



**SILSDEN
TOWN
*COUNCIL***

...

**STANDING
ORDERS**

Reviewed and Adopted on
2nd July 2026

MEETINGS GENERALLY

1. a) Meetings of the Council shall be held on the First Thursday of the month in a meeting room indicated on the agenda at 7.30 pm unless the Council decides otherwise at the previous meeting or at the discretion of the Mayor.

b) Mobile telephones and pagers must be turned to silent when entering the meeting room unless you have the express permission of the Mayor, but may be used to access info relevant to the meeting.
2. **In an election year, the statutory annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
3. **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.**
4. **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
5. **The three other statutory meetings shall be held** on the first Thursday in the months of July, November and February.
6. **Seven additional meetings shall be held** on the first Thursday of each other month of the year not stated above.
7. **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.**
8. **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.**
9. **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**
10. **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).**

MAYOR OF MEETING

11. **The person presiding at a meeting may exercise all the powers and duties of the Mayor in relation to the conduct of the Meeting.**

QUORUM

12. **Four members shall constitute a quorum.**
13. **If a quorum is not present when the Council meets or if, during a meeting, the number of councillors present and not debarred by reason of a declared pecuniary interest falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or**

on such other day as the Mayor may fix.

VOTING

14. Members shall vote by show of hands, or, if at least two members so request, by signed ballot.
15. **If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it.** This must be requested before the item of business commences.
16.
 - a) **Subject to b) and c) below the Mayor may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though they gave no original vote.**
 - b) **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.**
 - c) **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 they 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.**
 - d) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Mayor.**

ORDER OF BUSINESS

[In an election year councillors should execute Declarations of Acceptance of Office in the presence of a Proper Officer previously authorised by the Council to take such declaration, or in each other's presence, before the annual meeting commences.]

17. At each Annual Meeting the first business shall be:-

- a) **To elect a Mayor.** Nominations for the Mayor to be submitted to the clerk no later than 10 days before the Annual Meeting. Only if there are no nominations, will proposals be accepted at the meeting. They will be elected annually.
- b) **To receive the Mayor's Declaration of Acceptance of Office or, if not then received, to decide when it shall be received.**
- c) **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reasons of insufficient nominations.**
- d) **To decide when any Declarations of Acceptance of Office which have not been received as provided by law shall be received.**
- e) **To elect a Deputy Mayor.** Nominations for the Deputy Mayor to be submitted to the clerk no later than 10 days before the Annual Meeting. Only if there are no nominations, will proposals be accepted at the meeting. They will be elected annually.

- f) To appoint committees.
18. **At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman, if the Mayor and Deputy Mayor be absent, and to receive such Declarations of Acceptance of Office as are required by law to be made, or, if not then received, to decide when they shall be received.**
 19. **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.**
 20. **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.**
 21. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-
 - a) To read and consider the Minutes: provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - b) **After consideration to approve the signature of the Minutes by the person presiding as a correct record.**
 - c) **To deal with business expressly required by statute to be done.**
 - d) To dispose of any business remaining from the last meeting.
 - e) New items brought up under matters arising cannot be voted on. They must be included as an agenda item.
 - f)
 - i) To receive such correspondence as the person presiding may wish to lay before the Council, provided that such correspondence has been forwarded to the Clerk within three days of receipt and listed on the Agenda, but, if necessary, can be discussed at the Council's discretion.
 - ii) If any items of correspondence require a decision, they should be an agenda item but, if necessary, can be discussed at the Council's discretion.
 - g) To answer questions from Councillors.
 - h) To receive and consider reports from representatives of the Council on various bodies and the minutes of committees (if any).
 - i) To receive and consider reports from officers of the Council.
 - j) To authorise the signing of orders for payment.
 - k) To consider resolutions or recommendations in the order in which they have been notified.
 - l) A member of the public may request a public adjournment. The rules for a public adjournment are as follows:-
 - (i) The Mayor or Chairman maintains order.
 - (ii) Each member of the public will be allowed up to 5 minutes to speak on his/her item.
 - (iii) Priority will be given to those members of the public who have given written notice to the Town Clerk at least 3 clear days before the Council meeting of their intent.

- (iv) The Town Clerk will prepare the order of business to accommodate such written requests. Should there be any time remaining of the 30 minutes then there may be opportunity for any other item to be raised from the floor.
- (v) Should there be no items for business or should business end before 30 minutes has elapsed then the Council meeting will resume.

m) Any other business specified in the summons:-

Items brought up under this heading should be dealt with as follows:-

- (i) Item noted but no motion proposed.
- (ii) Item noted and placed on next agenda.

22. A motion to vary the order of business on the grounds of urgency:

- a) may be proposed by the Mayor or by any member and, if proposed by the Mayor, may be put to the vote without being seconded, and
- b) shall be put to the vote without discussion.

RESOLUTIONS MOVED WITHOUT NOTICE

23. Resolutions dealing with the following matters may be moved without notice:-

- a) To appoint a Chairman of the meeting.
- b) To correct minutes.
- c) To approve minutes.
- d) To alter the order of business.
- e) To proceed to the next business.
- f) To close or adjourn the debate.
- g) To refer a matter to a committee.
- h) To appoint a committee or members thereof.
- i) To adopt a report.
- j) To amend a motion.
- k) To give leave to withdraw a resolution or an amendment.
- l) To exclude the public. *(See Order 48 below)*
- m) To silence or eject from a meeting a member named for misconduct. *(See Order 26 below)*
- n) To invite a member having an interest in the subject matter under debate to remain. *(See Order 43 below)*
- o) To give the consent of the Council where such consent is required by these standing orders.
- p) To suspend any Standing Order. *(See Order 58 below)*

- q) To adjourn the meeting.

RULES OF DEBATE

- 24. a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Mayor, be reduced to writing and handed to him before it is further discussed or put to the meeting.
- b) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- c) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- d) A member may make a point of order or a personal explanation. A member making such a point shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.
- e) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- f) When a resolution is under debate no other resolution shall be moved except the following:
 - i) To amend the resolution.
 - ii) To proceed to the next business.
 - iii) To adjourn the debate.
 - iv) That the question now be put.
 - v) That a member named be not further heard.
 - vi) That a member named does leave the meeting.
 - vii) That the resolution be referred to a committee.
 - viii) To exclude the public and press.
 - ix) To adjourn the meeting.

CLOSURE

- 25. 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 motion is seconded the Mayor shall put the motion but, in the case of a motion "to put the question", only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion "that the question be now put" is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

Note: Where a meeting is adjourned the subsequent proceedings are part of the original meeting and no new notices or agendas need to be issued except a notification to members not present, of the date of the continuation of the meeting.

Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.

DISORDERLY CONDUCT

26. a) No member shall at a meeting persistently disregard the ruling of the Mayor, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.
- b) If, in the opinion of the Mayor, a member has broken the provisions of paragraph a) of this Order, the Mayor shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c) If either of the motions mentioned in paragraph b) is disobeyed, the Mayor may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.
- d) Only full council meetings to qualify for attendance purposes unless prior notice given is approved by the council.
- e) Council also to refer to the Code of conduct adopted by this council in 2021.

RIGHT OF REPLY

27. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matters. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF RESOLUTION

28. A member may, with the consent of his seconder, move amendments to his own resolution.

COMMITTEES AND SUB-COMMITTEES

29. The Council may, at its Annual Meeting, appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-
- a) shall not appoint any member of a committee so as to hold office later than the next Annual meeting.
- b) may appoint persons other than members of the Council to any committee.
- c) The Council shall not make any proposals that could affect the operations of any committees, sub committees or advisory committees/groups. Until the relevant committee/group members have been given sufficient time to hold a meeting and response to the proposals.
30. The Mayor and Deputy Mayor ex officio shall be members of every committee except advisory committees.
31. Every committee shall, at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year.

31. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.

32. Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

ADVISORY COMMITTEES

33. a) There shall be advisory committees, whose names shall be as follows:-

Christmas Lights
Silsden Youth Council.

- b) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- c) An advisory committee may make recommendations and give notice thereof to the Council.
- d) **Unless the Council determines otherwise** an advisory committee may consist wholly of persons who are not members of the Council.

EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- 34. 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 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.**

EXPENDITURE

35. **Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.**

36. The cheque stub should bear both initials of those signing the cheque.

ACCOUNTS AND FINANCIAL STATEMENT

37. Pursuant to the Accounts and Audit Regulations 1996, the Responsible Financial Officer shall administer the Town Council's accounts. On 3 October 1996, it was resolved that the Clerk be appointed the Town Council's Responsible Financial Officer.

38. All accounts for payment and claims upon the Council shall be brought to the attention of the Responsible Financial Officer and then laid before the Council for approval.

39. The Responsible Financial Officer shall supply to each member at the ordinary meeting in June after the end of the Financial Year, a statement of receipts and payments.

ESTIMATES & PRECEPT

40. Full Council shall draw up a budget for the coming financial year no later than its meeting in the month of January.
41. This budget to be presented to full council at the main meeting in February. At this meeting the precept will be determined for the coming financial year.

FINANCIAL CONTROLS AND PROCUREMENT

42. **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.**

INTERESTS

43. If any member has any pecuniary interest, direct or indirect within the meaning of sections 94-95 of the Local Government Act, 1972, in any contract, proposed contract or other matter, he/she shall abide by the governance of the code of conduct adopted in 2021
 - a) The disability imposed upon him by those sections has been removed by the District Council; or
 - b) The Council invite him to remain; or
 - c) The contract, proposed contract or other matter is under consideration as part of the report of a committee and is not itself the subject of debate.
 - d) Declaration of interest as per agenda
 - e) Annual list of interests complied/reviewed no later than the May meeting.
44. **The Clerk shall record in a book to be kept for the purpose, particulars of any notice given by any member or other officer of the Council of a pecuniary interest in a contract, and the book shall be open during reasonable hours of the day for the inspection of any member.**
45. If any member has a non-pecuniary interest within the ambit of the Town Council Code of Conduct as adopted in 2021 they shall declare it and thereupon be invited to withdraw from the meeting.
46. If a candidate for any appointment under the Council is, to his knowledge, related to any member or holder of any office under the Council, they, and the person to whom they are related, shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed Standing Order 44 shall apply.

INSPECTION OF DOCUMENTS

47. **All Minutes kept by the Council and by any committee shall be available for the inspection of any member of the Council.**

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

- 48. The public shall be admitted to all meetings of the Council and its committees which may, however, temporarily exclude the public by means of the following resolution:**

"That in the view of the [special][confidential] nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw."

(Note: The special reasons should be stated. If a person's advice or assistance is needed they may be invited (by name) to remain after the exclusion resolution is passed.)

OR

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.

- 49. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present. 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.** Members of the press are also subject to the motion to exclude as in Standing Order 48, above.
- 50. A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.** Members of the public must read and agree to the filming and reporting policy prior to any recording.
51. If a member of the public interrupts the proceedings at any meeting, the Mayor may, after warning, order that he/she be removed from the meeting.

PLANNING APPLICATIONS

52. The Clerk shall, as soon as it possible check the planning portal the following particulars of every planning application notified to the Council:-
- a) the date on which it was received;
 - b) the name of the applicant;
 - c) the place to which it relates;
 - d) a summary of the nature of the application.
53. In the event that a decision is required by the local planning office before the Planning Committee has a chance to meet, the Chairman of the Planning Committee and the Town Clerk can use delegated powers to reply on behalf of the Town Council. If the Chairman or Vice-Chairman of the Planning Committee is not available, one other member of the Planning Committee can take their place. These delegated powers may only be used if the nature of the application is likely to have been passed at a full planning meeting ie a conservatory or a garage. More complicated applications such as a supermarket must be discussed by the full Planning Committee.

54. If, during Planning or other Committee meetings, the number of Councillors present falls below a quorum, the meeting can continue using delegated powers if these exist.

CODE OF CONDUCT AND DISPENSATIONS

55. a) **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.
- b) **A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee for which the dispensation is required and that decision is final.**
- c) **A dispensation may be granted in accordance with standing order 55(b) 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.**

CODE OF CONDUCT COMPLAINTS

56. Upon notification by the Principal Council that a councillor or non-councillor with voting rights 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.

MANAGEMENT OF INFORMATION

57. 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.**

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

58. Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.
59. A resolution to permanently add, vary, or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.
60. The Standing Orders shall be reviewed every 12 months.

PROPER OFFICER

61. The Proper Officer shall:

- a) **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - i/ 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**
 - ii/ Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
- b) **facilitate inspection of the minute book by local government electors;**
- c) **receive and retain copies of byelaws made by other local authorities;**

RESPONSIBILITIES TO PROVIDE INFORMATION

62. 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.

[If gross annual income or expenditure (whichever is higher) does not exceed £25,000] **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

- 63. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- 64. The Council shall have a written policy in place for responding to and managing a personal data breach.**
- 65. 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.**
- 66. 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.**
- 67. The Council shall maintain a written record of its processing activities.**

EXECUTION AND SEALING OF LEGAL DEEDS

- 68. a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.**

[Subject to standing order 68a any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

MISCELLANEOUS

- 69. Any Councillor writing to an external body either on behalf of the Town Council or signing themselves "Town Councillor", must forward a copy of the letter to the Town Clerk within 3 days of sending.**
- 70. The Clerk must prepare all correspondence using headed notepaper, irrelevant of whose signature appears at the bottom. Notepaper must only be used for official correspondence even if they are only thank you letters. Silsden's Coat of Arms only to be used by the Town Council and other bodies currently using it, such as Silsden Primary School, not Councillors for personal correspondence.**
- 71. The Clerk must not circulate copies of the minutes to persons other than Town or Ward Councillors or our Member of Parliament prior to the minutes being approved and signed as a true and accurate record.**

STANDING ORDERS TO BE GIVEN TO MEMBERS

- 72. A copy of these Standing Orders shall be given to each member by the Clerk upon delivery of the members' Declaration of Acceptance of Office.**

Signed:
Mayor