



Broomhaugh & Riding Parish Council Standing Orders

Prepared: December 2025

Broomhaugh & Riding Parish Council Standing Orders

Contents

Overview – The Purpose of Standing Orders	2
1 Meetings generally	3
2 Annual Meetings	5
3 Extraordinary Meetings of the Council	6
4 Disorderly Conduct at Meetings	7
5 Management of Information	7
6 Draft Minutes	7
7 Code of Conduct and Dispensations	8
8 Code of Conduct Complaints	9
9 Proper Officer	9
10 Accounts and Accounting Statements	11
11 Insurance	12
12 Risk Assessment	13
13 Freedom of Information	13
14 Responsibilities under Data Protection Legislation	13
15 Clerk to the Council	13
16 Committees and Task-and-Finish Groups	14
17 Alteration or Reversal of Previous Decisions	14
18 Standing Orders	14
19 Execution and Sealing of Legal Deeds	14

OVERVIEW – THE PURPOSE OF STANDING ORDERS

These Standing Orders are the written rules of Broomhaugh & Riding Parish Council. The purpose is to provide a clear, written rulebook for our internal operations, ensuring transparent and lawful governance by setting procedures for meetings, administration, procurement, and conduct, making sure decisions are consistent, logical, and accountable to the public. They cover everything from how meetings are run (agenda setting, voting, managing debates) to financial controls (see also Financial Regulations) and data protection, ensuring adherence to statutory requirements.

Key Purposes of Standing Orders:

- **Governance & Procedure:** Define rules for meetings (quorum, notice, voting), committee structures, and councillor conduct, ensuring orderly and fair proceedings.
- **Transparency & Accountability:** Make council actions understandable and auditable for officers, councillors, and the public, promoting openness.
- **Internal Organisation:** Outline administrative processes and internal controls for council activities.
- **Financial Management:** Incorporate regulations to govern the responsible handling of public money (in conjunction with our Financial Regulations).
- **Statutory Compliance:** Embed and reference legal requirements, ensuring the council operates within the law (e.g., data protection, accessibility).
- **Consistency:** Provide a framework for consistent decision-making and management of council business.

Local Councils operate within a wide statutory framework. The National Association of Local Councils (NALC) prepares model standing orders that incorporate and reference many statutory requirements to which Councils are subject. It is not possible for the model Standing Orders to contain or reference all the statutory or legal requirements which apply to local Councils i.e. it is not practical for model Standing Orders to document all obligations under data protection legislation. The statutory requirements to which a Council is subject apply whether or not they are incorporated in a Council's Standing Orders.

NB: Standing Orders that are in bold type contain legal and statutory requirements and it is advised that councils adopt them without changing them or their meaning.

Broomhaugh & Riding Parish Council Standing Orders

1. MEETINGS GENERALLY

- a **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.**
- b Public notices will be posted in conspicuous places informing members of the public of the venue, time, date and business to be transacted at the meeting. **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 or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d The agenda for the meeting will be agreed by the Clerk, Chair and Vice Chair as appropriate. The agenda will always include an item to enable Councillors to declare interests. An opportunity for public questions will be made available immediately before the commencement of each meeting.
- e The Council may only take decisions on items clearly specified on the agenda; if agreed by the Chair, any urgent items which are not on the agenda may be discussed, but no decision may be made at that meeting.
- f **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 which shall give reasons for the public's exclusion.**
- g The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the chair of the meeting.
- h Subject to standing order 1(d), a member of the public shall not speak for more than 5 minutes.
- i A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- j 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
- k **Subject to standing order 1(l), 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.**
- l **A person present at a meeting may not provide an oral report or oral**

Broomhaugh & Riding Parish Council Standing Orders

commentary about a meeting as it takes place without permission.

- m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- n **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 (if there is one).**
- o **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 there is one) 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.**
- p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors.**
- q **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.**
- r Unless standing orders provide otherwise, voting on a question shall be by a show of hands. Only the proposer and seconder will be recorded in the minutes. 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.

The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- s **A councillor who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered**

Broomhaugh & Riding Parish Council Standing Orders

at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

- t **No business may be transacted at a meeting 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.**
- u **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. ANNUAL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **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.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **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 Chair of the Council 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.**
- i **Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:**
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the**

Broomhaugh & Riding Parish Council Standing Orders

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;

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Review of delegation arrangements to act on behalf of the Chair (check wording)
- iv. Review and adoption of appropriate standing orders and financial regulations;
- v. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- vi. Review of representation on or work with external bodies and arrangements for reporting back;
- vii. Review of inventory of land and other assets including buildings and office equipment;
- viii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- ix. Review of the Council's and/or staff subscriptions to other bodies;
- x. Review of the Council's complaints procedure;
- ~~xi.~~ Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation;
- xii. Review of the Council's employment policies and procedures;
- xiii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xiv. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

(The Council may resolve that some of the above actions may be deferred to a future meeting).

3. EXTRAORDINARY MEETINGS OF THE COUNCIL

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the**

Broomhaugh & Riding Parish Council Standing Orders

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.

- c Should it not be appropriate to convene an extraordinary meeting then any emergency business will be handled by a designated person, usually the Clerk or Chair. The scope of the delegated authority should be minuted and periodically reviewed. Actions will be reported promptly to the Council.

4. DISORDERLY CONDUCT AT MEETINGS

- a 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.
- b If person(s) 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.

5. MANAGEMENT OF INFORMATION

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **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.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

6. DRAFT MINUTES

- a Draft minutes will be circulated to Councillors as soon as practicable, at the latest within three weeks after the meeting. Councillors will supply any suggested amendments after which the amended unapproved draft minutes will be made available to the public. The minutes will then be approved at the following meeting

Broomhaugh & Riding Parish Council Standing Orders

and signed by the person presiding at that meeting.

- b 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.
- c 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 at a meeting without written notice to the Proper Officer.
- d 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.
- e 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 () held on [date] in respect of () 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.”
- f The draft minutes will be published on the Council’s website which is publicly accessible and free of charge not later than one month after the meeting has taken place.

7. CODE OF CONDUCT AND DISPENSATIONS

- a Following election or co-option to the Council, each Councillor will be issued with a copy of the Code of Conduct and Standing Orders and other relevant briefing material for the Council. They will sign the form of Declaration of Acceptance of Office in the presence of the Clerk of the Council, or of a Councillor who has been specifically designated by the Council for this purpose.
- b All Councillors will observe the Code of Conduct at all times when on Council business and no member will act in such a way that will bring the Council into disrepute, behave offensively in meetings or obstruct the Council’s business.
- c 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. They may return to the meeting after it has considered the matter in which they had the interest.
- d **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.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:

Broomhaugh & Riding Parish Council Standing Orders

- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 7(d) and (f), 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.
- h A dispensation may be granted in accordance with standing order 7(e) if having regard to all relevant circumstances any of the following apply:**
- i. **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;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

8. CODE OF CONDUCT COMPLAINTS

- a **Upon notification by the Principal 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.**

9. PROPER OFFICER

- a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:
- i. **at least three clear days before a meeting of the council,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and**

Broomhaugh & Riding Parish Council Standing Orders

agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

See standing order 1(b) for the meaning of clear days for a meeting of a full council;

- ii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iii. **facilitate inspection of the minute book by local government electors;**
- iv. **receive and retain copies of byelaws made by other local authorities;**
- v. hold acceptance of office forms from councillors;
- vi. hold a copy of every councillor's register of interests;
- vii. assist with responding 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;
- viii. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- ix. assist in the organisation of, storage of, access to, security of and destruction of information held by the 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);
- x. arrange for legal deeds to be executed;
(see also standing order 19);
- xi. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xiii. refer a planning application received by the Council to the Planning Sub-Group within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xiv. manage access to information about the Council via the publication scheme;
and
- xv. retain custody of the seal of the Council which shall not be used without a resolution to that effect.
(see also standing order 19).

10. ACCOUNTS AND ACCOUNTING STATEMENTS

- a. **Responsible Finance Office (RFO)**
The Responsible Finance Officer is a statutory office and appointed by the Council. The Clerk of the Council will take on this role of managing the Council's financial affairs in accordance with Proper Practices*.
- b. **Estimates and Precept**
The RFO will compile estimates of income and expenditure annually for the Council's consideration. The Council will review the budget not later than the end of December in preparation for the precept being agreed and submitted to the Billing Authority no later than the end of January. During the year the budget will be reviewed against actual expenditure and income. Amendments to the budget will be discussed in Council and any changes will be minuted.
- c. **Income and Expenditure**
The RFO will supply regular updates of income and expenditure throughout the year and detail actual figures against estimate. Significant underspends or overspends will be brought to the attention of the Council and action taken to address any discrepancies. Underspent revenue will be identified and earmarked to reserves by a Council resolution.
- d. **Accounting and Audit**
 - i. The RFO will determine all accounting procedures and financial records of the Council in accordance with the Accounts and Audit Regulations.
 - ii. The RFO will complete the annual financial statements of the Council including the annual return as soon as practicable after the end of the financial year and will submit and report on them for approval by the Council. The Council will review them each year and ensure that there is an adequate, effective system of internal audit of the Council's accounting, financial and other procedures in line with Proper Practice.
 - iii. An Internal Auditor will be appointed by the Council to carry out the work required to comply with the Proper Practice. The person appointed will be competent and independent of the operation of the Council.
 - iv. The RFO will submit the Annual Return to the External Auditor by the due date, ensuring the return is complete.
- e. **Banking Arrangements and Cheques**
 - i. The Council's banking arrangements, including the Bank Mandate, will be made by the RFO and approved by the Council. They will be regularly reviewed for efficiency.
 - ii. A resolution of the Council will nominate at least three members to be authorised by the Council to sign cheques and agree online payments.
 - iii. All items of expenditure will be authorised by the Council and the payments approved. The RFO will examine invoices and verify and certify the expenditure. Online payments/cheques will be completed for all transactions and approved online/signed by two authorised Councillors.
 - iv. Any utility bill may be paid by Direct Debit, provided that the instructions are signed by two authorised Councillors, and reviewed at least every two years.

Broomhaugh & Riding Parish Council Standing Orders

- f. Loans and Investments
 - i. All loans and investments will be negotiated in the name of the Council and will be set for a period approved by the Council.
 - ii. All borrowings will be in the name of the Council and will not be entered into until necessary approvals have been given. Any application will be approved by Council, especially the terms and purpose. These terms must be reviewed annually.
 - iii. All investments of money under the control of the Council will be in the name of the Council and all certificates or other documents will be retained by the RFO.
- g. Contracts and Purchase Orders (Refer to Financial Regulations 2025)
 - i. An official order or letter will be issued for all work or services paid for by the Council. All Councillors and officers are responsible for obtaining good value for money at all times. An officer placing an order on behalf of the Council will ensure that good value and appropriate terms are obtained for the transaction.
 - ii. Orders for values from £1000 to £5000 require a minimum of two quotations; for values above £5000 three quotations are required. Contracts exceeding £30,000 require additional safeguards and will follow Proper Practice.
 - iii. All orders and contracts which require quotations will be approved by the Council. While the Council is not obliged to accept the lowest or any quotation the reasons for accepting the quotation will be recorded.
 - iv. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**
- h. Assets

The RFO will ensure that an appropriate and accurate Register of Assets is maintained by the Council. It will be reviewed at least annually, in conjunction with a health and safety inspection of assets if appropriate.
- i. VAT

The RFO will promptly complete any VAT Return that is required. Any repayment claim due in accordance with the VAT Act 1974 section 33 will be made at least annually usually coinciding with the financial year.

11. **INSURANCE**

Following the annual risk assessment the Council will review the level of insurance cover and ensure it is adequate and appropriate for the activities of the Council. Minimum cover will include Public Liability, Employers Liability, Money and Fidelity Guarantee.

12. **RISK ASSESSMENT**

- a. A risk assessment will be undertaken annually of all the activities of the Council and a report approved by the Council. This assessment will also cover the appropriateness of the internal audit arrangements. The Risk Assessment will be reviewed annually, and recorded in the minutes of the Council meeting.

Broomhaugh & Riding Parish Council Standing Orders

- b. If the Council undertakes a new activity not covered by the existing risk assessment an assessment will be undertaken before the activity commences.

13 FREEDOM OF INFORMATION

In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.

14. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

- a. The Council may appoint a Data Protection Officer.
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f. **The Council shall maintain a written record of its processing activities.**

15. CLERK TO THE COUNCIL

- a. The Council may appoint a number of employees to assist it in the performance of its duties. The Council will appoint a Clerk to the Council which will be on an employed basis, unless the Clerk is a member of the Council, acting in an unpaid capacity.
- b. The Clerk will act as the Proper Officer of the Council, and he/she will: receive the Declarations of Acceptance of Office and notices disclosing interests; sign documents on behalf of the Council and issue summons agendas and notices of meetings; receive and distribute plans and documents on behalf of the Council; and also advise the bank of changes to mandates with the bank.
- c. The Clerk will act as Responsible Financial Officer or be responsible for managing a Finance Officer or other employees of the Council.
- d. As an employee of the Council the Clerk is covered by employment legislation that deals with employment rights, discrimination in employment, unfair dismissal, redundancy and similar matters. These are subject to the terms and conditions outlined in the National Joint Council (NJC) for Local Government Services, also known as the Green Book. This agreement sets standards for

Broomhaugh & Riding Parish Council Standing Orders

pay, working hours, annual leave, and other benefits. The Clerk will therefore have a contract of employment stating the terms and conditions under which he/she is employed. This will effectively be administered by the Chair or designated Councillor acting with the authority of the Council. The Council must also have a Discipline and Grievance procedure in place.

- e. Two designated councillors will conduct a review of the performance and annual appraisal of the work of the Clerk. The review and appraisal shall be reported in writing and will be subject to approval by the Council.

16. COMMITTEES AND TASK-AND-FINISH GROUPS

The Council from time to time may set up committees and task-and-finish groups to undertake work on behalf of the Council. The Council will set their Terms of Reference, and they will report periodically to the Council.

17. ALTERATION OR REVERSAL OF PREVIOUS DECISIONS

Decisions of the Council will not be reversed within 6 months, except where a special item is placed on the agenda bearing the name of two Councillors, and is considered and approved by the Council.

18. STANDING ORDERS

- a. These and any other Standing Orders will be reviewed annually by the Clerk and the Chair, and any amendments will be decided by the Council.
- b. During the course of meetings of the Council, the Chair's decision as to the interpretation of the Standing Orders will be final. In cases of doubt, the Council will seek the advice of the Northumberland Association of Local Councils.
- c. The Council may resolve to suspend a Standing Order in order to progress the business of the Council, and such decision will be included in the minutes. The suspension will not be taken lightly and it will be time limited.

19. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 9(b)(x) and (xv).

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. **Subject to standing order 19(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

Broomhaugh & Riding Parish Council Standing Orders

Reviewed and adopted at a meeting of the Council on Monday, 12 January 2026.

Chair's Signature ...C Howe

* Proper Practices in standing orders refers to the most recent version of "Governance and Accountability for Local Council's – a Practitioners' Guide" issued by the Joint Panel on Accountability and Governance.