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BULCOTE PARISH COUNCIL STANDING ORDERS

INTERPRETATION:

These Standing Orders are based upon the *Model Standing Orders Update for 2025* published by the *National Association of Local Councils (NALC) 2025*, which have been adopted by this Council so far as they are not varied or inconsistent with the Regulations set out below.

In these Regulations words importing one gender include all other genders and the singular includes the plural and vice versa.

POWERS AND DUTIES OF THE CHAIRMAN:

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

PROPER OFFICER:

The Proper Officer of the Council is the Clerk. The responsible Financial Officer of the Council is the Clerk. Other duties of the Clerk are to be laid down in their Conditions of Contract.

QUORUM:

Three members shall constitute a Quorum.

If a Quorum is not present when the Council meets or if during a meeting the number of Councillors, for whatever reason, falls below the Quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may decide.

VOTING:

Members shall vote by show of hands unless the meeting decides otherwise.

If any member so requires the Clerk shall record the names of the members who voted on any question and how they voted.

The Chairman may give an original vote on any matter put to the vote and, in the case of equality of votes, may give a casting vote, even though they gave no original vote.

ORDER OF BUSINESS:

The order of business shall be stated on an agenda paper, which shall be delivered to each member at least three clear days before the date of the meeting along with the summons convening the meeting.

RESOLUTIONS MOVED ON NOTICE:

Except as provided by these Standing orders, no resolution may be moved unless the business to which it relates has been included on the Agenda by the Clerk.

Members may put an item on the Agenda by giving the Clerk written notice of the resolution at least seven clear days before the next meeting of the Council.

Every resolution, amendment or recommendation shall be relevant to some subject over which the Council has the power or which affects its area.

RESOLUTIONS MOVED WITHOUT NOTICE:

Resolutions may be moved without notice on procedural matters, or to vary the order of business on the grounds of urgency. Such resolutions shall be put to the vote without discussion.

RULES OF DEBATE:

All remarks shall be addressed to the Chairman.

No discussion shall take place upon the minutes except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chairman.

A member shall, except as provided by these Standing Orders, only be entitled to speak once on any motion or amendment.

A member shall direct their comments to the question under discussion or to a personal explanation or to a point of order.

No speech by a mover of a resolution shall exceed three minutes and no other speech shall exceed two minutes except by consent of the Council.

The mover of a resolution shall have a right of reply not exceeding one minute.

The ruling of the Chairman on a point of order or on the admissibility shall not be discussed.

A representative of the local Constabulary shall be allowed to speak at Council meetings at the discretion of the Chairman.

Whenever the Chairman rises to their feet during a debate all other members shall be seated and silent.

CLOSURE:

A motion of closure of a debate may be moved at any time, but must be proposed and seconded without comment. The Chairman may refuse such motion if they feel that the question before the Council has not been sufficiently debated.

RESCISION OF PREVIOUS RESOLUTIONS:

A decision (whether affirmative or negative) of the Council shall not be reversed within six months except by a special resolution, the written notice whereof bears the names of at least three members of the Council.

When such a resolution has been disposed of, no similar resolution may be moved within a further six months.

CONFIDENTIAL BUSINESS:

No member of the Council shall disclose to any person, not being a member of the Council, any business declared to be confidential by the Council.

COUNTY COUNCILLORS; DISTRICT COUNCILLORS & MEMBERS OF THE PUBLIC:

County and District Councillors who are not also Parish Councillors, shall be invited to attend meetings and be sent copies of agendas, minutes and other relevant documents.

The start of every meeting will be designated for public participation where members of the public will be encouraged to attend and raise any matters they feel the Parish Council should be aware of. The period of time for this shall not exceed 10 minutes.

Members of the Public shall be invited to attend the remainder of the meeting.

Other than at the designated time for public participation members of the public may be allowed to ask questions and speak on matters included on the Agenda at the discretion of the Chairman.

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

LENGTH OF MEETINGS:

Except at the Chairman's discretion, all meetings of the Council shall finish not later than two hours after their commencement. Any business not transacted shall be carried over to the next meeting or such other date as the Chair may decide.

SUSPENSION OF STANDING ORDERS:

Standing Orders may be suspended for a specified period of time by resolution.

MANAGEMENT OF DATA:

The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

CODE OF CONDUCT:

All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

SMOKING:

No smoking shall be permitted at meetings.

STANDING ORDERS TO BE GIVEN TO MEMBERS:

A copy of these Standing Orders shall be given to each member by the Clerk upon receipt of the member's declaration of acceptance of office.