

SHALFLEET PARISH COUNCIL. STANDING ORDERS.

To be read in conjunction with the Financial Regulations

Dated: January 28, 2026. Adopted March 11, 2026.

Signed.

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STANDING ORDERS

1. Meetings

1.1 Meetings of the Council shall be held each year on such dates, times, and at such places as the Council may direct.

1.2 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 a meeting shall be by resolution, which shall give reasons for the exclusion.

1.3 Subject to Standing Order 1.2, members of the public are permitted to make representations, ask questions, and give evidence in respect of any item of business included in the agenda.

1.4 The period designated for public participation on Parish Council matters shall be 15 minutes prior to the commencement of the Council meeting. Each member of the public is entitled to speak once and for no more than three minutes.

1.5 In accordance with Standing Order 1.4, a question asked by a member of the public during a public participation session does not require a response or debate.

1.6 Smoking is not permitted at any meeting of the Council.

2. The Statutory Annual Meeting

2.1 In an election year, the Annual Parish Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office.

2.2 In a year which is not an election year, the Annual Parish Council Meeting shall be held on such day in May as the Council may direct.

2.3 In addition to the Statutory Annual Parish Council Meeting, at least three other statutory meetings shall be held each year on such dates, times, and at such places as the Council may direct.

3. Chairman of the Meeting

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

4. Proper Officer

4.1 Where a statute, regulation, or order confers functions or duties on the Proper Officer of the Council, the Clerk or nominated officer shall act as Proper Officer, including:

- Receiving declarations of acceptance of office.
- Receiving and recording notices disclosing interests at meetings.
- Receiving and retaining plans and documents.
- Signing notices or other documents on behalf of the Council.
- Receiving copies of bylaws made by another local authority.
- Certifying copies of bylaws made by the Council.
- Signing and issuing the summons to attend meetings of the Council and keeping proper records of all Council meetings.

5. Quorum of the Council

5.1 Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.

5.2 If a quorum is not present, or if during a meeting the number of councillors present (excluding those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned. Business not transacted shall be carried forward to the next meeting or to such other date as the Chairman may fix.

5.3 For quorum requirements relating to a committee or sub-committee.

6. Voting

6.1 Members shall vote by a show of hands or, if at least two members so request, by signed ballot.

6.2 If requested by a member, the Clerk shall record the names of members voting on any question, showing whether they voted for or against it. Such a request must be made before moving on to the next item of business.

6.3 Subject to paragraphs 6.4 and 6.5:

- The Chairman may give an original vote on any matter put to the vote; and
- In the case of an equality of votes, the Chairman may give a casting vote whether an original vote was given.

6.4 If the person presiding at the Annual Meeting would have ceased to be a member of the Council but for statutory provisions preserving the membership of the Chairman and Vice-Chairman, that person shall not give an original vote in the election of the Chairman.

6.5 The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

7. Order of Business – Annual Parish Council Meeting

7.1 At the Annual Parish Council Meeting, the first business shall be:

- To elect a Chairman of the Council.
- To receive the Chairman's declaration of acceptance of office or to decide when it shall be received.
- In the ordinary year of election, to fill any vacancies left unfilled due to insufficient nominations.
- To decide when any outstanding declarations of acceptance of office shall be received.
- To elect a Vice-Chairman of the Council.
- To appoint representatives to outside bodies.
- To appoint committees and sub-committees.
- To consider the payment of any annual subscriptions.
- To inspect deeds and trust investments held in the custody of the Council, as required.

7.2 Thereafter, the meeting shall proceed in accordance with Standing Order 14.

8. Order of Business – Other Meetings

8.1 At every meeting other than the Annual Parish Council Meeting, the first business shall be:

- To appoint a chairman if both the Chairman and Vice-Chairman are absent; and
 - To receive any required declarations of acceptance of office and undertakings to observe the Council's Code of Conduct, or to decide when they shall be received.
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9. General Order of Business

9.1 Once the first business has been completed, unless the Council decides otherwise on grounds of urgency, the order of business shall be:

- To receive apologies for absence.
 - To read and consider the minutes of the previous meeting (which may be taken as read if circulated in advance);
 - To approve the minutes and authorise the Chairman to sign them as a correct record.
 - To deal with business required by statute.
 - To dispose of any business remaining from the last meeting.
 - To receive communications from the Chairman.
 - To answer questions from councillors.
 - To receive and consider reports and minutes of committees.
 - To receive and consider resolutions or recommendations in the order notified.
 - To authorise the sealing of documents.
 - If necessary, to authorise the signing of orders for payment.
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10. Urgent Business

10.1 A motion to vary the order of business on the ground of urgency:

- May be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded; and
 - Shall be put to the vote without discussion.
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11. Resolutions Moved on Notice

11.1 Except as provided by these Standing Orders, no resolution shall be moved unless the business to which it relates has been included on the agenda by the Clerk or the mover has given written notice of its terms to the Clerk at least eight clear days before the next meeting of the Council.

11.2 The Clerk shall date every notice of motion or recommendation on receipt, number each notice in the order received, and enter it in a register open to inspection by any member of the Council.

11.3 The Clerk shall include in the summons for each meeting all notices of motion or recommendation properly given, in the order received, unless the member giving notice has stated in writing that it is to be moved at a later meeting or has withdrawn it.

11.4 If a motion or recommendation included in the summons is not moved, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.

11.5 Where the subject matter of a motion falls within the remit of a committee, it shall, once moved and seconded, stand referred without discussion to that committee or another committee determined by the Council. Where the Chairman considers the matter urgent, it may be dealt with at the meeting at which it is moved.

11.6 Every motion or recommendation shall relate to a matter over which the Council has powers or duties and which affects its area.

12. Resolutions Moved Without Notice

12.1 The following resolutions may be moved without notice:

- To appoint a chairman of the meeting.
- To correct the minutes.
- To approve the minutes.
- To alter the order of business.
- To proceed to the next business.
- To close or adjourn the debate.
- To refer a matter to a committee.
- To appoint a committee or any members thereof.
- To adopt a report.
- To authorise the sealing of documents.
- To amend a motion.
- To give leave to withdraw a resolution or amendment.
- To extend the time limit for speeches.
- To exclude the press and public.
- To silence or eject a member named for misconduct.
- To give the consent of the Council where such consent is required by these Standing Orders.
- To suspend any Standing Order.
- To adjourn the meeting.

13. Questions

13.1 A member may ask the Chairman or the Clerk any question concerning the business of the Council, provided that at least four clear days' notice of the question has been given to the person to whom it is addressed.

13.2 Questions not connected with the business under discussion shall only be asked during the period set aside for questions.

13.3 Every question shall be put and answered without discussion.

13.4 The person to whom a question is addressed may decline to answer.

14. Rules of Debate

14.1 All remarks shall be addressed to the Chair.

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

14.3 A resolution or amendment shall not be discussed unless it has been proposed and seconded and, unless prior notice has been given, shall be reduced to writing if required by the Chairman.

14.4 A member seconding a resolution or amendment may reserve their speech until a later stage of the debate if they declare their intention to do so at the time of seconding.

14.5 A member shall direct their speech to the matter under discussion, a personal explanation, or a point of order.

14.6 No speech by the mover of a resolution, nor any other speech, shall exceed three minutes unless the Council consents.

14.7 An amendment may:

- Leave out words.
- Leave out words and insert others; or
- Insert or add words.

14.8 An amendment shall not negate the resolution before the Council.

14.9 If an amendment is carried, the resolution as amended shall replace the original resolution and may be further amended.

14.10 No further amendment shall be moved until all previous amendments have been disposed of.

14.11 The mover of a resolution or amendment shall have the right of reply, not exceeding three minutes.

14.12 A member, other than the mover, shall not speak more than once on any resolution except to move an amendment, on an amendment, on a point of order, or by way of personal explanation, unless permitted by the Council.

14.13 A member may speak immediately on a point of order or by way of personal explanation. A personal explanation shall be confined to clarifying a material part of a previous speech which may have been misunderstood.

14.14 A motion or amendment may be withdrawn by the proposer with the consent of the Council, signified without discussion. No member may speak on it after permission for withdrawal has been requested unless permission is refused.

14.15 When a resolution is under debate, no other resolution shall be moved except:

- To amend the resolution.
- To proceed to the next business.
- To adjourn the debate.
- That the question be now put.
- That a member named be not further heard.
- That a member named leave the meeting.
- That the resolution be referred to a committee.
- To exclude the public and press; or
- To adjourn the meeting.

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

14.17 Members may speak when invited by the Chairman. Debate shall take place through the Chair, and members shall listen with courtesy. The Chairman may refer to these rules as necessary, and members are expected to familiarise themselves with them.

15. Closure

15.1 At the end of any speech, a member may, without comment, move:

- “That the question be now put”.
- “That the debate be now adjourned”; or
- “That the Council do now adjourn”.

If such a motion is seconded, the Chairman shall put the motion. In the case of a motion that “the question be now put”, the Chairman shall do so only if satisfied that the matter has been sufficiently debated. If the motion is carried, the Chairman shall invite the mover to exercise or waive their right of reply and shall then put the substantive question immediately thereafter. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply upon resumption.

15.2 Where a meeting is adjourned, the subsequent proceedings shall form part of the original meeting and no new notice or agenda shall be required, save for notification of the continuation date to those members not present.

16. Disorderly Conduct

16.1 All members shall observe the Code of Conduct adopted by this Council.

16.2 No member shall persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave in an irregular, offensive, improper, or disorderly manner, or in a way likely to bring the Council into disrepute.

16.3 Where, in the opinion of the Chairman, a member has acted contrary to these requirements, the Chairman shall express that opinion to the Council. Any member may then move, without discussion, that the member named be no longer heard or that the member named leave the meeting. If seconded, the motion shall be put forthwith.

16.4 If a member reasonably believes that another member is in breach of the Code of Conduct, that member shall report the matter to the Isle of Wight Council Monitoring Officer.

16.5 If either motion under paragraph 16.3 is disobeyed, the Chairman may adjourn the meeting or take such further reasonable steps as are necessary to enforce the decision.

17. Right of Reply

17.1 The mover of a motion shall have the right of reply, limited to three minutes, immediately before the motion is put to the vote.

17.2 Where an amendment is proposed, the mover of the amendment shall be entitled to a right of reply immediately before the amendment is put to the vote.

17.3 A member exercising a right of reply shall not introduce new matter.

17.4 After the right of reply has been exercised or waived, the vote shall be taken without further discussion.

18. Alteration of Motion

18.1 A member may, with the consent of the seconder, move amendments to their own motion.

19. Rescission of Previous Resolution

19.1 A decision of the Council shall not be reversed within six months except by:

- A special resolution, supported by written notice bearing the names of at least three members of the Council; or
- A resolution moved pursuant to a report or recommendation of a committee.

19.2 Once a resolution under paragraph 19.1 has been disposed of, no similar resolution shall be moved within a further six months.

20. Voting on Appointments

20.1 Where more than two persons are nominated for any position to be filled by the Council and no candidate receives an absolute majority, the candidate with the fewest votes shall be eliminated and a further vote taken. This process shall continue until one candidate receives a majority.

20.2 Any equality of votes shall be determined by the Chairman's casting vote.

21. Discussions and Resolutions Affecting Employees of the Council

21.1 Council employees shall be employed in accordance with the National Agreement on Pay and Conditions of Service of the National Joint Council for Local Government Services.

21.2 Where any question arises concerning the appointment, conduct, promotion, dismissal, salary, or conditions of service of a Council employee, the Council or relevant committee shall first decide whether the press and public are to be excluded before the matter is considered.

22. Sealing of Documents

22.1 A document shall not be sealed on behalf of the Council unless its sealing has been authorised by resolution.

22.2 Any two members named in a resolution under paragraph 22.1 may seal, on behalf of the Council, any document required by law to be issued under seal.

23. Committees and Sub-Committees

23.1 The Council may appoint standing committees at its Annual Meeting and may appoint other committees as necessary, subject to statutory provisions.

23.2 The Council:

- Shall not appoint any member of a committee or working party to hold office beyond the next Annual Meeting;
 - May appoint persons who are not members of the Council to any committee; and
 - May at any time dissolve or alter the membership of a committee.
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24. Voting on Committees

24.1 The Chairman and Vice-Chairman of the Council shall be ex officio voting members of every committee.

24.2 Every committee shall, at its first meeting and before transacting any other business:

- Elect a Chairman and may elect a Vice-Chairman, who shall hold office until the next Annual Meeting; and
- Determine its programme of meetings for the year.

24.3 Voting shall be by show of hands or, if at least two members so request, by signed ballot.

24.4 In the case of an equality of votes, the Chairman of the committee shall have a casting vote.

25. Special Meetings

25.1 The Chairman of a committee or the Chairman of the Council may summon an additional meeting of a committee at any time.

25.2 An additional meeting shall also be summoned upon written requisition by not less than one quarter of the members of the committee.

25.3 The summons shall specify the business to be transacted, and no other business shall be considered at a special meeting.

26. Sub-Committees

26.1 A committee may appoint sub-committees for purposes specified by the committee. The Chairman and Vice-Chairman of the committee shall be members of each sub-committee unless they decline to serve.

26.2 Unless otherwise directed by the Council or the relevant committee, the quorum of a committee or sub-committee shall be one half of its members.

26.3 The Standing Orders relating to rules of debate (except those relating to standing and speaking more than once) and interests of members shall apply to meetings of committees and sub-committees.

27. Advisory Committees

27.1 The Council may establish advisory committees, specifying their name, membership, and the bodies invited to nominate members.

27.2 The Clerk shall notify members of each advisory committee of its terms of reference.

27.3 An advisory committee may make recommendations to the Council and give notice thereof.

27.4 An advisory committee may consist wholly of persons who are not members of the Council.

28. Voting in Committees

28.1 Members of committees and sub-committees entitled to vote shall vote by show of hands or, if at least two members so request, by signed ballot.

28.2 The Chairman of a committee or sub-committee shall have a second or casting vote in the event of an equality of votes.

29. Presence of Non-Members of Committees at Committee Meetings

29.1 A member who has proposed a resolution that has been referred to a committee of which they are not a member may attend to explain the resolution but shall not vote.

30. Interests

30.1 Where a member has a personal interest as defined by the Code of Conduct adopted by the Council, the member shall declare the existence and nature of that interest as soon as it becomes apparent.

30.2 Where a member who has declared a personal interest considers that interest to be prejudicial, the member shall withdraw from the room or chamber during consideration of the item to which the interest relates.

30.3 A member with a prejudicial interest who wishes to speak on the relevant item shall have the same rights as a member of the public and may attend to make representations, answer questions, or give evidence during the public participation session or prior to the commencement of discussion. The member shall then withdraw from the meeting.

30.4 The Clerk shall compile and maintain a register of members' interests in accordance with statutory requirements and any agreement with the Monitoring Officer of the Responsible Authority.

30.5 Where a candidate for any appointment under the Council is, to their knowledge, related to any member or officer of the Council, both the candidate and the related person shall disclose the relationship in writing to the Clerk. Failure to do so shall disqualify the candidate and, if appointed, may result in dismissal without notice. The Clerk shall report such disclosures to the Council or appropriate committee.

30.6 The Clerk shall ensure that the purpose of this Standing Order is made known to every candidate.

31. Canvassing of and Recommendations by Members

31.1 Any canvassing of members of the Council or of any committee, directly or indirectly, in connection with an appointment under the Council shall disqualify the candidate. The Clerk shall make this provision known to every candidate.

31.2 A member of the Council or of any committee shall not solicit or recommend any person for appointment or promotion under the Council. A member may, however, submit a written testimonial regarding a candidate's ability, experience, or character for consideration with an application.

32. Inspection of Documents

32.1 A member may, for the purpose of carrying out their duties, inspect any document in the possession of the Council or a committee. Where copies are available, they shall be provided upon request for that purpose.

32.2 All minutes of the Council and of its committees shall be open to inspection by any member of the Council.

33. Unauthorised Activities

33.1 No member of the Council, committee, or sub-committee shall, in the name of or on behalf of the Council:

- Inspect any land or premises which the Council has a right or duty to inspect; or
- Issue orders, instructions, or directions,

unless authorised to do so by the Council or the relevant committee or sub-committee.

34. Admission of the Public and Press to Meetings

34.1 The public and press shall be admitted to all meetings of the Council and its committees and sub-committees, subject to the Council resolving to exclude them for confidential or special reasons in the public interest.

34.2 The resolution to exclude the public and press shall state the special reasons for exclusion.

34.3 Any member of the public or press filming, recording, or photographing the meeting shall remove their equipment from the room when required to withdraw.

34.4 The Clerk shall afford the press reasonable facilities for reporting proceedings at which they are entitled to be present.

34.5 Any member of the public may object to being filmed or photographed, and no such recording shall take place without the express approval of the Council.

34.6 Where a member of the public interrupts proceedings, the Chairman may, after warning, order that the person be removed and may adjourn the meeting as necessary to restore order.

35. Confidential Business

35.1 No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential.

35.2 Any member in breach of this Standing Order shall be removed from any committee or sub-committee by resolution of the Council.

36. Liaison with Unitary Councillors

36.1 A summons and agenda for each meeting shall be sent, together with an invitation to attend, to the Unitary Councillor for the relevant division or ward.

36.2 Unless otherwise ordered by the Council, copies of correspondence sent to the Unitary Council shall be forwarded to the relevant Unitary Councillor.

37. Planning Applications

37.1 The Clerk shall record all planning applications notified to the Council and refer them to the Council as soon as practicable.

37.2 Where the Council is unable to meet within required timescales, planning applications shall be circulated to councillors for comment. Responses shall be returned to the Clerk, who shall submit the Council's view to the Isle of Wight Planning Department.

38. Financial Matters

38.1 The Council shall adopt Financial Regulations in accordance with best practice for the proper administration of its financial affairs.

38.2 The Financial Regulations shall be reviewed as necessary by the Responsible Financial Officer in consultation with the Chairman and Vice-Chairman, and at least once every four years.

39. Code of Conduct on Complaints

39.1 The Council shall deal with complaints of maladministration by the Council, its officers, or members in accordance with procedures adopted by the Council, except where such complaints fall within the remit of the Monitoring Officer at the Isle of Wight Council.

40. Variation, Revocation, and Suspension of Standing Orders

40.1 Any Standing Order, except those required by statute, may be suspended by resolution in relation to a specific item of business.

41. Standing Orders to be Given to Members

41.1 A copy of these Standing Orders shall be provided to each member by the Clerk upon receipt of the member's declaration of acceptance of office and written undertaking to observe the Council's Code of Conduct.

42. Training

42.1 Newly elected councillors shall receive training during their first year of office.

42.2 Other members of the Council shall attend at least two training courses per year.

43. Right to Make Representation

43.1 Any member of the public may make representations to the Council on an item of Council business prior to the commencement of the agenda, for a period not exceeding three minutes.

43.2 Where a group of members of the public wishes to make representations on an agenda item, they shall nominate a single representative to speak on behalf of the group for a maximum of three minutes, or longer at the discretion of the Chairman.

43.3 The total time allowed for public questions and representations shall not exceed fifteen minutes. The Chairman may limit the number of speakers on any item, and their decision shall be final.

43.4 Where any person or group persistently interrupts proceedings after due warning, the Chairman may order their removal and may adjourn the meeting as necessary to restore order.

43.5 For the purposes of this Standing Order, a group shall mean any number of persons bound together by a common interest.

(Note: A group shall be defined as any number of persons bound together by a common interest)