

PENCOED TOWN COUNCIL



STANDING ORDERS

DATE MADE: ANNUAL GENERAL MEETING, 9th May 2018

These Standing Orders are made by **PENCOED TOWN COUNCIL** (hereinafter referred to as "**The Council**") for the regulation of the Council's business, pursuant to Paragraph 42 of Schedule 12 of the Local Government Act 1972 and with respect to the making of contracts, in accordance with the terms of Section 135 of that Act. It is not to be construed that their effect derogates any statutory requirements or the effects of relevant case law.

The Standing Orders printed in ***bold italic*** type face below reflect a selection of the many relevant mandatory statutory requirements and associated case law, applicable to Welsh Community and Town Councils and, as such, they are generally incapable of suspension by resolution. However, it should be understood that they do not comprehensively encompass all statutory provisions relating thereto.

Standing Order 1

MEETINGS OF THE COUNCIL, COMMITTEES

- A. ***In a year which is a year of ordinary elections of Town Councillors, the Annual Meeting of the Council shall be held on, or within fourteen days after, the day on which its Councillors elected at that election take office (viz. on the fourth day thereafter). This means that the Annual Meeting is required to be held within four and eighteen days after the date of the election, or otherwise as described by law. In any other year the Annual Meeting shall be held on such day in May as the Council may determine. It shall be held at 7.00 p.m.***
- B. The Council shall, in every year hold, in addition to the annual meeting, ten other ordinary meetings for the transaction of its business, such meetings being held at calendar monthly intervals on the second **THURSDAY** at 7.00 p.m. (the time at which all meetings will be held) as required, excluding the month of August. It will also be incumbent upon the Clerk to draw the Councils attention to any members who have not attended any meetings for four consecutive months.

The Council will set aside a period at the beginning of every Council Meeting (except for the Annual Meeting), for written questions from the public (within the Pencoed Town Council area). On receipt of the questions, every member of the Town Council will receive a copy from the Town Clerk. Councillors should advise the Clerk of their views on each question no later than four days prior to the Council meeting. The Mayor will consider those responses and decide who will reply and advise the

member accordingly, no later than three days prior to the Council meeting. The questioner will be allowed up to three minutes to put the question and up to two minutes to respond, having been given the Council view. In the event that time does not allow for all questions to be put a written response will be provided.

- C. An extraordinary meeting of the Council may be called at any time by the Town Mayor and, should he/she refuse to call such a meeting after a requisition for that purpose signed by two Members of the Council has been presented to him/her or if, without so refusing he/she does not call an extraordinary meeting within seven days after such a requisition has been presented to him/her, any two Members of the Council, on that refusal or on that expiration of those seven days, as the case may be, may forthwith convene an extraordinary meeting of the Council.**
- D. A meeting of the Council, or a Committee thereof, shall be held in Salem Chapel Vestry, Coychurch Road, Pencoed, or any other suitable venue as the Council, Committee may respectively direct, but shall not be held in premises licensed for the sale of intoxicating liquor unless no other suitable room is available either free of charge or at a reasonable cost.** Generally, however, meetings of the Council and its Committees shall be held at Salem Chapel Vestry.
- E. At least three clear days (not including the days of issue and meeting) before a meeting of the Council or a Committee of the Council-**
- (i) **notice of the time and place of the intended meeting shall be fixed in some conspicuous place in the town and, where the meeting is called by members of the Council, the notice shall be signed by those members and shall specify the business proposed to be transacted at the meeting; and**
- (ii) **a summons to attend the meeting, specifying the business proposed to be transacted at the meeting and signed by the Proper Officer of the Council, shall be left at or sent by post to the usual place of residence of every member of the Council.**
- The use of electronic means to issue summonses is also available. Otherwise than as referred to elsewhere in these Standing Orders, no decision shall be taken on any matter other than in respect of items of business specified on the summons.
- (iii) All Council meetings will be held in a hybrid format, with online public accessibility being provided by Zoom.
- F. Meetings of the Council and its Committees shall be held and conducted strictly in accordance with the requirements of law and these Standing Orders.**

Standing Order 2

APPOINTMENT OF MAIN COMMITTEES

- A. The Council, for the purpose of discharging any of its functions or advising on any matter relating thereto, may appoint one or more Committees comprising members of the Council and, if it so wishes, including persons who are not members thereof, but the latter shall not be permitted voting rights thereon and shall not be elected to preside thereat.**

The Council have established the following Committees the membership of which should not exceed 50% of total number of Town Councillors ;

Terms of reference are agreed for the Committees

- **Planning and Public Consultation, Committee 1**
- **Finance and Projects Committee 2**

NOTE: Working parties: Committees to set -up working parties as considered necessary to determine on issues prior to the main Committee making recommendations to the Full Council

Important Note

In adopting this standing order it is noted that the maximum number of Councillors on any Cttee is to be 6. However, where there are vacancies on the Council which effectively reduces the number of Councillors on any one Committee compliance with this standing order may be undertaken by the Council as and when the vacancies are filled .

- B. Each committee will have a quorum of at least **three members** but in the absence of a quorum, the Chairperson and the Town Clerk, in consultation with the Mayor or appointed Deputy shall report back respectively to the Council advising them on the lack of quorum and will be required to make any recommendations he/she believes are appropriate, on the business that was to be transacted.

Standing Order 3 ELECTION OF TOWN MAYOR AND APPOINTMENT OF DEPUTY TOWN MAYOR

- A. *A Town Mayor shall, at the Council's Annual Meeting, be elected from amongst its members and, unless he/she resigns or becomes disqualified shall continue the office until his/her successor becomes entitled to act as such (i.e. following his/her successors election to that office at the next Annual Meeting of Council or being elected to fill any casual vacancy for Town Mayor that may occur sooner).*
- B. *The Town Mayor shall, at the Annual Meeting at which he/she is elected or re-elected (or at the meeting at which he/she is elected if filling a casual vacancy in that office), or if the Council at that meeting so permits, before or at a later meeting fixed by the Council, make in the presence of a member of the Council or of its Proper Officer, and deliver to the Council, a declaration of Acceptance of Office in a form prescribed by an order made by the National Assembly of Wales and, if he/she fails to do so, his/her office of Town Mayor shall thereupon become vacant. If present at any meeting of Council the Town Mayor shall preside.*
- C. *The person presiding at the time of election of Town Mayor shall be disqualified from being a candidate for re-election to that office if he/she continues so to preside. Therefore, a person presiding who is a candidate for election thereto, (e.g. an outgoing Town Mayor wishing to be re-elected) shall be required to vacate the chair and leave the meeting prior to his/her name being formally proposed as a candidate.*
- D. *In the case of an equality of votes in the election of Town Mayor, the person presiding at the meeting shall give a casting vote in addition to any other vote he/she may have.*
- E. A Deputy Mayor shall/may be appointed annually by the Council from among its members and, should such an appointment be made, *shall hold office until immediately after the election of Town Mayor at the next Annual Meeting of the Council, unless he/she should resign or become disqualified beforehand. In the*

absence of the Town Mayor at a meeting of the Council, the Deputy Town Mayor shall preside thereat but in the absence of both Town Mayor and Deputy Town Mayor, such Councillor as the members of the Council shall choose, shall preside.

- F. The Town Mayor, Deputy Town Mayor or Councillor presiding at a meeting of the Council, or a Committee thereof, shall be empowered to exercise all the powers and duties of the office of Chairman in relation to the conduct of the meeting, ***including the right to exercise a second or casting vote, but shall not purport to exercise any of the functional executive powers or responsibilities of or on behalf of, the Council.***

**Standing
Order 4**

DECLARATION OF ACCEPTANCE OF TOWN COUNCILLOR.

A person elected or re-elected to the office of Town Councillor shall, before or at the very first meeting of the Council after his/her election (or in the case of co-option to that office, at the meeting at which he/she is co-opted), or if the Council at that meeting so permits, before or at a later meeting fixed by the Council, make in the presence of a member of the Council or the Proper Officer of the Council and deliver to the Council a declaration of acceptance of office in a form prescribed by an Order made by the National Assembly for Wales (incorporating and undertaking by the Councillor that, in performing his/her functions he/she will observe the Council's Code of Conduct for the time being adopted), and if he/she fails to do so his/her office as Town Councillor shall thereupon become vacant.

**Standing
Order 5**

AGENDA FOR MEETINGS OF THE COUNCIL AND COMMITTEES AND ORDER OF BUSINESS.

- A. Except as otherwise provided by these Standing Orders or by statute, no item of business or motion shall be included in the agenda for a meeting of the Council, or any of its Committees, or discussed thereat, unless it has been placed upon the agenda by the Town Clerk, or by a Member of the Council, subject in the latter case to notice thereof being given to the Town Clerk in writing not later than eight clear days prior to the date of the meeting, including the Town Clerk's written report. The Town Clerk shall place upon the agenda for any such meeting all items of business or motions where notice is given as aforesaid. Any developments or changes to a given agenda item after the stated eight days will be dealt with during the Council meeting.
- B. A copy of the agenda shall be sent, for information, to the relevant County Borough Councillor for the area of the Council and any other elected representative who requests such information who has an interest in the area i.e. County Members, Assembly Members, and Members of Parliament".
- C. Subject to any relevant statutory requirement, and to provisions contained elsewhere in these Standing Orders, including for varying the order of business, the business of any meeting of the Council (other than its Annual Meeting) shall be transacted in the following order:-
- (i) To elect a member to preside in the absence of the Town Mayor and Deputy Town Mayor.
 - (ii) To receive any apology for absence from the meeting of any Councillor and consider acceptance, or otherwise, of the reason, if any, given for such absence.
 - (iii) The Member presiding to sign the minutes of the previous meeting.

- (iv) To receive disclosures of personal interest and the nature thereof, in accordance with the requirements of the Council's adopted members' Code of Conduct.
- (v) To examine and, where possible, determine any outstanding minutes.
- (vi) To receive reports of Committees appointed by the Council.
- (vii) To receive listed communications and, where appropriate, make decisions thereon.
- (viii) To consider written items of business placed upon the agenda by the Town Clerk and (subject to requisite notice being given in accordance with the requirement of this Standing Order), items of business placed thereon by members of the Council, in such order as the Town Clerk may deem most appropriate.
- (xi) To consider and approve accounts for payment.
- (x) To determine or confirm the date of the next ordinary meeting of the Council.

D. At the Annual Meeting of the Council, in addition, the following business shall also be transacted in the following order:-

- (i) Election of Town Mayor.
- (ii) Election of Deputy Town Mayor.
- (iii) Appointment or re-appointment of any Standing Committees,
- (iv) Appointment or re-appointment of Members to serve on outside bodies, subject to a maximum of four Town Councillors excluding the Town Mayor. (i.e one third of the resultant figure of 13 less the Mayor = 12 = 4)

E. Without prejudice to the prescribed order of business, as set out in Standing Order 5B and 5C above, the business to be transacted at any meeting of the Council may be preceded by supplementary generic items in respect of which no decisions thereat shall be taken but, in appropriate circumstances, may be placed upon the agenda of a later meeting of the Council or a Committee thereof for consideration or referred for submission of a report or reports, such items being restricted to:-

- (i) consideration of matters raised at or before the meeting by members of the public present (where it is the policy of the Council to invite such public participation);
- (ii) making announcements; and
- (iii) receiving written reports from members on their attendance at meetings of outside bodies in respect of which they have been appointed to serve thereon as the Council's representatives. Such a report be it verbal or written must be delivered solely to the Town Council prior to it being disclosed to any members of the public or other bodies. In addition, reports from outside bodies shall only pertain to matters concerning the Town Council.

Standing Order 6

NOTICES OF MOTION

A. Except as provided under Standing Order 7 below each notice of motion shall be in writing, signed by the member or members of the Council giving the notice, and delivered to the Town Clerk in accordance with the requirements of Standing Order 5 above. The Town Clerk shall thereupon date, number in order in which it is received, and enter it in a book, which shall be open to the inspection of every member of the Council.

- B. The Town Clerk shall insert in the summons (agenda) for a meeting of the Council for which the Council notices of motion duly given in the order in which they have been received, unless the member giving such notice has, when giving it, intimated in writing that he/she proposes to move it at some later meeting or subsequently has withdrawn it in writing.
- C. If a motion, notice of which is thus specified in the summons (Agenda), be not moved, it shall, unless proposed by consent of the Council, be treated as abandoned and shall not be moved without fresh notice.
- D. Motions for which notice has been duly given, the subject matter of which comes within the delegations or terms of reference of any Committee of the Council shall, upon being moved, stand referred without discussion to such Committee or to such other Committee as the Council may determine, for consideration and report to the next available meeting of the Council, except that the Council, if it considers it convenient and conducive to the despatch of business, may allow such motion to be dealt with at the meeting at which it is moved.
- E. Every notice of motion shall be relevant to some question over which the Council has power or which affects the Town Council.

Standing Order 7

MOTIONS THAT MAY BE MOVED WITHOUT NOTICE.

The following motions may be moved without notice:-

- (i) To appoint a Chairman to preside at the meeting in the absence of the Town Mayor and the Deputy Town Mayor.
- (ii) In relation to the accuracy of the minutes of the previous meeting.
- (iii) To change the order of business.
- (iv) To proceed to the next business.
- (v) To close or adjourn the debate on any particular item of business.
- (vi) To refer a matter to a Committee, or Working Group.
- (vii) To appoint a Committee or Working Group and/or Members to serve thereon.
- (viii) To receive and/or adopt a report.
- (ix) To withdraw a motion.
- (x) To amend a motion.
- (xi) To exclude the public and press in appropriate circumstances.
- (xii) To adjourn the meeting in the event of disorderly conduct.
- (xiii) To suspend the requirements of any Standing Order, except where, by so doing, statutory requirements (i.e. those printed in bold print herein) would be purported not to apply.
- (xiv) To adjourn the meeting.
- (xv) That the question be now put.
- (xvi) In relation to any item of business appearing on the agenda of a meeting.

Standing Order 8

QUESTIONS.

A member may ask the Town Mayor or the Town Clerk any question relating to the functions or the business of the Council, subject to three clear days written notice thereof being given to the Town Clerk. Each

such question shall be put and answered without discussion and the person to whom the question is put shall only decline to answer that question where it is in the public interest to do so.

**Standing
Order 9**

RULES OF DEBATE.

- A.** No discussion shall take place upon the minutes, except upon their accuracy. Corrections to the minutes shall be made upon the signing thereof.
- B.** Members shall direct their speeches only to the subject currently under discussion and address the Chairman and will have one opportunity to speak on a given topic/debate.
- C.** In the event of two or more members requiring to speak, the Chairman shall determine the order of speaking.
- D.** A motion or amendment to a motion, other than in relation to an item of business included on the agenda, shall not be discussed unless it has been formally moved and seconded and, in the case of a motion, unless the required notice thereof has been given in accordance with Standing Order 6 above..
- E.** An amendment to a motion shall be only:-
- (i) to leave out words;
 - (ii) to leave out words and insert or add others;
 - (iii) to insert or add words,
- but such omission or insertion of words shall not have the effect of introducing a new proposal into or negate the motion before the Council.
- F.** If an amendment be rejected, other amendments may be moved on the original motion. If an amendment be carried, the motion as amended shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- G.** The mover of a resolution shall have a right to reply immediately before the motion is put to the vote. Should an amendment be moved, the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A Member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.
- H.** A member may raise a point of order or make a personal explanation but a personal explanation shall be confined to clarifying some material part of a former speech by him/her at the same meeting which may have been misunderstood and he/she shall be entitled to be heard forthwith except that the ruling of the Town Mayor on a point of order or the admissibility of a personal explanation shall not be open to discussion. Whenever the Town

Mayor intervenes during a debate, all other members of the Council shall be silent.

- I. A motion or amendment may be withdrawn by the mover (with the concurrence of the seconder) and the consent of the Council, which shall be signified without discussion, and it shall not be competent for any member to speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused.
- J. When a motion is under debate no other motion shall be moved except the following:-
- (i) To amend the motion.
 - (ii) To postpone consideration of a motion.
 - (iii) To adjourn the meeting.
 - (iv) To adjourn the debate.
 - (v) To proceed to the next business.
 - (vi) That the question be now put.
 - (vii) That a member be not further heard.
 - (viii) That a member do leave the meeting.
 - (ix) That the Subject of debate be referred back to a Committee
 - (x) To exclude the press and public.
- K. Before an original/substantive motion is put to vote, the Chair must be satisfied that the motion has been sufficiently discussed and the mover of the motion has exercised or waived their right of reply. The Chair of the meeting will make this clear before the vote takes place.
- L. Without prejudice to the terms of these Standing Orders, or the statutory right of any member to require the taking of a formal ballot on any matter to be determined by the Council, it shall be in order for decisions to be taken by the Council, or a Committee, on the basis of consensus or tacit agreement.

**Standing
Order 10**

RESCINDING OF RESOLUTIONS

No motion to rescind any resolution which has been passed within the preceding six months, nor any motion or amendment to the same effect as one which has been negated within the preceding six months, shall be in order unless the notice thereof shall have been given and specified in the summons to the meeting and the notice shall bear, in addition to the name of the member who proposed the motion, the names of six other members; and when any such motion has been disposed of by the Council it shall not be competent for any member to propose a similar motion within a further period of six months. This Standing Order shall not apply to motions which are moved by the Chairman or other members of a Committee of the Council in pursuance of a recommendation of such Committee

**Standing
Order 11**

QUORUM

- A. ***No business of Full Council shall be transacted at a meeting of the Council unless at least one third of the whole number of the members of the Council are present at the meeting but in no case shall the quorum be less than five. A quorum in relation to meetings of this Council shall therefore be at least five Councillors. Where, however, more than one third of the members of the Council become***

disqualified at the same time, then, until the number of members in office is increased to not less than two thirds of the whole number of members thereof, the quorum of the Council shall be determined by reference to the number of members of the Council remaining qualified instead of by reference to the whole number of members of the Council. So long as there shall be a quorum present at a meeting, it shall be in order for a decision to be taken on, say, a single voter, if nobody votes against. The fact that other Councillors present maybe unable to vote, on the account of having a personal or prejudicial interest in any particular matter for consideration, shall not affect the situation, the law making no reference to a quorum being calculated by reference only to the number of members entitled to vote.

- B. Should a quorum not be present at a meeting of the Council or should the number of members present fall below that of a quorum, the business not transacted at the meeting shall be transacted at the next ordinary meeting of the Council or at an extraordinary meeting thereof summoned for the purpose of considering it.
- C. The quorum of any Committee of the Council shall comprise at **least three Councillors**.

**Standing
Order 12**

VOTING

- A. *All questions coming or arising before the Council and its Committees and Sub-Committees shall be decided by a majority of the members present and voting thereon at a properly convened meeting of the Council. The method of voting shall be by show of hands (or, alternatively, by secret ballot where the Council, Committee or Sub-Committee, as the case may be, so decide). However, on the requisition of any member of the Council, the voting on any question shall be recorded so as to show whether each member present and voting did give his/her vote for or against that question.* A member shall be entitled to have his/her name recorded in the minutes as voting against a specific matter or as abstaining from voting thereon.
- B. In the event of there being an equality of votes and the member presiding at a meeting of the Council or a Committee declining to give a second or casting vote, the relevant motion or amendment thereto shall fall to the ground and the Council, Committee, as the case may be, shall proceed to the next item of business; ***other than in respect of the election of a Town Mayor, where the person presiding is required by law to exercise a casting vote.***
- C. *In respect of voting where more than two persons have been nominated for a single vacancy (e.g. in respect of an appointment to fill a casual member vacancy, appointment to serve on an outside body or appointment of staff etc.) the successful candidate shall receive an absolute majority vote of those members present and voting, the name of the person having the least number of votes being struck off the list and one or more fresh votes taken until a majority of votes is given in favour of one person.*

**Standing
Order 13**

CONDUCT OF COUNCILLORS SHALL BE GOVERNED BY THE CODE OF CONDUCT, 2008.

**Standing
Order 14**

CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

- A. Canvassing of members, directly or indirectly, for any appointment to be made by the Council shall disqualify the candidate for such appointment and the Town Clerk shall make known to every candidate for such an appointment the terms of this Standing Order.
- B. A member shall not solicit for any person any Council appointment or recommend any person for such appointment or for promotion. The requirements of this Standing Order shall not, however, prevent a member providing a written reference as to the candidate's ability, experience or character for submission to the Council with an application for appointment. Additionally, the terms of this Standing Order shall apply to tenders and quotations as if those persons submitting tenders or quotations were candidates for an appointment.

Standing Order 15 PUBLIC ACCESS TO MEETINGS, INFORMATION, CONFIDENTIAL BUSINESS AND INSPECTION OF DOCUMENTS

- A. *Any meeting of the Council or of its Committee(s) shall be open to the public. However, the Council or Committee, as the case may be, may by resolution exclude the public and press (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reason stated in the resolution and arising from the nature of that business or of the proceedings, and where such a resolution is passed, the meeting shall not be required to be open to the public during the proceedings to which the resolution applies. The Council or Committee may treat the need to receive or consider recommendations or advice from sources other than members, its Committees or Sub-Committees, as the case may be, as a special reason why publicity would be prejudicial to the public interest, without regard to the subject or the purpose of the recommendations or advice. While any such meeting is open to the public, the Council or Committee, as the case may be, shall not have power to exclude members of the public there from and duly accredited representatives of newspapers attending for the purpose of reporting the proceedings for those newspapers shall, so as far as practicable be afforded reasonable facilities for taking their report and, unless the meeting is being held in premises not belonging to the Council or not on the telephone, for telephoning the report at their own expense. The provision of this Standing Order shall be without prejudice to any power of exclusion to suppress or prevent disorderly conduct or other misbehaviour at a meeting.*
- B. The public and the press shall be admitted to all meetings of the Council and its Committees. However, the public and press may temporarily be excluded by means of the following resolution.
 "That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw."
The Council shall also strictly comply with and adhere to any present or future requirements affecting it contained in the Freedom of Information Act 2000 and Statutory Instruments made thereunder.
- C. Notwithstanding the principles of openness in the Council's dealings, as referred to in these Standing Orders, no member shall disclose to any person who is not a member of the Council any business declared to be confidential by the Council.
- D. A member shall, but only for the purpose of undertaking his/her functions, duties and responsibilities as a Councillor, be entitled to inspect any document in the

possession of the Council and, where practicable, shall on request be supplied with a copy thereof for that purpose.

**Standing
Order 16**

STATUTORY STAFFING REQUIREMENTS

- A. The Council may appoint such officers and other employees as it thinks necessary, including a Town Clerk, for the proper discharge of its functions. ***The terms of appointment or conditions of employment of every such officer or other employee shall be deemed to incorporate the Code of Conduct set out in the Schedule to the Code of Conduct (Qualifying Local Government Employees)(Wales) Order 2001.***

Council staff must comprise a full-time Town Clerk/Responsible Financial Officer.

All staff will be employed under the terms and conditions laid down by The Society of Local Council Clerks and Local Government Services. Contractual terms and conditions to be clearly set out in offer letters, accompanied by appropriate documents, specifically a job description, a written statement of particulars and where possible a staff handbook, containing general terms and conditions applicable to the employee.

A Contract of Employment will be provided within two months as laid down in the Employment Rights Act 1996. Contracts of Employment and conditions must be kept up to date by the Council and be regularly reviewed.

- B. ***The Council shall appoint a Responsible Financial Officer (who may also be its Town Clerk), with prescribed duties and responsibilities, to undertake its functions under Section 151 of the Local Government Act 1972 and Regulation 4 of the Accounts and Audit Regulations 1996.***
- C. ***The Council shall appoint a completely independent Internal Auditor to undertake the functions prescribed under Regulation 5 of the Accounts and Audit Regulations 1996 and Codes of Audit Practice drawn up in relation thereto by the Audit Commission and shall give its consideration to any recommendation or observations made by him/her from time to time.***
- D. ***Every appointment of a person to a paid office or employment under the Council shall be made on merit, subject to any relevant statutory exceptions to that requirement and, in order to avoid any possible accusation of bias, employees of the Council shall not be involved in any appointment, or any other decisions relating to promotion or pay and conditions for any other employee, or prospective employee, to whom they are related, or with whom they have a close personal relationship outside work.***

**Standing
Order 17**

CONTRACTS

- A. ***If the work, subject to tender is limited to specialist contractors and or materials and exceeding £15,000 the council will seek three tenders for the project to best achieve value for money and meet the terms of tender. In the event that interest is not shown by three specialist contractors the Council will proceed to appoint a specialist contractor out with the tendering process but in accordance with Standing Order 15.***
- B. ***The notice, or invitation to submit a tender, for a contract exceeding £15,000 in value or amount shall state the general nature of the intended contract and state the name and address of the person to whom tenders are to be addressed and the***

last day by which those tenders should reach that person in the ordinary course of post.

- C. *Tenders/quotations received shall be opened by the Responsible Financial Officer, or other person to whom the tenders are required to be addressed, in the presence of the Council or Committee/Committee/Officer to which/whom the power to award the contract may have been delegated.*
- D. *The Council is not bound to accept the lowest tender.*
- E. *Should no tenders be received or should all the tenders be identical the Council etc. may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.*
- F. *A notice to tender issued in accordance to this Standing Order shall refer to the statement in Standing Order 15 which will apply.*
- G. *No member or employee of the Council shall, in the name of the Council, issue orders, or transmit instructions or directions, unless such orders etc. are specifically authorised by the Council or in accordance with power properly delegated to a Committee, Sub-Committee or Officer and the requirements of the Standing Orders and the Council's Financial Regulations shall be strictly adhered to in respect thereof.*

**Standing
Order 18**

EXECUTION OF DOCUMENTS

All relevant documents (e.g. those relating to land transactions etc.) shall be executed under the common seal of the Council (or should the Council not have a seal), signified by an instrument signed and sealed by The Mayor and Deputy Mayor, who shall be appointed thereby for that purpose, upon formal authority being given thereto by resolution of the Council.

**Standing
Order 19**

PROPER OFFICER

Where a statute regulation or order confers functions or duties on the Proper Officer of the Council, in the following cases that officer shall be its Town Clerk:-

- (i) To receive and witness declarations of acceptance of office.
- (ii) To receive and retain plans and documents.
- (iii) To sign notices or other documents on behalf of the Council.
- (iv) To receive copies of byelaws made by the relevant County Borough Council.
- (v) To certify copies of byelaws made by the Town Council.
- (vi) ***To sign summonses to attend meetings of the Council and its Committees/Sub-Committees.***

**Standing
Order 20**

EXPENDITURE AND FINANCIAL MANAGEMENT

The terms and requirements of the Council's approved Financial Regulations shall be adhered to in relation to any decisions relating to expenditure and the Council shall receive and give due consideration to any recommendations or observations made by its Internal Auditor in relation to the financial management of its affairs.

**Standing
Order 21**

WELSH LANGUAGE SCHEMES AND USE OF WELSH LANGUAGE

- A. ***Councillors, Officers and any other employees, shall adhere to the requirements of any Welsh Language Scheme or revised Scheme in accordance with the Welsh Assembly Government Policy on the Welsh Language.***
- B. The Council shall conduct the business at its meetings in the English language.

**Standing
Order 22**

HUMAN RIGHTS

So far as it is possible, primary legislation and subordinate legislation must be read and given effect in a way which is compatible with the rights and fundamental freedoms referred to in the European Convention on Human Rights set out in the Human Rights Act 1998 and it is, therefore, generally unlawful for a public authority to act in a way which is incompatible with a Convention Right. This Council shall, therefore, have regard to human rights principles when making decisions affecting people's rights.

**Standing
Order 23**

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- A. Subject to statutory requirements, any one or more of these Standing Orders, excepting those printed in bold typeface, may be suspended by resolution of the Council, in relation to any specific item of business, subject to the vote thereon being carried by at least two-thirds of the members present and voting on the motion. A Committee or Sub-Committee thereof may similarly by resolution suspend any one or more of the Standing Orders in relation to any specific item of business of which it exercises properly delegated functional powers, subject as aforesaid. Suspension shall only be for the duration of the meeting at which the resolution is passed.
- B. ***Standing Orders shall be reviewed and confirmed at every Annual General Meeting.***

**Standing
Order 24**

STANDING ORDERS TO BE GIVEN TO MEMBERS AND OFFICERS

A copy of these Standing Orders shall be given to each member of the Council by the Town Clerk upon delivery to him/her of the member's Declaration of Acceptance of Office. A copy thereof shall also be given by the Town Clerk to any officer or other employee upon his/her appointment.

**Standing
Order 25**

MAYORS APPEAL

The Mayor will nominate his/her charity and this will be administered as a separate account.

**Standing
Order 26**

COUNCIL FACILITIES

Office and Chamber facilities of the Council may be afforded to members of the Council in pursuance of Council duties by application to the Mayor and Clerk.

Standing

Order 27

CIVIC FUNCTIONS

- A. **That annually, the Town Mayor, in consultation with members of the Mayoral Events Sub-Committee may arrange a Civic Service and Reception and Mayor's events brought forward by the Mayoral Events Sub-Committee.**

- B. ***The Council will present a suitable gift to residents who are celebrating their 90th and 100th birthdays and diamond wedding anniversaries, subject to them being made aware of the occasion. Members should inform the Town Clerk of such occasions with the details.***

Standing

Order 28

BEREAVEMENT

In the case of a bereavement of a member or officer of the Council a letter of condolence will be sent to their immediate family, this will include past members or officers.

Revision date : June 2015 accepted by Council 10th June 2015

Revision date June 2016 accepted by Council on 1st June 2016

Revision date May 2017 following AGM of Council 10th May 201

Revision date May 2018 following AGM

Review Date May 2019 AGM

Review date May 2020 AGM (reference to Sub-Ctees deleted and amended with Working Parties as required)

Review Date June 2022(reference to number of Cllrs on cttee (shown in Red) DAY change of meetings in BOLD

Review 2023

Review Date May 2024

