

Topcliffe Parish Council Standing Orders

Adopted: 12th May 2025

Reviewed: 7th May 2026

Review Date: 31st May 2027

1. Purpose

These Standing Orders govern the conduct of meetings and internal administration of Topcliffe Parish Council and are based on the NALC Model Standing Orders (England).

2. Meetings

The Council shall hold an Annual Meeting in May and at least three other ordinary meetings each year. Extraordinary meetings may be convened by the Chair or two councillors.

3. Notice of Meetings

At least three clear days notice shall be given for all meetings. Agendas shall be publicly displayed.

4. Quorum

A meeting is quorate when one-third of members and not fewer than three councillors are present.

5. Chairing Meetings

The Chairman shall preside. In their absence, the Vice-Chair, or a councillor elected for the meeting.

6. Motions and Debate

Motions must be proposed and seconded.

Amendments and debate shall proceed at the Chairman's discretion.

7. Voting

Decisions shall be by simple majority. The Chairman shall have a casting vote.

8. Public Participation

A period of up to 10 minutes shall be set aside for public participation, with speakers limited to 3 minutes.

9. Minutes

Minutes shall record resolutions and be approved at the next meeting and signed by the Chairman.

10. Interests and Conduct

Councillors shall comply with the Code of Conduct and declare interests as required.

11. Delegation

Delegation to the Clerk shall operate in accordance with the adopted Scheme of Delegation.

12. Financial Matters

Financial matters shall be governed by the Council's Financial Regulations.

13. Confidential Business

The public may be excluded by resolution for confidential business.

14. Amendment of Standing Orders

Standing Orders may be amended or suspended by resolution, except where prohibited by law.