

FORTON PARISH COUNCIL

www.fortonstaffs-pc.gov.uk

Key Simple Standing Orders

- **Meetings:** Must hold an Annual Meeting (usually in May) and at least three others annually.
- **Quorum:** The minimum number of councillors to make a meeting valid (usually 3 or one-third of the total, whichever is greater).
- **Agenda & Notice:** Agenda must be published at least three clear days before a meeting, along with the venue and time.
- **Public Participation:** The public can attend, and councils should provide a session for them to speak, typically limited to 15 minutes total.
- **Voting:** Decisions are made by a simple majority, with the chair having a casting vote in a tie.
- **Conduct:** Only one person may speak at a time; members must address the chair.
- **Reporting:** Meetings can be filmed, recorded, or reported by the public.
- **Finance:** As outlined in the council's **Financial Regulations**.
- **Recording Decisions:** Proper minutes must be kept and approved and published within a month (max) of the meeting.
- **Duration:** No meeting should exceed 2 hours duration.

Key Rules for Councillors

- **Attendance:** A councillor who fails to attend any meeting for six consecutive months automatically loses their seat, unless the council approves a reason before the period ends.
- **Interests:** Councillors must declare any pecuniary or personal interests in matters being discussed.
- **Respect:** Members must behave respectfully.

Adopted on: 13 May 2026

Review Date: May 2027