

ABERFFRAW COMMUNITY COUNCIL STANDING ORDERS

These Standing Orders were adopted by the Council at its Meeting held on 20 March 2019

1. Meetings

- a The first meeting of the Community Council after an election shall be the AGM.
- b The meeting places shall be at the Village Hall or other such place, as the Community Council shall decide from time to time.
- c The meetings are held on the third Wednesday of every month except August and December
- d Meetings will start at 7.00 pm unless notified otherwise by the clerk
- e Any business not completed is carried forward to the next meeting.

2. The Statutory Annual Meeting

- a. In an election year the Community Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office.
- b. In a year which is not an election year the Community Council Meeting shall be held on the third Wednesday in May.

3. Chairman of the meeting

- a. The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.
- b. The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman of the Council.
- c. The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.
- d. The Vice-Chairman of the Council, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- e. In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.

- f. In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.

4. Quorum of the Council

- a. No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than four.
- b. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

5. Proper Officer

The Proper Officer shall be the clerk nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.

The Proper Officer shall:

- a. at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by email or by delivery or post at their residences, a signed summons confirming the time, place and the agenda.

(See standing order 6(b) for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.)

- b. give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);
- c. convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;
- d. receive and retain declarations of acceptance of office;
- e. retain a copy of every councillor's register of interests;
- f. keep proper records for all Council meetings
- g. sign notices or other documents on behalf of the Council.
- h. receive and retain copies of byelaws made by other local authorities;
- i. receive and retain plans and documents;

- j. respond to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- k. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- l. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- m. arrange for legal deeds to be executed;
- n. be the Registered Finance Officer for the Council
- o. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations; *See also standing order 23 below*
- p. record every planning application notified to the council and the council's response to the local planning authority.
- q. manage access to information about the council via the publication scheme;

6. Meetings Generally

- a. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol.
- b. 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.
- c. The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.
- d. 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.
- e. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.
- f. The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- g. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his

absence be done by, to or before the Vice-Chairman of the Council.

- h. The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- i. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.
- j. The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

(See standing orders 3 above for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.)

- k. Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- l. The minutes of a meeting shall include an accurate record of the following:
 - the time and place of the meeting;
 - the names of councillors present and absent;
 - interests that have been declared by councillors and non-councillors with voting rights;
 - whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - if there was a public participation session; and
 - the resolutions made.
- m. A councillor or a non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts his right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the council.

7. Business of Annual Meeting

Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the council, the business of the annual meeting shall include:

- In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms;
- In a year which is not an election year, delivery by the Chairman of the Council

- of his acceptance of office form;
- To appoint representatives to outside bodies;
 - To appoint committees and sub-committees;
 - Review arrangements for reporting back;
 - Review of inventory of land and assets including buildings and office equipment;
 - Confirmation of insurance cover in respect of all insured risks;
 - Review of the council's and/or staff subscriptions to other bodies;
 - Review and adoption of appropriate standing orders and financial regulations;
 - Review the Council's Policies and Procedures.

8. Committees and sub-committees

- a. The Council may appoint a committee but it is not intended that a committee be given the right to appoint a sub-committee.
- b. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.
- c. Unless the council determines otherwise, all the members of an advisory committee may be non-councillors.
- d. The Council will determine the terms of reference of the committee.

9. Extraordinary meetings of the council and committees and sub-committees

- a. The Chairman of the Council may convene an extraordinary meeting of the council at any time.
- b. If the Chairman of the Council does not or refuses to 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 must be signed by the two councillors.

10. Rules of debate at meetings

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.

- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h. A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j. Subject to standing order 10(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k. One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - to speak on an amendment moved by another councillor;
 - to move or speak on another amendment if the motion has been amended since he last spoke;
 - to make a point of order;
 - to give a personal explanation; or
 - in exercise of a right of reply.
- p. During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q. A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
 - to amend the motion;

- to proceed to the next business;
 - to adjourn the debate;
 - to put the motion to a vote;
 - to ask a person to be no longer heard or to leave the meeting;
 - to refer a motion to a committee or sub-committee for consideration;
 - to exclude the public and press;
 - to adjourn the meeting; or
 - to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s. Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

11. Disorderly conduct at meetings

- a. All members must observe the Code of Conduct which was adopted by the council
- b. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- c. If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- d. If a resolution made under standing order 11(c) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

12. Previous Resolution

- a. A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 4 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
- b. When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

13. Voting On Appointments

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

14. Motions for a meeting that require written notice to be given to the Proper Officer

- a. A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 3 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 14(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Proper Officer considers the wording of a motion received in accordance with standing order 14(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 3 clear days before the meeting.
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. Subject to standing order 14(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g. Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h. Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

15. Motions at a meeting that do not require written notice

- a. The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;

- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

16. Handling confidential or sensitive information

- a. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

17. Code of conduct and dispensations

- a. Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b. All councillors shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.
- c. Dispensation requests shall be in writing and submitted to the standards committee of County Council as soon as possible before the meeting that the dispensation is required for.

18. Code of conduct complaints

All complaints relating to breaches of the Code of Conduct by Community and Town Councils should be reported to the Public Ombudsman for Wales

The council may:

- provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
- seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- indemnify the councillor or non-councillor with voting rights in respect of his related legal costs and any such indemnity is subject to approval by a meeting of the full council.

19. Responsible Financial Officer

The council shall appoint a deputy to undertake the work of the Responsible Financial Officer should the Responsible Financial Officer be absent on a long term basis.

20. Accounts and accounting statements

- a. Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils in Wales – A Practitioners’ Guide.
- b. All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- c. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - the council’s receipts and payments for each quarter;
 - the council’s aggregate receipts and payments for the year to date;
 - the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - each councillor with a statement summarising the council’s receipts and payments for the last quarter and the year to date for information; and
 - to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e. The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March.
- f. A completed draft annual return shall be presented to each councillor before the end of the following month of May.

- g. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

21. Financial controls and procurement

- a. The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- the keeping of accounting records and systems of internal controls;
 - the assessment and management of financial risks faced by the council;
 - the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - procurement policies (subject to standing order 21(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 21(d) below.
- d. Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- a specification for the goods, materials, services or the execution of works shall be drawn up;
 - an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

- tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e. Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.

22. Handling staff matters

- a. A matter personal to a member of staff that is being considered by a meeting of council is subject to standing order 12 above.
- b. The chairman of the Council or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by Council
- c. Subject to the council's policy regarding the handling of grievance matters, the clerk shall contact the chairman of Council or in his absence, the vice-chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- d. Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the clerk relates to the chairman or vice-chairman of the Council this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- e. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- f. The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- g. Only persons with line management responsibilities shall have access to staff records referred to in standing orders 22 (e) and (f).
- h. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 22 above shall be provided only to (post holder) and/or the Chairman of the Council.

23. Requests for information

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Council. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

24. Relations with the press/media

Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

25. Execution of legal deeds

- a. A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b. Subject to 25 (a) any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.

See also standing order 5 above.

26. Restrictions on councillor activities

Unless authorised by a resolution, no councillor shall:

- inspect any land and/or premises which the council has a right or duty to inspect; or
- issue orders, instructions or directions

27. Communicating with District and County or Unitary councillors

An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the County Council representing the area of the council.

28. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.

- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.