



High Offley Parish Council

(including the Wards of Shebdon & Woodseaves).

Standing Orders 2021.

Formally adopted by Council: 8th July 2021 (Minute 21/075).

Next Review: July 2024, or before.

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These Standing Orders have been adapted from the National Association of Local Council (NALC) Model Standing Orders 2018, that were revised in 2020. Changes have been made, where appropriate, to make them specific to High Offley Parish Council and to aid accessibility of the document.

Standing Orders are essential to regulate the proceedings of a meeting and may only be amended, or varied, by resolution of High Offley Parish Council. These Standing Orders are one of High Offley Parish Council's three governing documents that provide procedural guidance for members and the Clerk as Proper Officer and Responsible Financial Officer. Standing Orders must be observed in conjunction with High Offley Parish Council's Financial Regulations and Code of Conduct.

High Offley Parish Council has committed to reviewing these Standing Orders periodically, to ensure they remain fit for purpose.

Standing Orders that are in **bold** type contain legal and statutory requirements.

1. Proper Officer.

1.1 The Proper Officer for High Offley Parish Council is the Clerk.

1.2 The Proper Officer shall:

- 1.2.1 **at least three clear days before a meeting of High Offley Parish Council (see Standing Order 2.1), serve on councillors by email, authenticated in such manner as the Proper Officer thinks fit, a summons confirming the time, date, place and the Agenda for the meeting;**
- 1.2.2 **at least three clear days before a meeting of High Offley Parish Council (see Standing Order 2.1), publish on High Offley Parish Council's website and social media platform (i.e. Facebook) a public notice of the time, date, place and Agenda for the meeting;**
- 1.2.3 **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in such office;**
- 1.2.4 extend an invitation to attend a meeting of High Offley Parish Council, together with the Agenda, to the relevant ward councillors of Stafford Borough Council and Staffordshire County Council.
- 1.2.5 **facilitate inspection of the minute book by local government electors;**
- 1.2.6 record (see Standing Order 12) and retain Minutes of all meetings of High Offley Parish Council;
- 1.2.7 **receive and retain copies of byelaws made by other local authorities;**
- 1.2.8 receive and retain every councillor's acceptance of office forms;
- 1.2.9 receive and retain a copy of every councillor's register of interests;
- 1.2.10 respond to requests made under Freedom of Information legislation and rights exercisable under Data Protection legislation, in accordance with the Council's relevant policies and procedures;
- 1.2.11 receive and send general correspondence and notices on behalf of High Offley Parish Council, except where there is a resolution to the contrary;
- 1.2.12 assist in:
 - the organisation of,
 - storage of,
 - access to,
 - security of, and

- destruction of information held by High Offley Parish Council in paper and electronic form, subject to the requirements of Data Protection and Freedom of Information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- 1.2.13 arrange the prompt authorisation of payments to be made by High Offley Parish Council, in accordance with its Financial Regulations;
- 1.2.14 record High Offley Parish Council's response to all planning applications notified by Stafford Borough Council in the Minutes of the meeting in which each application is considered;
- 1.2.15 refer to the Chair or, in their absence the Vice-Chair of High Offley Parish Council, any notified planning application that requires consideration before the next ordinary meeting of High Offley Parish Council, within two working days of receipt, to facilitate an extraordinary meeting;
- 1.2.16 notify Stafford Borough Council's Planning Department of High Offley Parish Council's response to all notified planning applications, as recorded in the Minutes of the meeting in which each application is considered, as soon as practicable after the meeting had concluded;
- 1.2.17 manage access to information about High Offley Parish Council.

2. Meetings of High Offley Parish Council.

- 2.1 **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, a bank holiday or a day appointed for public thanksgiving or mourning;**
- 2.2 **In addition to the annual meeting of High Offley Parish Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- 2.3 **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.**
- 2.4 **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, unless exclusion is in accordance with Standing Order 11. All reasons for the public's exclusion shall be notified, where possible, in the Agenda and recorded in the Minutes.**
- 2.5 Members of the public may be permitted, at the discretion of the Chair, to make representations, answer questions and give evidence at a meeting, to which they are entitled to attend, in respect of the business on the agenda.

- 2.6 The period of time designated for public participation at a meeting in accordance with Standing Order 2.5 shall not exceed ten (10) minutes, unless otherwise directed by the Chair of the meeting.
- 2.7 Subject to standing order 2.6, a member of the public shall not speak for more than five (5) minutes.
- 2.8 Any question from a member of the public shall not require a response at the meeting, nor start a debate on the question. The Chair of the meeting may direct that an oral response be provided at the time or a written response be given subsequent to the meeting, if appropriate.
- 2.9 A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- 2.10 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.
- 2.11 **Subject to Standing Order 2.10, 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.**
- 2.12 **A person present at a meeting may not provide an oral report, or oral commentary about a meeting, as it takes place, without permission.**
- 2.13 **The press shall be provided with reasonable facilities for the making of their report of all, or part of a meeting, at which they are entitled to be present.**
- 2.14 **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may, in their absence be done by, to or before the Vice-Chair of the Council.**
- 2.15 **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.**
- 2.16 **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors present and able to vote.**
- 2.17 **No business may be transacted at a meeting of unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

- 2.18 **If a meeting is or becomes inquorate, no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- 2.19 **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 their casting vote, whether or not they gave an original vote.**
- * See Standing Order 3 for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.
- 2.20 **Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded, so as to show whether each councillor present and voting gave their vote for, or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- 2.21 A councillor who has a disclosable pecuniary interest, or another interest, as set out in High Offley Parish Council's Code of Conduct, in a matter being considered at a meeting, is subject to statutory limitations, restrictions under the Code of Conduct and Standing Order 13.
- 2.22 A meeting shall not exceed a period of two (2) hours.
- 2.23 If the business of the meeting has not been concluded two (2) hours after the start of the meeting, the Chair of the meeting will indicate that time has expired and any member speaking must immediately refrain from speaking further. The Chairman will adjourn the meeting immediately, unless a motion to continue the meeting is moved, seconded and carried.
- 2.24 A motion to continue the meeting will be voted on without discussion. If the motion is passed the meeting will continue for a further thirty minutes and the procedure in Standing Order 2.21 will be repeated, if necessary. If a second motion to continue the meeting is passed the meeting will continue for a further thirty minutes, at the end of which the Chair of the Meeting must adjourn the meeting and no further motion to adjourn the meeting may be moved.
- 2.25 If, when the meeting is adjourned, there is business on the agenda that has not been dealt with, it will be deferred for consideration at the next meeting of the Council. An extraordinary meeting of the Council will be called within twenty (20) working days, for the purpose of considering the remaining business, if five members demand it, immediately following the adjournment.

3. Annual Meetings of High Offley Parish Council.

- 3.1 **In an election year, the annual meeting of the Council shall be held within fourteen days following the day on which the councillors elected take office.**
- 3.2 **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

- 3.3 **If no other time is fixed, the annual meeting of the Council shall take place at 18:00 hours.**
- 3.4 **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair of the Council.**
- 3.5 **The Chair of the Council, unless they have resigned, or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- 3.6 **The Vice-Chair of the Council, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- 3.7 **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting, until a successor has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council, but shall give a casting vote in the case of an equality of votes.**
- 3.8 **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. The Chair may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- 3.9 The Chair of High Offley Parish Council shall not hold office for more than four consecutive years.
- 3.10 Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting, the business shall include:
- 3.10.1 **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms, unless the Council resolves for this to be done at a later date. In a year, which is not an election year, delivery by the Chair of the Council of their acceptance of office form, unless the Council resolves for this to be done at a later date;**
- 3.10.2 Confirmation of the accuracy of the minutes of the last meeting of the Council;
- 3.10.3 A review of assets including, office equipment;
- 3.10.4 Confirmation of arrangements for insurance cover in respect of all insurable risks;
- 3.10.5 A review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

- 3.10.6 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

4. Extraordinary Meetings of High Offley Parish Council.

- 4.1 **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- 4.2 **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.**
- 4.3 All Standing Orders in respect of Meetings of High Offley Parish Council (3.1 – 3.10. above) apply to Extraordinary Meetings of High Offley Parish Council.

5. Rules of Debate at Meetings.

- 5.1 Motions on the Agenda shall be considered in the order that they appear, unless the order is changed at the discretion of the Chair of the meeting.
- 5.2 A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- 5.3 A motion on the Agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- 5.4 If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- 5.5 An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- 5.6 If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- 5.7 An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- 5.8 A councillor may move an amendment to their own motion, if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- 5.9 If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- 5.10 Subject to Standing Order 5.11, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.

- 5.11 One or more amendments may be discussed together, if the chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- 5.12 A councillor may not move more than one amendment to an original, or substantive motion.
- 5.13 The mover of an amendment has no right of reply at the end of debate on it.
- 5.14 Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply, either at the end of debate on the first amendment, or at the very end of debate on the final substantive motion, immediately before it is put to the vote.
- 5.15 Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion, except:
- 5.15.1 to speak on an amendment moved by another councillor;
 - 5.15.2 to move or speak on another amendment if the motion has been amended since he last spoke;
 - 5.15.3 to make a point of order;
 - 5.15.4 to give a personal explanation; or
 - 5.15.5 to exercise a right of reply.
- 5.16 During the debate on a motion, a councillor may interrupt only on a point of order, or a personal explanation, and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached, or specify the other irregularity in the proceedings of the meeting, that they are concerned by.
- 5.17 A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- 5.18 When a motion is under debate, no other motion shall be moved except:
- 5.18.1 to amend the motion;
 - 5.18.2 to proceed to the next business;
 - 5.18.3 to adjourn the debate;
 - 5.18.4 to put the motion to a vote;
 - 5.18.5 to ask a person to be no longer heard or to leave the meeting;
 - 5.18.6 to refer a motion to a committee or sub-committee for consideration;
 - 5.18.7 to exclude the public and press;
 - 5.18.8 to adjourn the meeting; or

5.18.9 to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

5.19 Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised, or waived their right of reply.

5.20 Excluding motions moved under Standing Order 5.18, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed fifteen minutes without the consent of the Chair of the meeting.

6. Disorderly Conduct at Meetings.

6.1 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.

6.2 If person, or persons, 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.

6.3 If a resolution made under Standing Order 6.2 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.

7. Previous Resolutions.

7.1 A resolution shall not be reversed within six months, except by a special motion, which requires written notice to be given to the Proper Officer in accordance with Standing Order 9.

7.2 When a motion moved in accordance with Standing Order 7.1 has been disposed of, no similar motion may be moved for a further six months.

8. Voting on Appointments.

8.1 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. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9. Motions at a Meeting That Require Written Notice.

9.1 A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event 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.

- 9.2 No motion may be moved at a meeting, unless it is on the Agenda, and the mover has given written notice of its wording to the Proper Officer at least ten clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- 9.3 The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9.2, correct obvious grammatical or typographical errors in the wording of the motion.
- 9.4 If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9.2 is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.
- 9.5 If the wording, or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the Agenda, or rejected.
- 9.6 The decision of the Proper Officer as to whether or not to include the motion on the Agenda shall be final.
- 9.7 Motions received shall be recorded and numbered in the order that they are received.
- 9.8 Rejected motions shall be recorded, with a rationale for rejection, by the Proper Officer.

10. Motions at a Meeting that do not Require Written Notice.

- 10.1 The following motions may be moved at a meeting without written notice to the Proper Officer:
- 10.1.1 to correct an inaccuracy in the draft minutes of a meeting;
 - 10.1.2 to move to a vote;
 - 10.1.3 to defer consideration of a motion;
 - 10.1.4 to appoint a person to preside at a meeting;
 - 10.1.5 to change the order of business on the agenda;
 - 10.1.6 to proceed to the next business on the agenda;
 - 10.1.7 to require a written report;
 - 10.1.8 to extend the time limits for speaking;
 - 10.1.9 to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - 10.1.10 to not hear further from a councillor, or a member of the public;

- 10.1.11 to exclude a councillor or member of the public for disorderly conduct;
- 10.1.12 to temporarily suspend the meeting;
- 10.1.13 to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- 10.1.14 to adjourn the meeting; or
- 10.1.15 to close the meeting.

11. Management of Information.

- 11.1 **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.**
- 11.2 **Councillors and the Clerk of High Offley Parish Council, shall not disclose confidential information, or personal data, without legal justification.** This includes matters that are personal to councillors, or the Clerk, that are being considered by a meeting of High Offley Parish Council.

12. Minutes.

- 12.1 The Minutes of a meeting shall include an accurate record of the following:
 - 12.1.1 the time and place of the meeting;
 - 12.1.2 the names of councillors who are present and the names of councillors who are absent;
 - 12.1.3 interests that have been declared by councillors;
 - 12.1.4 the grant of dispensations (if any) to councillors;
 - 12.1.5 whether a councillor left the meeting when matters that they held interests in were being considered;
 - 12.1.6 if there was a public participation session; and
 - 12.1.7 the resolutions made.
- 12.2 If the draft Minutes of a preceding meeting have been served on councillors with the Agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- 12.3 There shall be no discussion about the draft Minutes of a preceding meeting, except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 10.1.1.
- 12.4 The accuracy of draft Minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

- 12.5 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 High Offley Parish Council, held on [date] were a correct record, but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- 12.6 **As High Offley Parish Council’s gross annual income and expenditure does not exceed £25,000, it shall publish draft Minutes on a website, which is publicly accessible and free of charge, no later than one month after the meeting has taken place.**
- 12.7 Subject to the publication of draft minutes and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes, or recordings of the meeting for which approved minutes exist, shall be destroyed.

13. Code of Conduct and Dispensations.

- 13.1 All councillors shall observe the Code of Conduct adopted by High Offley Parish Council.
- 13.2 Unless they have been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. The councillor may return to the meeting after it has considered the matter in which they had the interest.
- 13.3 Unless they have 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. The councillor may return to the meeting after it has considered the matter in which they had the interest.
- 13.4 **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 13.5 A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- 13.6 A dispensation request shall confirm:
- 13.6.1 the description and the nature of the disclosable pecuniary interest, or other interest, to which the request for the dispensation relates;
 - 13.6.2 whether the dispensation is required to participate at a meeting in a discussion only, or a discussion and a vote;
 - 13.6.3 the date of the meeting, or the period (not exceeding four years) for which the dispensation is sought; and
 - 13.6.4 an explanation as to why the dispensation is sought.

- 13.7 Subject to Standing Orders 13.4 and 13.6, a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- 13.8 **A dispensation may be granted in accordance with Standing Order 13.5 if, having regard to all relevant circumstances, any of the following apply:**
- 13.8.1 **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;**
- 13.8.2 **granting the dispensation is in the interests of persons living in the Council's area; or**
- 13.8.3 **it is otherwise appropriate to grant a dispensation.**

14. Code of Conduct Complaints.

- 14.1 Upon notification by Stafford Borough Council that it is dealing with a complaint that a High Offley Parish Councillor has breached the Council's Code of Conduct, the Proper Officer shall, subject to Standing Order 11, report this to the Council.
- 14.2 The Council may:
- 14.2.1 provide information or evidence where such disclosure is necessary to investigate the complaint, or it is a legal requirement;
- 14.2.2 seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- 14.4 **Upon notification by Stafford Borough Council that a councillor has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. Financial Regulations.

- 15.1 All financial activity conducted by High Offley Parish Council shall be in accordance with High Offley Parish Council's Financial Regulations.

16. Staff Matters.

- 16.1 Subject to the Council's policy regarding absences from work, the Clerk shall notify the Chair of Council or, if they are not available, the Vice-Chair, of any absence occasioned by illness, or other reason.
- 16.2 The Chair of Council, or in their absence, the Vice-Chair shall, effect an annual review of the performance and appraisal of the work conducted by the Clerk. The review and appraisal shall be reported in writing and are subject to approval by resolution of High Offley Parish Council

16.3 Any persons responsible for all, or part of the management of staff, shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

16.4 Persons with line management responsibilities shall have access to appropriate staff records.

17. Relations with the Press/Media.

17.1 Requests from the press, or other media, for an oral or written comment or statement from High Offley Parish Council, shall be made to the Clerk. Any responses to such requests will be made by, or through, the Clerk.

18. Standing Orders Generally.

18.1 All, or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

18.2 A special motion to add to, or vary, or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be notified to the Proper Officer in accordance with Standing Order 9.

18.3 The Proper Officer shall provide a copy of High Offley Parish Council's Standing Orders to a councillor as soon as possible, upon request.

18.4 The decision of the Chair of a meeting as to the application of these Standing Orders at the meeting, shall be final.