

Standing Orders for Rushden and Wallington Parish Council

May 2026

The Annual Meeting of the Parish Council

1. The Annual Meeting will be held in May in a year which is not an election year.
2. In an election year, the Annual Meeting must be held within 14 days following the day on which the newly elected councillors took office.
3. At least 3 clear days notice must be given to hold the Meeting. An agenda must be sent out with notice of the meeting and signed by the Clerk. No items may be added to this agenda within 3 days of the meeting. 3 Clear days is defined as not including the day the notice is sent out, nor the day of the meeting itself and usually excludes Sundays, bank holidays, Christmas day and Easter Monday as well as days for public thanksgiving or mourning.
4. This must be published for Parishioners to see (either the Parish Council website and / or the village notice boards) and must also be sent to the Parish Councillors at their registered Parish Council email addresses.
5. The current Chair will preside over election of the Chair for the coming year, which will be the first item on the Agenda.
6. Under normal circumstances, the Chair will alternate between Parishes on an annual basis.
7. A quorum, that is at least three councillors, must be present for the meeting to proceed. If the meeting is not quorate within 30 minutes of the advertised start time, it will be dissolved and rescheduled.
8. The new Chair must sign the 'Declaration of Acceptance of Office' form before the meeting can continue under their direction.
9. The responsible financial officer (RFO) will be confirmed.
10. The financial reports for the year will be reviewed.
11. The Annual Governance and Accountability Returns (AGAR) will be reviewed, approved and signed as applicable.
12. The Code of Conduct, Financial Regulations and Planning Regulations will be reviewed.
13. The IT and Data Protection Policy will be discussed and reviewed.
14. The Risk Assessment and Management document will be discussed and reviewed.
15. Provisional meeting dates for the year will be agreed or confirmed.

16. Any business set out in the notice convening the meeting will be considered.

17. Minutes of the Annual Meeting will be circulated and signed off at the next Ordinary Parish Council Meeting.

Ordinary Meetings of the Parish Council

1. There will be at least four Parish Council meetings held each year. The Annual Meeting and any Extraordinary meetings count towards this requirement.
2. At least 3 clear days notice must be given to hold the Meeting. An agenda must be sent out with notice of the meeting and no items may be added to this agenda within 3 days of the meeting. 3 Clear days is defined as not including the day the notice is sent out, nor the day of the meeting itself and usually excludes Sundays, bank holidays, Christmas day and Easter Monday as well as days for public thanksgiving or mourning.
3. This must be published for Parishioners to see (either the Parish Council website and / or the village notice boards) and must also be sent to the Parish Councillors at their registered Parish Council email addresses.
4. If the Chair is not present, another member will be elected to preside over this meeting.
5. A quorum, that is at least three councillors, must be present for the meeting to proceed. If the meeting is not quorate within 30 minutes of the advertised start time, it will be dissolved and rescheduled.
6. Declarations of interest from councillors will be received.
7. The minutes of the previous Parish Council meeting (and if applicable the Annual Meeting too) should have been circulated to councillors prior to the meeting. The accuracy of the minutes, including any amendments shall be confirmed by resolution and shall be signed by the Chair.
8. Business specified in the summons to the meeting will be considered.
9. All resolutions at a meeting will be proposed by one councillor and decided by a majority vote of all councillors present using a show of hands. If two or four councillors are present then the Chair will have the casting vote.
10. Parish Council meetings will be open to the public unless their presence is prejudicial to the public interest due to the confidential nature of the business to be transacted. The public's exclusion from part or all of a meeting will be by a resolution which will give reasons for the public's exclusion.
11. Members of the public may ask questions and contribute to the meeting at a time designated by the Chair.

12. Public questions and contributions to the meeting will be limited to a maximum of 5 minutes per person and 20 minutes in total unless otherwise authorised by the Chair.
13. The Chair may convene an extraordinary meeting of the council at any time.

The Annual Parish Assembly Meetings

1. Each Annual Parish Assembly Meeting must be held between 1st March and 1st June each year.
2. If present the current Chair will preside over the meeting. If the Chair is not present, then the Clerk will call for volunteers to Chair the meeting. The Chair has the casting vote.
3. Any person on the electoral register is entitled to add items to the agenda and / or speak at the meeting.
4. With the exception of the Chair, Parish Councillors rank the same as other members of the electorate. They are invited to the meeting and not summoned as they are for Parish Council meetings.
5. Notice of the meetings must be given 7 clear days ahead of the meeting. This must specify the time and place of the proposed meeting.
6. Agendas for the meeting must be published 7 working days ahead of the meeting and signed by the Chair.
7. The meetings must not start before 6.00pm.
8. When there is a vote every resident present, who has the right to vote, has one vote each. Their right to vote may be checked against the electoral register by the Clerk.
9. Any matter pertinent to the Parish may be discussed at the meeting.
10. Any persons not on the electoral register do not have the right to vote at the meeting.
11. A Parish meeting can be called by 6 residents of a Parish who are on the electoral register.
12. Minutes shall be taken and circulated to those present and advertised more widely on the Parish Council website and notice boards.
13. Minutes shall be reviewed and signed by the Chair at the next Parish Assembly meeting i.e. In 12 months time.