

Briercliffe with Extwistle Parish Council

STANDING ORDERS



Adopted by: Briercliffe with Extwistle Parish Council – 6th August 2026

Minute Number – 26/27/094

Next Review: August 2029 / Every 3 years or earlier if required

1. Introduction

Briercliffe with Extwistle Parish Council is committed to ensuring that its services and operations are delivered effectively, fairly, and in accordance with relevant legislation and best practice.

This policy sets out the Council's approach to the governance and management of its operations

2. Scope

This policy takes precedence over all other policies. It applies to:

- Councillors
- Employees (including the Clerk)
- Members of the public

3. Legislative Framework

This policy has been developed in accordance with:

- Local Government Act 1972
- Localism Act 2011
- Data Protection Act 2018 and UK GDPR
- Equality Act 2010
- Local Government Act 1992
- Freedom of Information Act 2000
- Public Bodies (Admission to Meetings) Act 1960
- Disability Discrimination Acts 1995, 2005 and 2018
- Guidance from National Association of Local Councils

Section 12 and Financial Regulations:

- Local Audit & Accountability Act 2014
- Account & Audit Regulations (England) 2015

4. Policy Objectives

The Parish Council aims:

- To conduct its affairs effectively, efficiently and transparently in the interests of the residents of Briercliffe
- To work within the law and best practice in the governance and management of its affairs

5. Governance and Management (Roles and Responsibilities)

Council

- Overall responsibility for adoption, review and implementation of the policy

Chair

- To oversee the operation of the policy

Clerk

- Day-to-day implementation
- Monitoring compliance

Councillors

- Adherence to the policy
- Reporting any concerns

6. Procedures

- See Contents List.

7. Confidentiality & Data Protection

The Council will ensure that all personal data is handled in accordance with the UK General Data Protection Regulation and relevant legislation.

8. Equality and Diversity

The Council is committed to equality and will not unlawfully discriminate under the Equality Act 2010.

9. Monitoring and Review

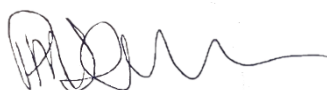
This policy will normally be reviewed annually at the first meeting following the Annual Meeting or earlier if required due to:

- Legislative changes
- Operational Requirements
- Updated national guidance

10. Adoption

This policy was adopted by Briercliffe with Extwistle Parish Council held on 6th August with a meeting Minute Ref **26/27/094**.

Chair Signature:



Date 6th August 2026

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1. Notice of Meetings

- 1.1 At least three clear days before a meeting of the Council, a Council Committee or a Sub-committee, the Clerk shall serve on members of that body a summons confirming the time, place and the agenda of the meeting.
- 1.2 Such notice shall be conveyed by email. A member of the relevant body may request that it is delivered by hand or by surface mail to arrive before the three clear days specified in 1.1 above. Failure by another party to deliver shall not invalidate the proceedings of a meeting.
- 1.3 The minimum three clear days for notice do not include the day on which the notice was issued, the day of the meeting, a Sunday, a Bank Holiday or a day appointed for public thanksgiving or mourning.
- 1.4 In consultation with Chair of a meeting, the Clerk shall prepare the agenda for the meeting.

2. Annual Meetings of the Council (Clerk reviewing)

- 2.1 Other than as provided in 3 below, the Annual Meeting of the Council shall be held on such day in May as the council may direct.
- 2.2 At least seven clear days before the Annual Parish Meeting and the Annual Parish Council meeting of the Council, the Clerk shall serve on members of that body a summons confirming the time, place and the agenda of the meeting.
- 2.3 The first business conducted at the Annual Parish Council Meeting shall be the election of the Chair and Vice-Chair of the Council. The Chair of the Council, unless resigned or disqualified, shall continue in office and preside at the Annual Meeting until their successor is elected. The Vice-Chair of the Council, unless resigned or disqualified, shall hold office until immediately after the election of the Chair of the Council.
- 2.4 In the case of a vacancy for the office of Chair or Vice-Chair, the next meeting of the Parish Council will make such appointments according to the rules set out in these Standing Orders

3. Annual Meetings in Election Year

- 3.1 In an election year, the Annual Meeting of the Council shall be held on or within 14 days following the election.
- 3.2 If the serving Chair of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Chair has been elected. They may exercise an original vote in respect of the election of the new Chair and must give a casting vote in the case of an equality of votes.
- 3.3 If the serving Chair of the Council has not been re-elected as a member of the Council, they will preside at the meeting until a successor Chair has been elected. In that case, the serving Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.
- 3.4 Preceding the election of the Chair and Vice-Chair of the Council, the business of the meeting shall include delivery by Councillors of their acceptance of office forms.
- 3.5 The Annual Meeting shall make appointments of Lead Councillors and Committees unless the Council resolves for this to be done at a later date.

4. Ordinary Meetings

- 4.1 In addition to the Annual Meeting of the Council, at least three ordinary meetings shall be held in each year. The Council shall agree a schedule of meetings for the municipal year. Dates may be varied by agreement of the Council.

Interests

- 4.2 As set out in Section 9 below, a Councillor who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in relation to a matter being considered is subject to statutory limitations or restrictions under the Code including the duty to declare their interest and on their right to be present, to participate in debate, and vote on that matter.

Quorum

- 4.3 No business may be transacted at a meeting unless at least one-third of the members of the Council are present and in no case shall the quorum of a meeting be less than three. If a meeting is or becomes inquorate, no business shall be transacted, the meeting shall be closed and the business of the meeting shall be adjourned to a future meeting.

Chair

- 4.4 The Chair of the Council shall preside at meetings of the Council. In the absence of the Chair or their recusal for a specific agendum, the Vice-Chair will preside. In the absence or recusal of the Chair and Vice-Chair, Councillors will elect one of their number to preside. In these Standing Orders, the term "Chair" refers to the Chair of that meeting.

Agenda

- 4.5 Agenda will include confirmation or otherwise of the draft minutes of the previous meeting, provision for Reports and recommendations from Councillor Leads, Committees and Sub-Committees which may include motions for decision by the Council; motions from Councillors unless withdrawn with agreement of the meeting; and the orderly review of policies agreed by the Council.
- 4.6 The Council may make appointments to Councillor Leads, Committees and Sub-Committees, subject to notice on the agenda of the meeting.
- 4.7 The Council will annually review the inventory of land and assets including buildings and office equipment; arrangements for insurance cover in respect of all insured risks; and review the Council's subscriptions to other bodies.

Length of Meetings

- 4.8 A meeting shall not normally exceed a period of 2 hours. A member of the relevant body may move the extension of the meeting for a specified period which may be agreed by a simple majority of those members present and voting.

Motions

- 4.9 A motion shall relate to the responsibilities of the meeting for which it is tabled and shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- 4.10 The Clerk may, in consultation with the proposer of a motion, correct grammatical or typographical errors in the motion.
- 4.11 If the Chair in consultation with the Clerk considers a motion is not clear, is not within the remit of the Parish Council, or contravenes the Code of Conduct, the Chair may refuse inclusion of the motion on the agenda, subject to decision of the meeting.
- 4.12 Should it prove necessary to vote on a motion between meetings, the Chair may ask councillors to vote electronically by email. Any such vote will require at least five councillors voting in favour and a clear majority of three.

Voting

- 4.13 All matters at a meeting shall be decided by a simple majority of the Councillors present and voting unless otherwise mandated in SO 17.2 or 17.3
- 4.14 The Chair may give an original vote, and in the case of an equality of votes, may exercise a casting vote.
- 4.15 Unless otherwise provided in these Standing Orders, voting on any matter shall be by show of hands. At the request of a Councillor, the voting on any question record the votes of each Councillor. A Councillor may request that their individual vote on a matter should be recorded. Such requests shall be made before moving to the next item of business.
- 4.16 Should it prove necessary to vote on a motion between meetings of the Council, the Chair may ask Councillors to vote by email. The motion shall be circulated to all Councillors by the Clerk with a deadline for responses. A resolution will require at least five Councillors to vote in favour and a clear majority of three. If the resolution is not agreed, the motion shall be carried over to the next meeting.

Voting on Appointments

- 4.17 Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie in votes will be settled by the drawing of lots

Minutes

- 4.18 The minutes of a meeting shall include an accurate record of the following:
 - 4.18.1 the time and place of the meeting;
 - 4.18.2 the names of members of the meeting present and absent;
 - 4.18.3 interests declared by Councillors and when a Councillor left the meeting when such matters were considered; and
 - 4.18.4 the proceedings of the meeting including any resolutions made.
- 4.19 Following any meeting, the Clerk or other designated person shall prepare draft minutes of the meeting for approval by the next meeting of that body. The Chair of the meeting shall normally agree the minutes before circulation. In the event of any disagreement the next meeting will decide any amendment which is required to correct inaccuracies in the minutes of the previous meeting.
- 4.20 Minutes shall be confirmed by resolution and signed by the Chair of the meeting and thereafter shall stand as an accurate record of the meeting to which the minutes relate
- 4.21 If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the Council held on [date] in respect of (...) were a correct record but their view was not upheld by the meeting, and the minutes are confirmed as an accurate record of the proceedings”.

Confidential Minutes

- 4.22 Where the Council resolves to consider business in confidential session under SO 4.28, 4.31, 4.32 or 4.33 below, separate minutes shall be prepared and clearly marked “Confidential Minutes”.
- 4.23 Confidential minutes shall be retained securely by the Clerk and made available only to members of the Council, officers, auditors, legal advisers or any other body with a lawful need to access them.
- 4.24 Confidential minutes shall not be disclosed to the public while the reasons for

confidentiality continue to apply, including where disclosure would breach data protection legislation, contractual or settlement confidentiality, prejudice legal proceedings or the Council's legal position, or undermine commercial confidentiality.

- 4.25 Confidentiality shall not lapse automatically upon the conclusion of a matter. The Council shall keep confidential minutes under periodic review and may, where appropriate, resolve that confidential status be maintained; or that confidential status be lifted, in whole or in part, where the reasons for confidentiality no longer apply
- 4.26 Any decision to disclose formerly confidential information shall take into account the passage of time, continuing legal, contractual or data protection obligations, the public interest and the advice of legal advisers where appropriate
- 4.27 A confidential minute reference record shall be maintained, noting the date of the meeting, the nature of the confidential business, and the reason for confidentiality review or retention. The existence of confidential minutes may be acknowledged, without disclosing their content, where lawful to do so.

Disclosure Requests

- 4.28 Any request for access to confidential minutes or information shall be considered in accordance with the Freedom of Information Act 2000, the Data Protection Act 2018 and UK GDPR provisions. Where uncertainty arises regarding disclosure or exemption, the Council shall seek and follow appropriate legal advice unless there are compelling reasons not to do so.

Premises

- 4.29 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.

Presence of Press and Public

- 4.30 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. (See SO 4.31 - 4.33 below). 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, consistent with the Local Government Act 1972 and subsequent legislation.
- 4.31 At the discretion of the Chair, members of the public may be invited to give reports, make representations, answer questions and give evidence in respect of any item on the agenda at a meeting.
- 4.32 The time designated for public participation at a meeting shall not normally exceed 15 minutes which may be extended at the discretion of the Chair.
- 4.33 The Council aims to respond to public questions which have been submitted in writing 3 days in advance. The Chair may direct that a written or oral response be given. Questions referring to specific individuals including Council employees or contractors, a Councillor or the Councillor Code of Conduct will not be answered.
- 4.34 The Chair will manage the meeting to enable the greatest participation by all members of the public who wish to speak.
- 4.35 The press shall be provided with reasonable facilities to take a report of all or part of a meeting at which they are entitled to be present.

Photography and Recording

- 4.36 Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means are governed by the Council's Protocol on the Filming and Recording of Parish Council meetings.

Confidentiality

- 4.37 The Council may, by resolution, exclude the public and press from a meeting, or part of a

meeting, where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, or for other special reasons set out in S100(A)(4) of the Local Government Act 1972 and the Public Bodies (Admission to Meetings Act 1960.

- 4.38 Confidential business includes, but is not limited to staffing matters including contractual information; legal advice, legal proceedings, or potential litigation; settlement agreements, negotiations, and associated documents; commercially sensitive information; and information protected by statutory confidentiality or legal privilege.
- 4.39 Councillors and staff shall not disclose such confidential or sensitive information.

Other Councillors Representing Briercliffe

- 4.40 An invitation to attend a meeting of the Council shall be sent to the Councillors representing Briercliffe on other Local Authorities, who will be given the opportunity to submit written reports for consideration by the Council.
- 4.41 Unless the Council determines otherwise, a copy of each letter sent to other Local Authorities shall be sent to Councillors representing Briercliffe on other Local Authorities.

5. Extraordinary meetings of the Council, Committees and Sub-committees

- 5.1 Extraordinary meetings are governed by these Standing Orders in respect of the notice and conduct of meetings.
- 5.2 The Chair of the Council may convene an extraordinary meeting of the Council.
- 5.3 If the Chair of the Council does not convene 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.
- 5.4 The Council or the Chair of a Committee or a Sub-committee may convene an extraordinary meeting of the Committee or the Sub-committee.
- 5.5 If the Chair of a Committee or a Sub-committee does not call an extraordinary meeting within seven days of having been requested by to do so by two members of the Committee or Sub-committee], any two members of the Committee or Sub-committee may convene an extraordinary meeting of a Committee or Sub-committee.

6. Rules of debate at meetings

- 6.1 All remarks will be directed to the Chair.
- 6.2 Items on the agenda shall be considered in the order that they appear unless the order is changed by agreement of the meeting. A motion or an amendment shall not be progressed until it has been moved and seconded. If a motion or amendment has been moved and seconded, it may only be withdrawn with the consent of the meeting.
- 6.3 Subject to the Chair's discretion, votes on amendments will be taken in the order they affect the motion.
- 6.4 An amendment shall not negate the motion. If requested by the Chair, an amendment may not be considered until a written text is provided.
- 6.5 If an amendment is carried, the amended motion becomes the substantive motion for debate
- 6.6 A proposer may move an amendment to their own motion. The mover of an amendment has the right of reply at the end of debate on that amendment.
- 6.7 Where several amendments to an original motion are carried, the mover of an amendment may, at the discretion of the Chair, be regarded as the proposer of the substantive motion.
- 6.8 The proposer of the motion shall have a right of reply at the end of debate on an

amendment and on the final substantive motion.

- 6.9 Before a motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated.
- 6.10 During the debate of a motion, a Councillor may interrupt only to make a point of order or a point of personal explanation. A Councillor raising a point of order shall identify the Standing Order which they consider has been breached. A point of personal explanation shall be a clarification of that Councillor's position in relation to the matter in debate.

Business Motions

- 6.11 When a motion is under debate, the following business motions may be considered:
 - 6.11.1 to amend the motion
 - 6.11.2 to proceed to next business
 - 6.11.3 to refer the motion to a Committee or Sub-Committee
 - 6.11.4 to adjourn the debate
 - 6.11.5 to propose the motion is now put
 - 6.11.6 to refer a motion to a committee or sub-committee for consideration
 - 6.11.7 to exclude the public and press as provided in 4.28 and 4.31-33 above
 - 6.11.8 to adjourn the meeting
 - 6.11.9 to suspend particular standing order(s) subject to SO 17.3 below.

Previous resolutions

- 6.12 A resolution shall not be reversed within six months except by a special motion, which requires written notice by at least three councillors to be given and notified to the Council at least three clear days before the meeting as defined in SO 1.3 above, or by a motion moved in pursuance of the recommendation of a Committee or Subcommittee.

Decisions of the Chair

- 6.13 Decisions of the Chair on interpretation and application of this section of the Standing Orders shall be final.

7. Disorderly Conduct at Meetings

- 7.1 No person shall obstruct the orderly transaction of business at a meeting or behave offensively or improperly. The Chair may request such person(s) to moderate or improve their conduct.
- 7.2 Any Councillor or the Chair may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- 7.3 If a resolution made under SO 7.2 is disregarded, the Chair may take further reasonable steps to restore order and to progress the meeting, which may include suspending, closing or adjourning the meeting.

8. Committees & Sub-committees

- 8.1 The council may appoint and dissolve Committees and Sub-Committees. In so doing, it shall:
 - 8.1.1 determine their terms of reference, including the appointment of a Councillor as Chair, terms of appointment and office, reporting arrangements, delegations and powers subject to the Scheme of Delegation and Financial Regulations agreed by the Council.
 - 8.1.2 The Council shall appoint a Finance Committee and a Chair who shall not be the Chair of the Council.
 - 8.1.3 agree the number of ordinary meetings of the Committee
 - 8.1.4 and may permit a Committee to determine the number and time of its meetings
- 8.2 The Council may decide that members of a Committee or Sub-Committee may include

non-councillors, which shall be subject to SO 8.2.1 above.

9. Code of conduct and dispensations

- 9.1 All Councillors shall observe the Code of Conduct adopted by the Council including undertaking annual training as provided therein.
- 9.2 Unless granted a dispensation, a Councillor shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest.
- 9.3 Unless he/she has been granted a dispensation, a Councillor shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the council's code of conduct.
- 9.4 Dispensation requests shall be in writing and submitted to the Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 9.5 A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or Committee or Sub-committee for which the dispensation is required and that decision is final.
- 9.6 A dispensation request shall confirm:
 - 9.6.1 the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - 9.6.2 whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - 9.6.3 the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - 9.6.4 an explanation as to why the dispensation is sought.
- 9.7 Dispensation requests shall be considered at the start of the meeting for which the dispensation is required.
- 9.8 A dispensation may be granted if, having regard to all relevant circumstances: 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 that transaction or granting the dispensation is in the interests of persons living in the council's area or it is otherwise appropriate to grant a dispensation.

(Note: where necessary, the Clerk will consult the Monitoring Officer of the superior Council for advice).

10. Code of conduct complaints

- 10.1 Upon notification by the Monitoring Officer of the superior Council that it is dealing with a complaint that a Parish Councillor has breached the Council's Code of Conduct, the Monitoring Officer shall report this to the Clerk who shall report to the Council the fact that a complaint has been raised.
- 10.2 Where the notification above relates to a complaint made by the Clerk, the Clerk shall notify the Chair, who shall nominate a Councillor or Independent Person to assume the duties of the Clerk in relation to the complaint until it has been determined and the council has agreed what action, if any, to take.
- 10.3 The council shall provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law; Upon notification by the superior Council that a Councillor has breached the Code of Conduct, the Council shall consider what, if any, action to take. Such action excludes disqualification or suspension from office.

11. Clerk, Responsible Financial Officer and other Staff

- 11.1 The Council shall appoint a Clerk and a Responsible Financial Officer who may be the same person and shall make appropriate arrangements for a contract of employment, terms and conditions of service, including provision for supervision, annual appraisal and development, and the operation of disciplinary and grievance procedures.
- 11.2 The Council may appoint contractors with a contract of service to undertake specific work for the Council and shall make appropriate arrangements for a contract of service, including provision for supervision and appraisal.
- 11.3 In the temporary or long-term absence of the Clerk, the Council shall make appropriate arrangements for the management of the relevant duties.
- 11.4 The Chair of the Finance Committee will deputise for the Responsible Finance Officer during periods of absence.
- 11.5 The Clerk will maintain the Council's Register of Councillor Interests
- 11.6 The Clerk will normally:
 - 11.6.1 prepare draft minutes of meetings for approval by the next meeting of that body.
 - 11.6.2 receive and send general correspondence and notices on behalf of the council;
 - 11.6.3 manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form, including ensuring that all records are securely backed-up on a separate system.
 - 11.6.4 arrange for legal deeds to be executed (see also Section 16 below);
 - 11.6.5 record in an electronic register every planning application notified to the Council and the Council's response to the local planning authority;
 - 11.6.6 refer any planning application received by the Council to the Chair or in their absence the Vice-Chair of the Planning Committee within two working days of receipt;
 - 11.6.7 manage access to information about the council; and
 - 11.6.8 retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect. See also Section 16 below.

12. Finance

- 12.1 The Council shall agree and annually review Financial Regulations to govern the Council's financial operations which shall be compliant with "Governance and Accountability for Local Councils – a Practitioners' Guide (England)".and which shall include accounting records and systems of internal controls; the assessment and management of financial risks; the work and reports of the independent Internal Auditor; arrangements for the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and procurement policies including the setting of values for different procedures where a contract has an estimated value of less than £5,000.
- 12.2 All payments by the council shall be authorised, approved and paid in accordance with the law, and the council's Financial Regulations.
- 12.3 The Responsible Financial Officer shall report on the Council's finances and progress against budget at each meeting including the council's receipts and payments and the balances held in each bank or other account held by the Council.
- 12.4 As soon as possible after the financial year end, the Responsible Financial Officer shall provide for the Council to approve a statement summarising the Council's receipts and payments for the financial year; and the accounting statements for the year in the form of Section 1 of the Annual Return, as required by proper practices, for consideration and approval.

13. Social Media

13.1 These Standing Orders should be read in conjunction with:

- the Council's Social Media Policy (and appendices),
- the Code of Conduct, and
- all other relevant Council policies.

Where there is any conflict, Standing Orders shall take precedence.

13.2 The Parish Council acts as a single corporate body, and no individual Councillor has authority to speak on behalf of the Council unless expressly authorised.

13.3 Official social media accounts operated in the name of Briercliffe with Extwistle Parish Council are corporate communication channels and must: reflect agreed Council decisions, remain politically neutral, and comply with statutory obligations and Council policy.

13.4 The Parish Council may, by resolution at a properly convened meeting, appoint a Social Media Administrator to manage the Council's official social media accounts.

13.5 The appointed Administrator may be an elected Member or an Officer of the Council; acts under delegated authority strictly limited to the management of Council social media communications; and must comply fully with the Council's Social Media Policy, House Rules, and all relevant legislation.

13.6 The Clerk retains oversight responsibility for governance and advice but is not required to act as the Administrator.

13.7 Delegation under this Standing Order does not permit:

- expression of personal or political views,
- commentary on matters not agreed by Council,
- disclosure of confidential, exempt, or personal data,
- promotion of individual councillors or candidates.

13.8 During the pre-election period (PURDAH), the Council's social media activity must be limited to essential, factual information and the Social Media Administrator must exercise heightened caution and, where necessary, seek advice from the Parish Clerk or the Chair before publishing content.

13.10 Any delegation made under this Standing Order shall be reviewed annually and following Parish Council elections and may be withdrawn or re-assigned at any time by Council resolution.

13.11 Upon withdrawal or change of appointment, access to all Council social media accounts must be transferred immediately in accordance with the Council's Social Media Policy.

14. Compliance with the Equality Act

14.1 In all its work, the Council will comply with the Equalities Act 2010 as interpreted and developed by the Commission for Equalities & Human Rights.

15. Requests for information

15.1 Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.

15.2 Correspondence from, and notices served by, the Information Commissioner shall be referred by the Clerk to the Chair of the Finance Committee, which shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

16. Execution and sealing of legal deeds

- 16.1 A legal deed shall only be executed on behalf of the council when authorised by resolution.
- 16.2 Any two councillors may sign, on behalf of the Council, any deed required by law and the Clerk or an Independent Person shall witness their signatures.
- 16.3. The above is applicable to a council without a common seal.

17. Standing Orders

- 17.1 The Standing Orders may be varied except where a Standing Order incorporates mandatory statutory requirements
- 17.2 A motion to amend Standing Orders must be approved by at least two-thirds of Councillors present and voting at a meeting of the Council, following inclusion of the full text in the agenda of the meeting.
- 1.3 All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting. Such a resolution must be supported by at least two-thirds of Councillors present and voting.
- 1.4 A printed copy of the Standing Orders shall be provided to all Councillors. as soon as possible after they have delivered their acceptance of office form.
- 1.5 The decision of the Chair of a meeting about the interpretation and application of Standing Orders at a meeting shall be final.