



CARDINHAM PARISH COUNCIL

Standing Orders 2026 (Revised August 2026 Edition)

Standing Order 1

Rules of Debate at Meetings

Purpose

This Standing Order establishes the procedures governing debate during meetings of Cardinham Parish Council. Its purpose is to ensure that Council business is conducted fairly, efficiently and transparently while allowing every Member an equal opportunity to participate.

Statutory Provision

Elements of this Standing Order derived from the NALC Model Standing Orders reflect statutory requirements and may not be suspended where legislation requires.

1.1 Order of Business

Unless otherwise resolved by the Chair, business shall be considered in the order shown on the

published agenda.

The Chair may vary the order of business where it is considered expedient to facilitate the efficient conduct of the meeting.

1.2 Moving Motions

No motion shall be debated unless it has first been:

- moved by a councillor; and
- seconded by another councillor.

If a motion is not moved when called, the Chair may declare it withdrawn.

1.3 Withdrawal of Motions

Once seconded, a motion may only be withdrawn where:

- the proposer agrees;
- the seconder agrees; and
- the meeting gives its consent.

1.4 Amendments

An amendment shall:

- add words;
- remove words; or
- replace words,

provided that it does not negate the substance of the original motion.

1.5 Amendments to Amendments

The Chair shall determine the order in which amendments are debated.

Only one amendment shall normally be debated at any one time.

Where several amendments relate to similar issues, the Chair may permit them to be discussed together before separate votes are taken.

1.6 Rights of Reply

The mover of the substantive motion shall have a right of reply immediately before the motion is put to the vote.

The mover of an amendment shall not have a separate right of reply.

1.7 Speaking During Debate

Unless permitted by the Chair, a councillor shall normally speak only once upon any motion except:

- to move an amendment;
- to speak upon another amendment;
- to raise a Point of Order;
- to make a Personal Explanation;

- to exercise a Right of Reply.

1.8 Points of Order

A Point of Order may only relate to:

- an alleged breach of Standing Orders;
- statutory procedure;
- procedural irregularity.

The councillor shall identify the relevant Standing Order or procedural issue.

The ruling of the Chair shall be final.

1.9 Personal Explanations

A councillor may make a brief personal explanation solely to correct an apparent misunderstanding of something they have previously said.

1.10 Motions During Debate

Whilst a motion is under debate, no further substantive motion shall be moved other than one relating to:

- amendment;
- adjournment;
- proceeding to next business;
- closure of debate;
- referral to committee;
- exclusion of press or public;
- suspension of Standing Orders;
- adjournment of the meeting.

1.11 Closure of Debate

Before putting a motion to the vote, the Chair shall be satisfied that:

- debate has been sufficient;
- all relevant viewpoints have been heard;
- the proposer has exercised or waived the right of reply.

1.12 Length of Speeches

Individual speeches should not normally exceed **five minutes** without the consent of the Chair.

Good Governance Note

Debate should remain respectful, relevant and directed through the Chair. Personal criticism of Members, Officers or members of the public has no place within Council proceedings.

Standing Order 2

Disorderly Conduct

Purpose

To ensure Council meetings remain orderly and respectful.

2.1 Behaviour

No person shall:

- obstruct Council business;
- behave offensively;
- act improperly;
- deliberately interrupt proceedings.

2.2 Warning

Where behaviour becomes unacceptable, the Chair shall first request that the person moderates their conduct.

2.3 Exclusion

If unacceptable behaviour continues, a councillor may move:

"That the person be no longer heard."

or

"That the person leave the meeting."

Such motion shall be voted upon without debate.

2.4 Restoration of Order

Where necessary the Chair may:

- suspend proceedings;
- adjourn the meeting;
- close the meeting;
- request assistance where appropriate.

Good Practice

The Chair should always seek voluntary compliance before exercising formal powers.

Standing Order 3

Meetings Generally

Purpose

This Standing Order regulates the conduct of meetings of the Council and the participation of councillors, officers, members of the public and the press.

3.1 Meeting Venue

Meetings shall not normally be held in premises principally used for the sale or consumption of alcohol unless no suitable alternative exists.

Smoking and vaping are prohibited during meetings.

3.2 Notice of Meetings

The Proper Officer shall give at least three clear days' notice of meetings in accordance with statutory requirements.

3.3 Public Access

Council meetings shall be open to the public except where confidential or exempt information requires exclusion under the Public Bodies (Admission to Meetings) Act 1960.

3.4 Public Participation

Cardinham Parish Council provides a public participation period of up to **30 minutes** before formal Council business commences.

Unless otherwise directed by the Chair:

- each speaker shall normally have up to **three minutes** to address the Council;
- the total period shall not exceed thirty minutes.

(Local amendment replacing the previous ten-minute maximum to encourage broader participation.)

3.5 Questions

Questions raised by members of the public:

- need not receive an immediate response;
- shall not normally generate debate;
- may be referred to a future meeting or answered in writing.

3.6 Recording Meetings

Members of the public and press may film, photograph or audio record meetings open to the public in accordance with the Openness of Local Government Bodies Regulations.

3.7 Chairing Meetings

The Chair shall preside.

In the Chair's absence:

- the Vice-Chair shall preside;
- failing which, Members shall elect a Chairman for that meeting.

3.8 Voting

Unless otherwise provided:

- voting shall be by show of hands;
- recorded votes may be requested before proceeding to the next item.

3.9 Minutes

Minutes shall accurately record:

- attendance;
- apologies;
- declarations of interest;
- dispensations;
- public participation;
- resolutions;
- voting where recorded.

3.10 Quorum

The quorum shall be:

- never fewer than four Members.

If a meeting becomes inquorate it shall immediately cease business.

3.11 Meeting Duration

Meetings should normally conclude within three hours.

3.12 Transparency

The Council shall publish information required by the Transparency Code for Smaller Authorities on its website within the prescribed timescales.

Standing Order 4

Committees and Sub-Committees

The Council may establish committees, working groups and advisory panels where necessary.

For each committee the Council shall determine:

- Terms of Reference;
- delegated powers;
- membership;
- quorum;
- reporting arrangements;
- public participation arrangements.

Committees exercising financial functions shall consist solely of elected Members.

Advisory groups may include non-councillors where appropriate.

Standing Order 5

Ordinary Meetings of the Council

The Annual Meeting shall be held in May in accordance with the Local Government Act 1972.

Ordinary meetings shall normally be held:

Third Tuesday of each month

7.30 pm

Cardinham Parish Hall

unless otherwise resolved by the Council.

The Annual Meeting shall include the statutory business together with the annual review of governance documents, committee appointments, insurance, assets, policies and delegation arrangements.

Standing Order 6

Extraordinary Meetings

An Extraordinary Meeting may be called by:

- the Chair;
- two councillors in accordance with legislation;
- the Chair of a committee;
- two committee members where authorised.

Notice and agendas shall comply with statutory requirements.

Standing Order 7

Previous Resolutions

A resolution shall not normally be rescinded within six months unless:

- a properly notified special motion is submitted; or
- the proposal arises from a committee recommendation.

Where such a motion has been determined, no substantially similar motion shall be considered for a further six months.

Standing Orders 8–15

This section continues the publication-ready edition of the Standing Orders, preserving the substantive provisions of the adopted draft while improving accessibility, consistency and readability for Members and the public.

Standing Order 8

Voting on Appointments

Purpose

This Standing Order sets out the procedure for appointing individuals to positions where more than one nomination has been received.

8.1 Nominations

Where appointments are required, nominations shall be invited by the Chair.

Each nomination should be proposed and seconded before voting commences.

8.2 Voting Procedure

Where only one valid nomination is received, voting shall normally be by a show of hands unless the Council resolves otherwise.

Where more than one candidate is nominated, voting shall take place in accordance with this Standing Order.

8.3 Elimination Process

Where three or more persons are nominated and no candidate receives an absolute majority:

- the candidate receiving the fewest votes shall be eliminated;
- a further ballot shall be held;
- the process shall continue until one candidate receives an absolute majority.

8.4 Equality of Votes

If two candidates receive an equal number of votes in the final ballot, the Chair may exercise a casting vote where legislation permits.

Statutory Note

The Chair's casting vote may only be exercised where legislation permits and after the Chair has exercised (or declined to exercise) an original vote where applicable.

Standing Order 9

Motions Requiring Written Notice

Purpose

To ensure that substantive motions are properly notified, considered and published in advance of meetings.

9.1 Scope

A motion requiring written notice shall relate to:

- the statutory functions of the Council;
- matters affecting the parish;
- issues within the Council's lawful powers.

9.2 Notice

Written notice shall be submitted to the Proper Officer no later than **three clear days** before the meeting.

Clear days shall exclude:

- the day notice is given;
- the day of the meeting.

9.3 Form of Motion

The Proper Officer may:

- correct obvious typographical or grammatical errors;
- request clarification where wording is ambiguous;
- consult the Chair where admissibility is uncertain.

9.4 Rejection of Motions

A motion may be rejected where it:

- is unlawful;
- falls outside the Council's powers;
- is unclear in meaning;
- is frivolous, defamatory or improper.

Reasons for rejection shall be recorded by the Proper Officer.

9.5 Register of Motions

The Proper Officer shall maintain a register showing:

- date received;
- proposer;
- outcome;
- meeting considered.

Rejected motions shall also be recorded together with the reason for rejection.

Standing Order 10

Motions Not Requiring Written Notice

The following procedural motions may be moved during a meeting without prior written notice:

- correction of draft minutes;
- moving directly to the vote;
- deferral of consideration;
- referral to committee;
- appointment of a Chair;
- variation of agenda order;
- proceeding to the next item;
- requesting a written report;
- appointing a committee;
- extending speaking time;
- excluding the press and public where lawful;
- requiring a person to cease speaking;
- exclusion for disorderly conduct;
- temporary suspension of the meeting;
- suspension of Standing Orders (where permissible);
- adjournment;
- closure of the meeting.

These motions are procedural in nature and shall not normally give rise to substantive debate.

Standing Order 11

Management of Information

Purpose

To ensure that Council information is managed securely, lawfully and transparently.

11.1 Information Governance

The Council shall maintain appropriate technical and organisational measures for the protection of:

- confidential information;
- personal data;
- financial information;
- electronic records;
- paper records.

11.2 Records Management

The Council shall maintain:

- a Retention Schedule;
- secure storage arrangements;
- secure disposal procedures;
- access controls.

11.3 Confidential Information

Agenda papers and minutes shall not disclose confidential or personal information without lawful authority.

11.4 Duties of Councillors and Officers

Members and Officers shall:

- preserve confidentiality;
- comply with data protection legislation;
- avoid unauthorised disclosure.

Failure to do so may constitute a breach of the Council's Code of Conduct or employment policies.

Good Governance

Information should be shared wherever possible, restricted only where there is a lawful basis for confidentiality.

Standing Order 12

Draft Minutes

Purpose

To ensure the accurate recording of Council decisions.

12.1 Circulation

Where draft minutes accompany the agenda for the next meeting, they shall be taken as read unless Members resolve otherwise.

12.2 Accuracy

Discussion shall relate solely to the accuracy of the minutes.

No debate shall take place regarding the merits of decisions previously made.

12.3 Approval

Following confirmation by resolution:

- the Chair shall sign the minutes;
- the minutes shall become the official record.

12.4 Publication

Draft and approved minutes shall be published in accordance with applicable transparency legislation and the Council's Publication Scheme.

12.5 Disposal of Draft Records

Following approval of the minutes, draft copies or recordings may be destroyed in accordance with the Council's Retention Policy where no legal reason exists to retain them.

Standing Order 13

Code of Conduct and Dispensations

Purpose

To ensure Members comply with the Council's adopted Code of Conduct and statutory requirements relating to interests.

13.1 Compliance

All councillors and voting co-opted members shall observe the Council's adopted Code of Conduct.

13.2 Disclosable Pecuniary Interests

Where a Member has a Disclosable Pecuniary Interest, they shall comply with statutory requirements regarding:

- declaration;
- withdrawal;
- participation;
- voting.

13.3 Other Interests

Members shall also comply with the Council's Code of Conduct concerning Other Registrable Interests and Non-Registrable Interests where applicable.

13.4 Applications for Dispensation

Applications shall:

- be made in writing;
- describe the relevant interest;
- explain why a dispensation is sought;
- specify whether participation and/or voting is requested.

13.5 Delegated Authority

The Council delegates authority to the Proper Officer to determine applications for dispensation under Section 33 of the Localism Act 2011, subject to reporting to Council where appropriate.

Standing Order 14

Code of Conduct Complaints

Purpose

To establish the Council's response where Cornwall Council investigates alleged breaches of the Code of Conduct.

14.1 Notification

Upon notification from Cornwall Council that a complaint has been received, the Proper Officer shall report the matter to the Council, subject to legal restrictions on confidentiality.

14.2 Complaints Involving the Proper Officer

Where the complaint concerns the Proper Officer, the Chair shall appoint an alternative officer or other suitable person to undertake those responsibilities during the investigation.

14.3 Cooperation

The Council shall:

- provide relevant information where legally required;
- cooperate with lawful investigations;
- maintain confidentiality throughout the process.

14.4 Following Determination

Where Cornwall Council determines that a breach has occurred, Cardinham Parish Council shall

consider whether any action within its powers is appropriate.

Such action cannot include suspension or disqualification from office unless authorised by legislation.

Standing Order 15

Proper Officer

Purpose

To define the statutory and administrative responsibilities of the Proper Officer.

15.1 Appointment

The Proper Officer shall be the Parish Clerk unless the Council resolves otherwise.

15.2 Principal Responsibilities

The Proper Officer shall:

- issue agendas and summonses;
- publish statutory notices;
- maintain the minute book;
- receive correspondence;
- maintain Registers of Interests;
- retain Acceptance of Office forms;
- manage Council records;
- assist with Freedom of Information requests;
- support compliance with UK GDPR;
- arrange execution of legal documents;
- administer payments authorised by the Council;
- record planning consultations;
- maintain the Council website and Publication Scheme.

15.3 Extraordinary Planning Matters

Where a planning consultation deadline falls before the next ordinary meeting, the Chair, following consultation with the Vice-Chair and the Proper Officer, may determine whether an Extraordinary Meeting should be convened.

15.4 Professional Standards

The Proper Officer shall discharge their duties:

- impartially;
- lawfully;
- professionally;
- in accordance with Council policies and statutory guidance.

Governance Note

The Proper Officer acts on behalf of the Council as a corporate body and must remain politically impartial in carrying out statutory duties.

Standing Orders 16–23

This section continues the publication-ready Standing Orders, preserving the substantive provisions of the adopted draft while improving accessibility, consistency and readability for Members, Officers and the public.

Standing Order 16

Responsible Financial Officer

Purpose

This Standing Order establishes responsibility for the proper administration of the Council's financial affairs.

16.1 Appointment

The Council shall appoint the Proper Officer to undertake the duties of the Responsible Financial Officer (RFO), unless the Council resolves otherwise.

16.2 Responsibilities

The Responsible Financial Officer shall:

- maintain the Council's accounting records;
- administer the Council's financial affairs;
- ensure compliance with statutory accounting requirements;
- prepare budgets and financial reports;
- maintain effective internal financial controls;
- safeguard public funds.

16.3 Professional Standards

The Responsible Financial Officer shall ensure that all financial administration is carried out in accordance with:

- legislation;
- proper accounting practices;
- Financial Regulations;
- audit requirements.

Governance Note

The offices of Proper Officer and Responsible Financial Officer may be held by the same individual where resolved by the Council, provided appropriate financial controls remain in place.

Standing Order 17

Accounts and Accounting Statements

Purpose

To ensure the Council maintains accurate financial records and fulfils its statutory reporting obligations.

17.1 Proper Practices

The Council shall prepare its accounts in accordance with the current edition of:

Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide.

17.2 Financial Reporting

The Responsible Financial Officer shall present to each ordinary meeting:

- receipts received;
- payments made;
- current bank balances;
- budget monitoring information;
- significant variances from budget;
- anticipated financial risks.

17.3 Year-End Accounts

Following the end of each financial year, the Responsible Financial Officer shall prepare:

- the Annual Governance Statement;
- Accounting Statements;
- supporting financial information;
- any reports required by the external auditor.

17.4 Approval

The Annual Governance and Accountability Return (AGAR) shall be presented to Full Council for formal approval before the statutory deadline.

17.5 Transparency

Following approval, the Council shall publish all statutory financial documents in accordance with applicable legislation and transparency requirements.

Good Practice

Financial monitoring should be a standing agenda item at every ordinary meeting to enable Members to identify emerging financial pressures at an early stage.

Standing Order 18

Financial Controls and Procurement

Purpose

To ensure public funds are properly safeguarded and that procurement is undertaken fairly, transparently and in accordance with legislation.

18.1 Financial Regulations

The Council shall adopt Financial Regulations which govern:

- accounting systems;
- internal controls;
- banking arrangements;
- budgeting;
- procurement;
- risk management;
- audit.

18.2 Annual Review

Financial Regulations shall be reviewed annually.

18.3 Procurement Thresholds

Contracts shall be procured in accordance with the Council's Financial Regulations.

Where the estimated contract value exceeds the threshold determined within those Regulations, a formal competitive tender process shall normally be undertaken.

18.4 Minimum Tender Process

Unless otherwise permitted by legislation or Financial Regulations, the Council shall:

- prepare a written specification;
- advertise the opportunity appropriately;
- invite competitive tenders;
- receive sealed or secure electronic submissions;
- evaluate submissions objectively;
- formally resolve acceptance.

18.5 Acceptance of Tenders

The Council is not bound to accept:

- the lowest tender;
- the highest-scoring tender;

provided that its decision is lawful, reasonable and properly recorded.

18.6 Conflicts of Interest

Members with relevant interests shall comply with the Code of Conduct throughout any procurement process.

Good Governance

Procurement decisions should always demonstrate value for money, openness and fairness and be capable of withstanding external audit scrutiny.

Standing Order 19

Handling Staff Matters

Purpose

To ensure employment matters are dealt with lawfully, confidentially and fairly.

19.1 Confidentiality

Employment matters shall normally be considered in confidential session where permitted by law.

19.2 Appraisal

The Chair, following a Council resolution where appropriate, shall conduct the annual appraisal of the Proper Officer.

The appraisal shall be documented and reported to the Council in accordance with employment policies.

19.3 Grievances

Where a grievance concerns:

- the Chair;
- the Vice-Chair;

the matter shall be referred to another councillor nominated by the Council.

19.4 Personnel Records

Employment records shall:

- remain confidential;
- be securely stored;
- only be accessible to authorised persons.

19.5 Data Security

Personnel information shall be protected in accordance with:

- UK GDPR;
- Data Protection Act 2018;
- the Council's Data Protection Policy.

Governance Note

Members should avoid involvement in day-to-day management of employees except where specifically authorised by Council.

Standing Order 20

Responsibilities to Provide Information

Purpose

To promote openness and compliance with Freedom of Information legislation.

20.1 Publication Scheme

The Council shall maintain and publish information in accordance with its adopted Publication Scheme.

20.2 Freedom of Information

Requests shall be handled in accordance with:

- Freedom of Information Act 2000;
- Environmental Information Regulations 2004;
- associated statutory guidance.

20.3 Transparency

Information required under the Smaller Authorities (Transparency Requirements) (England) Regulations shall be published within the prescribed timescales.

Best Practice

Information should be published proactively wherever possible, reducing the need for formal requests.

Standing Order 21

Responsibilities Under Data Protection Legislation

Purpose

To ensure lawful processing of personal information.

21.1 Compliance

The Council shall comply with:

- UK General Data Protection Regulation;
- Data Protection Act 2018;
- associated Information Commissioner's Office guidance.

21.2 Policies

The Council shall maintain written policies covering:

- Subject Access Requests;
- Privacy Notices;
- Data Breach Reporting;
- Data Retention;
- Records Management.

21.3 Data Breaches

All personal data breaches shall:

- be recorded;
- investigated;
- managed appropriately;
- reported to the Information Commissioner's Office where legally required.

21.4 Processing Records

The Council shall maintain records of processing activities where required by legislation.

21.5 Responsibility

The Proper Officer shall oversee operational compliance unless the Council appoints a separate Data Protection Officer.

Information Governance

Good data protection protects both individual rights and the Council's reputation.

Standing Order 22

Relations with the Press and Media

Purpose

To ensure accurate and consistent communication with the media.

22.1 Official Statements

Official statements on behalf of the Council shall only be made by persons authorised by the Council.

22.2 Media Enquiries

Press enquiries received by Members should normally be referred to:

- the Chair;
- the Proper Officer;

unless previously authorised.

22.3 Personal Views

Nothing within this Standing Order prevents Members expressing personal opinions provided they make it clear they are not speaking on behalf of the Council.

Good Practice

Consistent communication helps protect the Council's reputation and promotes public confidence.

Standing Order 23

Execution and Sealing of Legal Deeds

Purpose

To regulate the execution of legal documents on behalf of the Council.

23.1 Authority

No legal deed shall be executed unless authorised by a formal Council resolution.

23.2 Signatories

Where authorised, deeds shall normally be signed by two councillors in accordance with statutory

requirements.

The Proper Officer shall witness the signatures where required.

23.3 Record Keeping

The Proper Officer shall maintain a register of legal deeds executed by or on behalf of the Council.

23.4 Safe Custody

Original deeds shall be retained securely in accordance with the Council's document retention arrangements.

Governance Note

Legal deeds frequently include land transactions, leases, easements and other documents creating legal obligations on behalf of the Council.

Standing Orders 24–27

This section concludes the Standing Orders and incorporates Cardinham Parish Council's modern governance provisions, ensuring compliance with current legislation, recognised best practice and the Council's commitment to transparency, accountability and effective governance.

Standing Order 24

Communication with Cornwall Councillors

Purpose

To maintain effective communication and constructive working relationships between Cardinham Parish Council and Cornwall Council.

24.1 Invitations to Meetings

The Proper Officer shall issue an invitation to attend each meeting of the Council, together with the published agenda, to the Cornwall Councillor(s) representing the parish.

24.2 Correspondence

Unless the Council resolves otherwise, correspondence sent to Cornwall Council concerning matters affecting the parish shall also be copied to the relevant Cornwall Councillor(s).

24.3 Working Relationships

Members shall seek to maintain professional and constructive relationships with Cornwall Councillors in order to promote the interests of the parish and its residents.

24.4 Representation

Cornwall Councillors attending meetings may be invited by the Chair to provide updates on matters relevant to the parish but shall not participate in Council decisions unless entitled to do so by law.

Good Governance

Effective liaison between principal authorities and parish councils contributes to informed decision-making and better outcomes for local communities.

Standing Order 25

Restrictions on Councillor Activities

Purpose

To clarify the authority of individual councillors acting outside formal meetings.

25.1 Individual Authority

Individual councillors possess no authority to act on behalf of the Council unless specifically authorised by:

- legislation;
- these Standing Orders;
- delegated authority;
- a formal Council resolution.

25.2 Inspections

Without prior authority, councillors shall not:

- inspect land;
- inspect premises;
- enter property;
- undertake investigations

where the Council possesses statutory powers or duties in relation to those matters.

25.3 Instructions

Individual councillors shall not issue instructions to:

- Council employees;
- contractors;
- consultants;
- volunteers acting on behalf of the Council,

unless specifically authorised.

25.4 Representations

Members expressing personal opinions shall ensure that they are not represented as official Council policy.

Governance Principle

Decisions are made collectively by the Council. Individual Members cannot commit the Council to any course of action unless properly authorised.

Standing Order 26

Standing Orders Generally

Purpose

To establish procedures for the amendment, suspension and interpretation of these Standing Orders.

26.1 Suspension

The Council may suspend one or more Standing Orders for a specified item of business provided that:

- the Standing Order does not incorporate mandatory statutory requirements;
- suspension is approved by formal resolution.

26.2 Amendment

Any proposal to:

- add;
- vary;
- revoke;

one or more Standing Orders shall be made by Special Motion in accordance with Standing Order 9.

26.3 Distribution

The Proper Officer shall provide each councillor with access to the current edition of the Standing Orders following adoption and after every approved amendment.

26.4 Interpretation

The ruling of the Chair concerning the application of these Standing Orders during a meeting shall be final, subject always to statutory law.

26.5 Annual Review

These Standing Orders shall be reviewed annually at the Annual Meeting of the Council, or sooner

where legislative or operational changes require amendment.

Best Practice

Regular review ensures the Council's governance arrangements remain legally compliant and reflect evolving good practice.

Standing Order 27

Modern Governance Provisions

Purpose

To supplement the NALC Model Standing Orders with locally adopted governance arrangements appropriate to Cardinham Parish Council.

27.1 Emergency Delegation

Where urgent business arises between scheduled meetings and it is impracticable to convene an Extraordinary Meeting, the Proper Officer, in consultation with the Chair (or in the Chair's absence, the Vice-Chair), shall have delegated authority to take such action as is necessary in the interests of the Council.

Any action taken under this delegation shall:

- be lawful;
- be proportionate;
- be reported to the next ordinary meeting;
- be recorded in the minutes.

27.2 Remote Working

Whilst legislation currently requires councillors to be physically present in order to vote at formal meetings, the Council supports the use of technology for:

- informal briefings;
- working groups;
- advisory meetings;
- training;
- public engagement;
- officer meetings.

27.3 Digital Communications

The Council shall promote electronic communication wherever appropriate, including:

- electronic agendas;
- website publication;
- email correspondence;
- electronic consultation;

- digital record keeping.

27.4 Website Governance

The Council shall maintain an official website containing, where applicable:

- agendas;
- minutes;
- governance documents;
- financial information;
- councillor information;
- policies;
- accessibility statement;
- contact information.

Publication shall comply with:

- Transparency Code for Smaller Authorities;
- Accessibility Regulations;
- Freedom of Information legislation.

27.5 Cyber Security

The Council recognises the increasing importance of cyber security and shall maintain appropriate measures including:

- password management;
- multi-factor authentication where available;
- secure cloud storage;
- software updates;
- routine backups;
- cyber awareness training.

27.6 Equality

In exercising its functions the Council shall have due regard to:

- equality;
- diversity;
- inclusion;
- accessibility;

and seek to ensure services are available to all members of the community.

27.7 Environmental Responsibility

Where reasonably practicable the Council shall seek to:

- reduce paper consumption;
- encourage electronic publication;
- minimise waste;
- promote sustainable procurement;
- consider environmental impacts when making decisions.

27.8 Annual Governance Review

Each year the Council shall review:

- Standing Orders;
- Financial Regulations;
- Code of Conduct;
- Risk Management;
- Internal Controls;
- Asset Register;
- Insurance;
- Policies;
- Committee arrangements;
- Delegations.

27.9 Continuous Improvement

The Council is committed to continuously improving its governance arrangements in accordance with evolving legislation, recognised best practice and guidance issued by relevant professional bodies.

Local Governance Provision

This Standing Order incorporates locally adopted governance arrangements intended to strengthen transparency, resilience, digital accessibility and effective administration whilst remaining consistent with the Council's statutory powers.

Appendix A

Principal Legislation

These Standing Orders should be read alongside, and are subject to, the provisions of:

- Local Government Act 1972
- Localism Act 2011
- Public Bodies (Admission to Meetings) Act 1960
- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Data Protection Act 2018
- UK GDPR
- Equality Act 2010
- Smaller Authorities (Transparency Requirements) (England) Regulations 2015
- Openness of Local Government Bodies Regulations 2014

Appendix B

Definitions

Council – Cardinham Parish Council

Chair – The elected Chair of the Council.

Proper Officer – The Parish Clerk or other officer appointed by the Council.

Responsible Financial Officer (RFO) – The officer responsible for financial administration.

Member – An elected or co-opted councillor entitled to participate in Council business.

Quorum – The minimum number of Members required for lawful transaction of business.

Appendix C

Annual Governance Review Checklist

At the Annual Meeting the Council should review and confirm:

- Standing Orders
- Financial Regulations
- Code of Conduct
- Asset Register
- Risk Assessment
- Internal Audit
- Insurance Cover
- Banking Arrangements
- Committee Membership
- Delegations
- Publication Scheme
- Data Protection Policies
- Complaints Procedure
- Media Policy
- Staff Policies
- Website Compliance
- Accessibility Statement
- Training Requirements

Appendix D

Version Control Register

Version	Date	Description	Approved By	Minute Reference
1.0	August 2026	Initial Adoption	Full Council	To be completed

Certificate of Adoption

These Standing Orders were adopted by **Cardinham Parish Council** at a meeting held on:

Date: 18th August 2026

Minute Reference: 142/26

Signed: Cllr P Claridge

Chair of the Council

Proper Officer