

Bradwell Parish Council

Introduction

PREFACE

This booklet contains two major sections. Part I is intended as guide for those presiding at meetings of Local Councils and a source to refer to when there is a procedural difficulty during a meeting. Part II provides a complete model set of Standing Orders incorporating various new requirements, such as those to be observed under the new Code of Conduct. Even if Standing Orders have not been formally adopted, a chairman can use them as a basis for rulings on procedures if there is a dispute.

Some of the Standing Orders are compulsory as they are laid down in Acts of Parliament. These are printed in **bold type**. These Standing Orders cannot be altered.

If the words "Local Councils" are used, it means Parish and Town Councils in England and Community and Town Councils in Wales.

It is, of course, recognised that local councillors can be male or female. Therefore, wherever the masculine gender is used in this publication, this should be interpreted as also meaning the feminine gender, where appropriate.

TOWN MAYORS

The Chairman of a Town Council is entitled to use the title "Town Mayor". The title confers no additional powers on the chairman, and in particular, has no implications for his conduct in meetings.

(In the following pages the word "Chairman" includes "Town Mayor" and the word "Vice-Chairman" includes "Deputy Town Mayor". In addition, where appropriate use of the word "he" is to include the meaning "she".)

NALC represents some 10,000 town, parish and community councils across England and Wales. It is the leading organisation tasked with protecting the rights and representing the interests of these councils. In promoting the role of local councils at the forefront of community democracy, NALC has made five key commitments to:

- Work with Government to develop real community involvement in local government
- Respond to community need
- Provide a strong voice for local communities
- Encourage best value in service delivery
- Work in partnership with the voluntary, business and public sectors

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