



**CYNGOR CYMUNED PENARLAG**

**HAWARDEN COMMUNITY COUNCIL**

**STANDING ORDERS**

**Last Revised: 12<sup>th</sup> April 2021**

**Adopted May 2021**

These Standing Orders are made by **Hawarden** Community Council (hereinafter referred to as 'the Council') for 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 a **bold** typeface 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.

**MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

1. **In a year which is a year of ordinary elections of Community Councillors, the annual meeting of the Council shall be held on, or within 14 days after, the day on which its Councillors elected at that election take office (viz. on the fourth day after). This means that the annual meeting is required to be held within 4 and 18 days after the date of the election, or as otherwise prescribed by law. In any other year the annual meeting shall be held on such day in May as the Council may determine.**
2. 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 monthly intervals on the second Monday thereof at **6.30 p.m.** (excluding the month of August).
3. **An extraordinary meeting of the Council may be called at any time by the Chair and, should they refuse to call such a meeting after a requisition for that**

purpose, signed by two Members of the Council, has been presented to them, or if, without so refusing, they do not call an extraordinary meeting within seven days after such a requisition has been presented to them, any two Members of the Council, on that refusal or on the expiration of those seven days, as the case may be, may forthwith convene an extraordinary meeting of the Council.

4. **A meeting of the Council, or a Committee or Sub-Committee thereof, shall be held at such place, either within or without its area, as the Council, Committee or Sub-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 or Sub-Committees shall be held at The Council Chamber, Scout Headquarters, Gladstone Playing Fields.
5. **Three clear days at least before a meeting of the Council or a Committee of the Council –**
  - (a) **notice of the time and place of the intended meeting shall be fixed in some conspicuous place in the Community 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**
  - (b) **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.** 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.
6. **Meetings of the Council and its Committees and Sub-Committees shall be held and conducted strictly in accordance with the requirements of law** and these Standing Orders. Smoking shall not be permitted at any such meetings.

#### **APPOINTMENT OF COMMITTEES AND SUB-COMMITTEES**

7. The Council, for the purpose of discharging any of its functions or advising it 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.
8. A Committee appointed in accordance with Standing Order 7 for the purpose of discharging any of the Council's functions or advising it on any matter relating thereto, unless the Council otherwise directs, may appoint one or more Sub-

Committees comprising Members thereof, but the latter shall not be elected to preside thereat.

9. Unless the Council otherwise directs, any Committee appointed in accordance with Standing Order 7 and any Sub-Committees appointed in accordance with Standing Order 8 shall respectively appoint its own Chair.
10. A Committee or Sub-Committee shall report back respectively to the Council or Committee appointing it on its decisions taken in accordance with any functional power delegated to it and/or recommendations/observations on any matter relevant to its terms of reference.

#### **ELECTION OF CHAIR AND APPOINTMENT OF VICE-CHAIR**

11. **A Chair shall, at the Council's annual meeting, be elected from among its Members and, unless they resigns or becomes disqualified, shall continue in office until their successor becomes entitled to act as such (i.e. following their successor's election to that office at the next annual meeting of the Council or being elected to fill any casual vacancy for Chair that may occur sooner).**
12. **The Chair shall, at the annual meeting at which they are elected or re-elected (or at the meeting at which they are 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 Senedd and, if they fail to do so, their office of Chair shall thereupon become vacant. If present at any meeting of the Council, the Chair shall preside thereat.**
13. **The person presiding at the time of election of Chair shall be disqualified from being a candidate for re-election to that office if they continue to preside. Therefore, a person presiding who is a candidate for election thereto, (e.g. an outgoing Chair wishing to be re-elected) shall be required to vacate the Chair and leave the meeting prior to their name being formally proposed as a candidate.**
14. **In the case of an equality of votes in the election of Chair, the person presiding at the meeting shall give a casting vote in addition to any other vote they may have.**
15. **A Vice-Chair shall 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 a Chair at the next annual meeting of the Council, unless they should resign or become disqualified beforehand. In the absence of the Chair at a meeting of the Council, the Vice-Chair shall preside thereat but in the**

absence of both Chair and Vice-Chair, such Councillor as the Members of the Council present shall choose, shall preside.

16. The Chair, Vice-Chair or Councillor presiding at a meeting of the Council, or a Committee or Sub-Committee thereof, shall be empowered to exercise all the powers and duties of the office of Chair 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.**

#### **DECLARATION OF ACCEPTANCE OF OFFICE OF COMMUNITY COUNCILLORS**

17. A person elected or re-elected to the office of Community Councillor shall, before or at the first meeting of the Council after their election (or in the case of co-option to that office, at the meeting at which they are so 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 Senedd (incorporating an undertaking by the declarant that, in performing their functions, they will observe the Council's Code of Conduct for the time being adopted), and if they fails to do so their office as Community Councillor shall thereupon become vacant.

#### **AGENDAS FOR MEETINGS OF THE COUNCIL AND COMMITTEES AND ORDER OF BUSINESS**

18. 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 Clerk, or by a Member of the Council, subject in the latter case to notice thereof being given to the Clerk in writing not later than seven clear days prior to the date of the meeting. ***The proforma for adding items to the agenda must be completed as appended to these Standing Orders.*** The Clerk shall place upon the agenda for any such meeting all items of business or motions where notice is given as aforesaid.
19. A copy of the agenda shall be sent, for information, to the relevant County Councillors for the area of the Council.
20. Subject to any relevant statutory requirement, and to provisions contained elsewhere in these Standing Orders, including the varying order of business, the business of any meeting of the Council (other than its annual meeting) shall be transacted in the following order, subject to 28 (c):

- (a) To elect a Member to preside in the absence of the Chair and Vice-Chair.
- (b) 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. A reason for absence must be minuted, (Charles Arnold Baker, para 7.12)
- (c) The Member presiding to sign the minutes of the previous meeting subject to 28(b)
- (d) To receive disclosures of personal and prejudicial interest and the nature thereof, in accordance with the requirements of the Council's adopted Members' Code of Conduct.
- (e) To receive reports of Committees and Sub-Committees appointed by the Council.
- (f) To consider items of business placed upon the agenda by the Clerk and (subject to requisite notice being given in accordance with the requirement of Standing Order 18), items of business placed thereon by Members of the Council, in such order as the Clerk may deem to be most appropriate.
- (g) To consider and approve accounts for payment.

21. At the annual meeting of the Council, in addition, the following business shall also be transacted in the following order:-

- (a) Election of Chair
- (b) Appointment of Vice-Chair.
- (c) Appointment or re-appointment of any standing Committees, Sub-Committees and Working Groups.
- (d) Appointment or re-appointment of Members to serve on outside bodies.
- (e) Delegation or renewal thereof functional power to the Clerk and/or Responsible Financial Officer to act in respect of urgent business arising between meetings of the Council (in consultation with the Chair and Vice-Chair or otherwise.
- (f) (At an annual meeting (immediately following an election), a council resolution is required to commence the process for co-option of Members to fill any vacancies remaining unfilled by there being insufficient candidates.

22. Without prejudice to the prescribed order of business, as set out in Standing Orders 20 and 21, the business to be transacted at any meeting of the Council may be preceded by supplementary generic items in respect of which no decision thereat shall be taken but, in appropriate circumstances, may be placed upon the agenda of a later meeting of the Council or a Committee or Sub-Committee thereof for consideration or referred for submission of a report or reports, such items being restricted to:-

- (a) 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);
- (b) making announcements; and
- (c) receiving 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.

### **NOTICES OF MOTION**

- 23. Except as provided under Standing Order 28, each notice of motion shall be in writing, signed by the Member or Members of the Council giving the notice, and delivered to the Clerk in accordance with the requirements of Standing Order 18 above. The 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.
- 24. The Clerk shall insert in the summons (agenda) for every meeting of the Council all 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 they propose to move it at some later meeting or subsequently has withdrawn it in writing.
- 25. If a motion, notice of which is thus specified in the summons (agenda), be not moved, it shall, unless postponed by consent of the Council, be treated as abandoned and shall not be moved without fresh notice.
- 26. Motions for which notice has been duly given, the subject matter of which comes within the delegations or terms of reference of any Committee or Sub-Committee of the Council shall, upon being moved, stand referred without discussion to such Committee or Sub-Committee or to such other Committee or Sub-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.
- 27. Every notice of motion shall be relevant to some question over which the Council has power, or which affects the Community.

### **MOTIONS THAT MAY BE MOVED WITHOUT NOTICE**

- 28. The following motions may be moved without notice:
  - (a) To appoint a Chair to preside at the meeting in the absence of the Chair and Vice-Chair.
  - (b) In relation to the accuracy of the minutes of the previous meeting.
  - (c) To change the order of business.

- (d) To proceed to the next business.
- (e) To close or adjourn the debate on any particular item of business.
- (f) To refer a matter to a Committee, Sub-Committee or Working Group.
- (g) To appoint a Committee or Working Group and/or Members to serve thereon.
- (h) To receive and/or adopt a report.
- (i) To withdraw a motion.
- (j) To amend a motion.
- (k) To exclude the public and press in appropriate circumstances.
- (l) To adjourn the meeting in the event of disorderly conduct.
- (m) 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.
- (n) To adjourn the meeting.
- (o) That the motion now be put.

### **QUESTIONS**

29. A Member may ask the Chair or the Clerk any question relating to the functions or business of the Council, subject to seven clear days' written notice thereof being given to the 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 so do to.

### **RULES OF DEBATE**

30. No discussion shall take place upon the minutes, except upon their accuracy. Corrections to the minutes shall be made upon the signing thereof.

***[Note:***

*Minutes of proceedings of a council and of its committees must be kept. They are intended to be formal records of official acts and decisions, not reports, still less verbatim reports, of the speeches made by councillors. Minutes should, therefore, be as short as is consistent with clarity and accuracy, and the arguments used in the discussion need only be recorded if the decision cannot be clearly expressed in any other way. Short simple minutes are less likely to be defamatory than long reports.*

*[LG Act 1972, Sch 12, para 41 (1); and Arnold Baker, Tenth Edition, page 68]*

31. Members shall direct their speeches only to the subject currently under discussion and address the Chair.
32. In the event of two or more Members requiring to speak, the Chair shall determine the order of speaking.

33. 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 23 or is as referred to in Standing Order 28.

34. An amendment to a motion shall be only:

- (a) to leave out words;
- (b) to leave out words and insert or add others;
- (c) to insert or add words

but such omission or insertion of words shall not have the effect of introducing a new proposal into or of negating the motion before the Council.

35. 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.

36. 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.

37. A Member may raise a point of order or make a personal explanation but a personal explanation shall be confined to some material part of a former speech by them at the same meeting which may have been misunderstood and they shall be entitled to be heard forthwith but the ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be open to discussion. *Whenever the Chair rises during a debate, all other Members of the Council shall be silent.*

38. A motion or amendment may be withdrawn by the mover with 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.

39. When a motion is under debate no other motion shall be moved except the following:

- (a) To amend the motion.
- (b) To postpone consideration of the motion.
- (c) To adjourn the meeting.



- (d) To adjourn the debate.
  - (e) To proceed to the next business.
  - (f) That the question be now put.
  - (g) That a Member be not further heard.
  - (h) That a Member leave the meeting.
  - (i) That the subject of debate be referred back to a Committee or Sub-Committee.
  - (j) To exclude the public and press.
40. 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 or Sub-Committee thereof, on the basis of consensus or tacit agreement.
41. On request by any member, an extension to the two hours prescribed meeting time be allowed of an additional 15 minutes if the debate indicates that the meeting will run over.
42. When a Member returns to the meeting room after declaring a personal and prejudicial interest the Chair will repeat the decision that was reached so that the Member is aware of it. There will be no further comment or discussion.

#### **RESCISIONS OF RESOLUTIONS**

43. 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 three other Members; and when any such motion has been disposed of by the Council it shall not be competent for any other Member to propose a similar motion within a further period of six months.

#### **QUORUM**

44. **No business of the Council shall be transacted at a meeting of the Council unless at least one-third of the whole number of Members of the Council are present at the meeting but in no case shall the quorum be less than three. A quorum in relation to meetings of this Council shall, therefore, be at least seven 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 may be unable to vote, on account of having a personal 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.**

45. 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.
46. (a) The establishment of any Committee or Sub-Committee of the Council shall comprise at least seven Members with a quorum of seven and three respectively.
- (b) As and when required a working group established by the Council shall comprise a member from each of the council's four wards.

#### **VOTING**

47. **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. 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 their vote for or against that question.** A Member shall be entitled to have their name recorded in the minutes as voting against a specific matter or as abstaining from voting thereon.
48. In the event of there being an equality of votes and the Member presiding at a meeting of the Council or a Committee or Sub-Committee declining to give a second or casting vote, the relevant motion or amendment thereto shall fall to the ground and the Council, Committee or Sub-Committee, as the case may be, shall proceed to the next item of business; **other than in respect of the election of a Chair, where the person presiding is required by law to exercise a casting vote.**
49. **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.**

#### **DISORDERLEY CONDUCT**

50. No Member shall, at a meeting of the Council or a Committee or Sub-Committee thereof, persistently disregard the ruling of the person presiding thereat, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
51. If, in the opinion of the person thereat, a Member has breached the requirements of Standing Order 50, any Member may move the Member in question be no longer heard. That motion shall thereupon be put forthwith and without discussion.
52. In the event of such a motion being carried and the Member in question persists in breaching the requirements of Standing Order number [4850](#), the person presiding may suspend the meeting or take further steps as may reasonably be deemed to be necessary or expedient.

#### **CANVASSING**

53. Canvassing of Members, directly or indirectly, for any appointment to be made by the Council shall disqualify the candidate for such appointment and the Clerk shall make known to every candidate for such appointment the terms of this Standing Order.
54. 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 a 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 appointment.

#### **PUBLIC ACCESS TO MEETINGS, INFORMATION, CONFIDENTIAL BUSINESS AND INSPECTION OF DOCUMENTS**

55. **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.

56. **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 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 therefrom and duly accredited representative of newspapers attending for the purpose of reporting the proceedings for those newspapers shall, so far as practicable, be afforded reasonable facilities for taking their report and, unless the meeting is 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.**
57. This Council shall also adhere to the principles of openness in relation to public access to its meetings and documents, as referred to in Public Bodies (Admission to Meetings) Act 1060 insofar as it is possible and practicable so to do in relation to the functions of the Council, particularly in relation to admission of the public to meetings of Sub-Committees and to public access to agendas, reports, minutes and background papers. **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.**
58. Notwithstanding the principles of openness in the Council's dealings, as referred to in Standing Order [556](#) above, no Member shall disclose to any person not a Member of the Council any business declared to be confidential by the Council.
59. A Member shall, but only for the purpose of undertaking their functions, duties and responsibilities as a Councillor, be entitled to inspect any document in possession of the Council and, where practicable, shall on request be supplied with a copy thereof for that purpose.
60. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
61. The period of time designated for public participation at a meeting will be at the discretion of the Chairman.
62. In the event of members of the public being invited to attend Council or a Committee to provide information about a particular subject, Council may refer any decisions required to the next meeting of the Council.

63. **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.**

#### **APPOINTMENT OF STAFF**

64. **The Council shall appoint such officers and other employees as necessary, including a 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 Code of Conduct (Qualifying Local Government Employees) (Wales) Order 2001.**
65. **The Council shall appoint a Responsible Financial Officer (who may also be its Clerk), with prescribed duties and responsibilities, to undertake its functions under Section 151 of the Local Government Act 1972 and Regulations 4 5 and 6 of the Accounts and Audit (Wales) Regulations 1996.**
66. **The Council shall appoint a completely independent internal auditor to undertake the functions prescribed under Regulation 7 of the Accounts and Audit (Wales) Regulations 2014 Public Audit (Wales) Act 2004 and the Auditor General for Wales' Code of Audit Practice. and shall give its consideration to any recommendations or observations made by them from time to time.**
67. **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 discipline, 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.**

#### **CONTRACTS**

68. **Where it is intended to enter into a contract exceeding £5,000 but not exceeding £25,000 in value or amount for the supply of goods or materials or for the execution of works, the Council's Responsible Financial Officer Shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above (£500) the Clerk or RFO should strive to obtain 3 estimates.**
69. **Subject to the requirements of Standing Order number 70 below, where the value of the intended contract exceeds £25,000 in value or amount, 3 quotations (priced description of the proposed supply) should be sought.**

70. **Where, in the opinion of the Council, the goods, material or work are of a specialist nature, as an alternative to the requirements of Standing Order 69 above, tenders may be invited from at least three contractors, selected by the Council, specialising in the type of work etc. comprising the contract in question.**
71. **The notice, or invitation to submit a tender, for a contract exceeding £25,000 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 date by which those tenders should reach that person in the ordinary course of post.**
72. **Tenders/quotations received shall be opened by the Responsible Financial Officer, or other person to whom tenders are required to be addressed, in the presence of the Council or Committee/Sub-Committee/Officer to which/whom the power to award the contract may have been delegated.**
73. **The Council is not bound to accept the lowest tender.**
74. **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.**
75. **A notice/invitation to tender issued in accordance with the requirements of Standing Orders numbers 69, 70, 71 and 72 above shall contain a statement of the effect of Standing Order number 54 in relation to tenders and quotations.**
76. **No Member 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 powers properly delegated to a Committee, Sub-Committee or Officer and the requirements of these Standing Orders and Council's Financial Regulations shall be strictly adhered to in respect thereof.**

#### **EXECUTION OF DOCUMENTS**

77. **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 two Members of the Council, who shall be appointed thereby for that purpose, upon formal authority being given thereto by resolution of the Council.**

#### **PROPER OFFICER**

78. **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 Clerk:**

- (a) To receive and witness declarations of acceptance of office.
- (b) To receive and retain plans and documents.
- (c) To sign notices or other documents on behalf of the Council.
- (d) To receive copies of byelaws made by the relevant County Council.
- (e) To certify copies of byelaws made by the Community Council.
- (f) To sign summonses to attend meetings of the Council and its Committees/Sub-Committees.

In any other case, the Proper Officer shall be the person nominated by the Council and, in default of nomination, the Clerk.

#### **EXPENDITURE AND FINANCIAL MANAGEMENT**

79. **The terms and requirements of the Council's approved Financial Regulations and Internal Financial Controls policy 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.

#### **WELSH LANGUAGE SCHEMES AND USE OF WELSH LANGUAGE**

80. **Councillors, Officers and any other employees, shall adhere to the requirements of any Welsh Language Scheme or revised Scheme made by the Council under the Welsh Language Act 1993 and approved by the Welsh Language Board.**
81. The Council shall conduct the business at its meetings in the English language.

#### **HUMAN RIGHTS**

82. **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.**

#### **VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS**

83. 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 these Standing Orders in relation to any specific item of business in respect 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.

84. Any motion to add to, vary or revoke these Standing Orders shall, when moved and seconded, stand adjourned without discussion to the next scheduled meeting of the Council.

**STANDING ORDERS TO BE GIVEN TO MEMBERS AND OFFICERS**

85. A copy of these Standing Orders shall be given to each Member of the Council by the Clerk and Financial Officer upon delivery to them of the Member's Declaration of Acceptance of Office. A copy thereof shall also be given by the Clerk to any other Officer or other employee upon their appointment.



**APPENDIX – PROFORMA FOR COUNCILLORS TO ADD ITEMS TO THE AGENDA**

Name of Councillor	
Title of Report	
Purpose of Report	
Background to this request	
Financial Implications	
Environmental Implications	
Decision sought by Council	
Advantages of this proposal	
Disadvantages of this proposal	
Equality implications	