



Hutton Parish Council

Incorporating Elborough, Hutton and Woodside

Sophie Hooker - Hutton Parish Clerk

12 Hutton Hill, Hutton, North Somerset BS24 9SY - Monday to Thursday 10am-3pm

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STANDING ORDERS

MEETINGS

1. The Statutory Annual Parish Council Meeting in an election year shall be held on or within 14 days following the day on which the councillors elected take office. In a year which is not an election year the Annual Parish Council Meeting shall be held on such day between 1st April and 1st June as the Council may direct.
2. In addition to the Annual Parish Council Meeting at least three other statutory meetings shall be held in each year on such dates as the council may direct. If the Council becomes a Quality Council there should be at least six meetings a year.
3. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
4. The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
5. The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
6. The Chair of the Council may convene an extraordinary meeting of the Council at any time.
7. If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.

CHAIR PERSON

8. 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 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.
9. The person presiding at a meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting.

QUORUM

10. No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present. Four Councillors shall constitute a quorum at meetings of the Council.

VOTING

11. If a member so requires, the clerk shall record the names of the councillors who voted on any question and how they voted. This must be done before moving on to the next business

12. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.

13. The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

ORDER OF BUSINESS

14. At each Annual Parish Council Meeting the first business shall be :

- a) to elect a Chair of the Council
- b) to receive the Chair's declaration of acceptance of office or to decide when it shall be received.
- c) in an election year to fill any vacancies left through insufficient nominations
- d) to decide when any outstanding declarations of acceptance of office and written undertakings to observe the code of conduct shall be received

15. At every other meeting the first business shall be :

- a) to appoint a Chair if the Chair and Vice-Chairs are absent
- b) if necessary to receive her/his declaration of acceptance of office

16. At every meeting the minutes of the previous meeting shall then after consideration be approved for signature by the person presiding, as a correct record. Corrections to the minutes shall be made by resolution and each page must be initialled by the Chair.

17. Business expressly required by statute shall then be dealt with.

DISORDERLY CONDUCT

18. All members must observe the code of conduct which was adopted by this Council on 1st June 2026 and of which a copy is attached to these standing orders.

19. Upon notification that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

20. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

21. If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

22. If a resolution made under standing order 21 is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

INTERESTS

23. If a member has a personal interest as defined by the code of conduct, s/he shall disclose the nature of the interest prior to discussion of the relevant matter.

24. If a member who has declared a personal interest then considers it to be and declares a prejudicial interest, s/he must withdraw from the room during consideration of the relevant matter.

25. A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

26. Requests for dispensations can be considered if received in advance of the meeting and in writing to the Clerk.

27. A dispensation may be granted if having regard to all relevant circumstances any of the following apply:

- without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
- granting the dispensation is in the interests of persons living in the Council's area;
- or it is otherwise appropriate to grant a dispensation

28. The clerk shall be required to compile and hold a register of members' interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

COMMITTEES

29. A committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.

WORKING PARTIES

30. All Working Parties set up by the Council shall report back regularly to the full Council on decisions to be made.

INSPECTION OF DOCUMENTS

31. All minutes kept by the Council shall be open for inspection by any member of the Council at

such reasonable time as agreed between the clerk and the councillor.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

32. 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.

33. A member of the public shall speak by invitation only, and will not be entitled to vote.

34. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

35. The period of time designated for public participation at a meeting in accordance with shall not exceed 20 minutes unless directed by the chair of the meeting

36. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking

37. Subject to standing order 32, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

38. A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

39. The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

DELEGATION OF POWERS TO THE CLERK

40. As the Proper Officer the clerk is empowered to take decisions, after consulting where possible with the relevant councillor/s, in cases of emergency/urgency.

41. In cases where the planning time table requires a response prior to the scheduled council meeting, the clerk is empowered to make planning decisions after consultation with the relevant councillor/s.

42. The Proper Officer shall:

- i. at least three clear days before a meeting of the council
 - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda and
 - Provide, in a conspicuous place, public notice of the time, place and agenda

(provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

- ii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;
- iii. facilitate inspection of the minute book by local government electors;
- iv. receive and retain copies of relevant byelaws

FINANCIAL RESPONSIBILITIES

43. The Parish Council's Financial Responsibilities and procedures are set out in the Parish Council's Finance Regulations.

MANAGEMENT OF INFORMATION

44. 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.

45. 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).

46. 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.

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

48. In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

RESPONSIBILITIES UNDER DATA PROTECTION

49. The Data Protection Officer is the Clerk of the Council.

50. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.

51. The Council shall have a written policy in place for responding to and managing a personal data breach.

52. The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

53. The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

54. The Council shall maintain a written record of its processing activities.

GENERAL

55. None of the above standing orders may be suspended by resolution in relation to any specific item of business

56. A copy of these standing orders shall be given by the clerk to each member of the Council when s/he makes her/his declaration of acceptance of office.

57. These standing orders shall be reviewed every four years.

This document was reviewed and adopted by Hutton Parish Council on 1st June 2026

Next review: June 2030