

NEWTON AND BIGGIN PARISH COUNCIL

STANDING ORDERS

Approved: 28 April 2022

Chair Signature:

Minute Reference:

Review Date: April 2023

INDEX

| Ref | Item | Page |
|-----|---|------|
| 1 | Rules of debate at meetings | 1 |
| 2 | Disorderly conduct at meetings | 2 |
| 3 | Meetings generally | 2 |
| 4 | Committees and sub-committees | 4 |
| 5 | Ordinary council meetings | 5 |
| 6 | Extraordinary meetings of the council and sub-committees | 6 |
| 7 | Previous resolutions | 7 |
| 8 | Voting on appointments | 7 |
| 9 | Motions for a meeting that require written notice to be given to the Proper Officer | 7 |
| 10 | Motions at a meeting that do not require written notice | 8 |
| 11 | Handling confidential or sensitive information | 8 |
| 12 | Draft minutes | 9 |
| 13 | Code of conduct and dispensations | 9 |
| 14 | Code of conduct complaints | 10 |
| 15 | Proper Officer | 10 |
| 16 | Responsible Financial Officer | 11 |
| 17 | Accounts and accounting statements | 12 |
| 18 | Financial control and procurement | 12 |
| 19 | Handling staff matters | 13 |
| 20 | Requests for information | 14 |
| 21 | Relations with the press/media | 14 |
| 22 | Execution and sealing of legal deeds | 14 |
| 23 | Communicating with the district and county unitary councillors | 15 |
| 24 | Restrictions and councillor activities | 15 |
| 25 | Standing orders generally | 15 |