recorded vote is requested.

3.7 Minutes

Minutes shall record:

- time and place,
- attendance,
- declarations of interest,
- dispensations,
- public participation,
- resolutions.

3.8 Interests

Councillors with disclosable pecuniary interests are subject to statutory restrictions.

3.9 Quorum

A meeting is quorate with **one-third of members**, and never fewer than **three**.

3.10 Duration

Meetings shall not exceed **2 hours** unless the Chair directs otherwise.

4. Committees and Sub-Committees

4.1 Appointment

The Council may appoint committees and sub-committees and determine:

- terms of reference,
- membership,
- meeting frequency,
- quorum (minimum three),
- public access rules.

4.2 Membership

Committees may include non-councillors unless they regulate finances.

4.3 Chairs

Standing committees shall have their Chair appointed by Council; other committees may elect their own.

4.4 Substitute Members

Substitutes may be appointed if notified to the Proper Officer **3 days** before the meeting.

5. Ordinary Council Meetings

5.1 Annual Meeting

Held within 14 days of councillors taking office in an election year; otherwise in May.

5.2 Business

Includes:

- election of Chair and Vice-Chair,
- acceptance of office forms,
- confirmation of minutes,
- committee minutes and recommendations,
- review of delegation,
- review of terms of reference,
- appointment to committees,

- adoption of Standing Orders and Financial Regulations,
- review of arrangements with other bodies,
- review of assets, insurance, policies, subscriptions, complaints procedure, FOI/Data Protection, press/media policy, employment policies, s.137 expenditure,
- setting meeting schedule.

6. Extraordinary Meetings

6.1 Council

The Chair may convene an extraordinary meeting. If they fail to do so within **7 days** of a written request by two councillors, those councillors may convene it.

6.2 Committees

Committee Chairs may convene extraordinary meetings. If they fail to do so within **7 days** of a request, members may convene it.

7. Previous Resolutions

A resolution shall not be reversed within **six months** except:

- by a special motion signed by **two councillors**, or
- by a committee recommendation.

8. Voting on Appointments

If no candidate receives a majority, the lowest-scoring candidate is removed and voting continues until a majority is achieved.

9. Motions Requiring Written Notice

Written notice must be given **5 clear days** before the meeting. The Proper Officer may correct grammar or reject unclear/improper motions.

10. Motions Without Notice

May include motions:

- to correct minutes,
- to move to vote,
- to defer,
- to refer to committee,
- to change order of business,

- to require a report,
- to exclude press/public,
- to suspend meeting,
- to adjourn or close meeting.

11. Management of Information

The Council shall maintain secure arrangements for storing, retaining, and destroying information, including personal data.

12. Draft Minutes

Draft minutes circulated with the agenda are taken as read. Accuracy is confirmed by resolution and signed by the Chair.

13. Code of Conduct and Dispensations

All councillors must observe the adopted Code of Conduct. Dispensation requests must be submitted in writing.

14. Code of Conduct Complaints

The Proper Officer shall report complaints notified by the District Council. The Council shall determine any action to take (excluding suspension or disqualification).

15. Proper Officer

The Proper Officer shall:

- issue summonses,
- give public notice,
- manage motions,
- convene meetings,
- manage records,
- execute legal deeds,
- manage correspondence,
- manage planning applications,
- manage information access.

16. Responsible Financial Officer

The Clerk is appointed RFO and shall manage financial administration in accordance with Financial Regulations.

17. Accounts and Accounting Statements

The Council shall comply with the Accounts and Audit Regulations.

18. Financial Controls and Procurement

Financial controls shall follow the Council's Financial Regulations.

19. Handling Staff Matters

The Council shall manage staff matters in accordance with employment policies.

20. Responsibilities to Provide Information

The Council shall comply with FOI and Data Protection legislation.

21. Responsibilities Under Data Protection Legislation

The Council shall maintain appropriate technical and organisational measures.

22. Relations with the Press/Media

The Council shall have a policy for dealing with press and media enquiries.

23. Execution and Sealing of Legal Deeds

Legal deeds shall be executed in accordance with statutory requirements.

24. Communicating with District and County Councillors

Councillors may communicate with principal authority members as appropriate.

25. Restrictions on Councillor Activities

Councillors shall not undertake activities requiring professional competence unless authorised.

26. Standing Orders Generally

Standing Orders may only be suspended or amended by resolution of the Council.