



# **Llwchwr Town Council Standing Orders**

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**Approved by Council:**

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## **INTRODUCTION**

This is a new version of the model standing orders designed to comply with all relevant legislation including the Local Government and Elections (Wales) Act 2021. (May 2023)

### **How to use model Standing Orders**

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them. Local councils operate within a wide statutory framework. These model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders. The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of One Voice Wales (OVW).

## **1. MEETINGS GENERALLY**

### **Chair of the Meeting**

The person presiding at a meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting.

The Chair of Council can be the Mayor and the Vice Chair shall be the Deputy Mayor and references in these Standing Orders to Chair and Vice Chair shall be interpreted accordingly where necessary. However in the event that the Mayor is inaugurated into the office of Mayor without the duties of a Chair then a Presiding Member will need to be nominated at the Annual meeting and before any other business is conducted.

### **Types of Meetings**

Full Council meetings

Committee meetings

Sub-committee meetings

#### **a. Notices of meetings**

- i. The notice (including how the meeting may be accessed virtually, if applicable) must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.
- ii. The notice must provide details about how to access the meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.
- iii. If a member wants to receive the summons in writing rather than electronically to the address allocated to them or notified as their address to the clerk, they must give notice in writing to the clerk and specify the postal address to which summons should be sent.
- iv. In exceptional circumstances, a meeting of a committee or sub-committee of the council may be called at shorter notice. In which case, notices should be published with at least 24 hours' notice.

These notice requirements also apply where a formal meeting is taking place which is not open to the public.

#### **b. Multi-location meetings**

- i. All community councils must make and publish arrangements for its meetings to enable people who are not in the same place to meet. Under the arrangements, councils will need to take reasonable steps to allow meetings to be held from multiple locations. If the arrangements are revised or replaced the new arrangements must also be published.
- ii. The minimum requirement is that members are able to hear and be heard by others.

#### **c. Meetings Generally – Other.**

- i. The minimum three clear days for notice of a meeting does not include 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.
- ii. The minimum three clear days' public notice for a meeting does not include the day of the meeting unless the meeting is convened at shorter notice.
- iii. 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 and the press's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public and the press to be excluded.

- iv. The person presiding over the meeting must give members of the public in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting, unless doing so is likely to prejudice the effective conduct of the meeting. This does not mean that members of the public can take part in debate, but they must be given a reasonable opportunity to make representations about business to be discussed.
- v. The period of time designated for public participation at a meeting in accordance with these standing orders should not exceed 15 minutes unless directed otherwise by the Presiding Member or Chair of the meeting.
- vi. Subject to these standing orders, a member of the public shall not speak for more than 10 minutes.
- vii. In accordance with these standing orders, a question shall not require a response at the meeting nor start a debate on the question. The presiding member or chair of the meeting may direct that a written or oral response be given.
- viii. A person shall raise their hand either in person or virtually (if attending the meeting remotely) when requesting to speak.
- ix. A person who speaks at a meeting shall direct their comments to the presiding member of the meeting.
- x. Only one person is permitted to speak at a time. If more than one person wants to speak, the presiding member or chair of the meeting shall direct the order of speaking.
- xi. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent. Meetings can be recorded, if required, for the purpose of assisting with the accuracy of the minutes, if recorded they are stored to protect the council (as a whole body) and councillors against any future legal implications and reputational damage.  
Any recordings should be stored for a period of 1 year from the date of recording, unless a written request for extension is received. Any request to extend the storage period of an individual meeting or requests for recordings to be provided should be brought to full council for approval as a confidential agenda item.
- xii. 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.
- xiii. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Presiding Member or the Chair of the Council may in their absence be done by, to or before the Deputy presiding member or Deputy Chair of the Council.
- xiv. The Presiding Member or Chair of the Council, if present, shall preside at a meeting. If the presiding member or chair is absent from a meeting, the Deputy presiding member or Deputy Chair of the Council, if present, shall preside. If both the presiding member/Chair and the Deputy presiding member/Vice Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- xv. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- xvi. The presiding member or chair 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 their casting vote whether or not they gave an original vote.

*See standing orders 3(h) and (i) for the different rules that apply in the election of the Presiding Member or Chair of the Council at the annual meeting of the Council.*

- xvii. Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of 3 councillors, the voting on any question shall be recorded so as to show

whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

**xviii.** The minutes of a meeting shall include an accurate record of the following:

- the time and place of the meeting;
- the names of councillors who are present and the names of councillors who are absent;
- interests that have been declared by councillors and non-councillors with voting rights;
- the grant of dispensations (if any) to 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.

**xix.** 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 their right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the Council.

**xx.** 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 three.

*See standing order 2(d)(viii) for the quorum of a committee or sub-committee meeting.*

**xxi.** 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.

**xxii.** A meeting shall not exceed a period of 2 hours.

## **2. COMMITTEES AND SUB-COMMITTEES**

- a.** Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the 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 and a sub-committee of the advisory committee may be non-councillors.
- d.** The Council may appoint standing committees or other committees as may be necessary, and the committees and sub-committees:
  - i.** shall determine their terms of reference;
  - ii.** shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii.** shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv.** shall appoint and determine the terms of office of members of such a committee;
  - v.** may appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Clerk 3 days before the meeting that they are unable to attend;
  - vi.** shall appoint the chair and vice-chair of it's committee;
  - vii.** shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- viii. shall determine if the public may participate at a meeting of a committee;
- ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- x. shall determine if the public may participate at a meeting of a sub- committee that they are permitted to attend; and
- xi. may dissolve a committee or a sub-committee.

## **CURRENT COMMITTEES**

- e. Functions Sub-Committee – All council
- f. Welfare Hall Management Committee – All Council
- g. Finance & Budget Committee - 7 Town Councillors
- h. Pay & Personnel Committee - 6 Town Councillors
- i. Digital & Communication Sub Committee 7 Town Councillors
- j. Health & Safety/Working Practices Sub Committee - 6 Town Councillors
- k. Appraisal of the Clerk – new Mayor, immediate past Mayor and Cllr R. Smith, if the combination of the three roles are all male an additional female councillor should be added to this committee.
- l. Staff Committee – clerk and the 2 chairs of the Welfare Hall Committee, again if there are no female councillors on this committee and additional female councillor should be added.
- m. The Chair of a Committee or the Mayor of the Council may summon a special meeting of that Committee at any time. A special meeting shall also be summoned on the requisition in writing of no less than a quarter of the members of the Committee. The summons shall set out the business to be conducted at the special meeting and no other business shall be transacted at that meeting.
- n. Every Committee where appropriate may appoint Panels or Small Groups for purposes to be specified by the Committee and shall always include the Chair and Vice-Chair of that Committee.
- o. Except where ordered by the Council in the case of a Committee or by the Council the quorum of a Committee shall be one third of its members.
- p. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to Committee as they are appropriate.

## **3. ORDINARY COUNCIL MEETINGS**

- a. In an election year, the annual meeting of the Council 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 annual meeting of the Council shall be held on such day in May as the Council decides.
- c. If no other time is fixed, the annual meeting of the Council shall take place at 7pm.
- d. In addition to the annual meeting of the Council, any number of other ordinary meetings may be held in each year on such dates and times as the Council decides.
- e. The first business conducted at the annual meeting of the Council shall be the election of the Presiding Member or Chair and Deputy Presiding Member or Vice-Chair (if there is one) of the Council.
- f. The Presiding Member or Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.

- g.** The Deputy Presiding Member or Vice-Chair of the Council if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Presiding Member or Chair of the Council at the next annual meeting of the Council.
- h.** In an election year, if the current Presiding Member or Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Presiding Member or Chair of the Council has been elected. The current Presiding Member or Chair of the Council shall not have an original vote in respect of the election of the new Presiding Member or Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i.** In an election year, if the current Presiding Member or Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Presiding Member or Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Presiding Member or Chair of the Council and shall give a casting vote in the case of an equality of votes.

## **ANNUAL MEETING**

- j.** Following the election of the Presiding Member or Chair of the Council and Deputy Presiding member or Vice-Chair of the Council at the annual meeting, the business shall include:
  - i.** In an election year, delivery by the Presiding Member or Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Presiding Member or Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;
  - ii.** Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii.** Receipt of the minutes of the last meeting of a committee;
  - iv.** Consideration of the recommendations made by a committee;
  - v.** Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi.** Review of the terms of reference for committees;
  - vii.** Appointment of members to existing committees;
  - viii.** Appointment of any new committees in accordance with standing order 2;
  - ix.** Review and adoption of appropriate standing orders and financial regulations;
  - x.** Review of the eligibility criteria for the use of the general power of competence
  - xi.** To consider the use of the General Power of Competence
  - xii.** To discuss items for the Annual Report to be prepared for review at a later Council meeting
  - xiii.** Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
  - xiv.** Review of representation on or work with external bodies and arrangements for reporting back;
  - xv.** Review of inventory of land and other assets including buildings and office equipment;
  - xvi.** Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xvii.** Review of the Council's and/or staff subscriptions to other bodies;
  - xviii.** Review of the Council's Policy/Core Document Schedule
  - xix.** Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972
  - xx.** Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.



#### **4. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB -COMMITTEES**

- a. The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b. If the Chair of the Council does not 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 shall be signed by the two councillors.
- c. The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d. If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or the sub-committee.

#### **5. 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 chair 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 chair 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 (as amended) 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 presiding member of chair of the meeting, is expressed in writing to the chair.
- h. A councillor may move an amendment to their 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 chair of the meeting.
- j. Subject to standing order 5(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k. One or more amendments may be discussed together if the chair 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 on it.
- 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 on 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 chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. to make a point of order;

- iv. to give a personal explanation; or
- v. to exercise a right of reply.
- p. During the debate on 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 they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q. A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s. Before an original or substantive motion is put to the vote, the chair 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 their right of reply.
- t. Excluding motions moved under standing order 5(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the presiding member or chair of the meeting.

## **6. DISORDERLY CONDUCT AT MEETINGS**

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the presiding member or chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the presiding member or chair of the meeting to moderate or improve their conduct, any councillor, presiding member or chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under standing order 2(b) is ignored, the chair 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.

## **7. PREVIOUS RESOLUTIONS**

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 2 councillors to be given to the Clerk in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b. When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

- a. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the presiding member or chair of the meeting.

## **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE CLERK**

- a. A motion shall relate to the responsibilities of the meeting for which it is tabled 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 Clerk at least 10 clear days before the meeting. Clear days do not include the day of the meeting.
- c. The Clerk may, before including a motion on the agenda, received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Clerk considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion re-submits it, so that it can be understood, in writing, to the Clerk at least 8 clear days before the meeting.
- e. If the wording or subject of a proposed motion is considered improper, the Clerk shall consult with the presiding member or chair 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. The decision of the Clerk as to whether or not to include the motion on the agenda shall be final.
- g. Motions received shall be recorded and numbered in the order that they are received.
- h. Motions rejected shall be recorded with an explanation by the Clerk of the reason for rejection.

## **10. 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 Clerk:
  - 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 other 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 or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a. The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data. Such data will include recordings of meetings held by the Council.
- b. The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper, recorded and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).
- c. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d. Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

## **12. DRAFT MINUTES**

- a. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- b. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- c. If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:  
"The chair of this meeting does not believe that the minutes of the meeting of the Llŵchwr Town Council (or sub-committee meeting) held on [date] in respect of (agenda item) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- d. Subject to standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes of the meeting for which approved minutes exist shall be destroyed.
- e. no later than seven working days of a council meeting, the council must publish electronically a note setting out:
  - The names of the members who attended the meeting, and any apologies for absence;
  - Any declarations of interest; and
  - Any decisions taken at the meeting, including the outcomes of any votes.

The requirements regarding the note to be published after a council meeting do not apply for private business or where disclosure would be detrimental to acting on those decisions.

### **13. 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 and non-councillors with voting rights 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 the City & County of Swansea as soon as possible before the meeting that the dispensation is required for.

### **14. CODE OF CONDUCT COMPLAINTS**

- a. Upon notification by the Public Services Ombudsman for Wales that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Clerk shall, subject to standing order 13, report this to the Council.
- b. Where the notification in standing order 14(a) relates to a complaint made by the Clerk, the Clerk shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Clerk in relation to the complaint until it has been determined.
- c. The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
  - iii. indemnify the councillor or non-councillor with voting rights in respect of their related legal costs and any such indemnity is subject to approval by a meeting of the Council.

### **15. CLERK**

- a. The Clerk shall be either (i) the clerk or (ii) a competent person nominated by the Council to undertake the work of the Clerk when the Clerk is absent.

The council should agree and have in place which Officers would be delegated to Act if the Clerk is absent.

- i. The Clerk shall at least three clear days before a meeting of the council, a committee or a sub-committee:
  - a) Arrange for the serving of the notice (including how the meeting may be accessed virtually, (if applicable) which must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.
  - b) If a member wants to receive the summons in writing rather than electronically, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.
  - c) The notice must provide details about how to access the meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.
  - d) The notice must be available in a conspicuous place giving notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the

Council convened by councillors is signed by them) and published electronically with notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.

*See standing order 1 (b) and (c) (Meetings Generally – Other) for the meaning of clear days for a meeting of a full council and for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of Council for the election of a new presiding member or Chair of the Council, occasioned by a casual vacancy in their office;
- iv. facilitate inspection of the minute book by local government electors;
- v. receive and retain copies of byelaws made by other local authorities;
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests where the Council has resolved to require councillors to declare interests upfront;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of freedom of information and data protection legislation and other legitimate requirements (e.g., the Limitation Act 1980);
- xi. arrange for legal deeds to be executed;  
*See also standing order 23;*
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a book or file for such purpose;
- xiv. manage access to information about the Council via the publication scheme; and
- xv. Facilitate regular update meetings with the Presiding Member and/or Chair - Whilst it is recognised that the Clerk reports to the council as a whole body, the Clerk should keep the Presiding member and/or Chair, or in their absence Deputy Presiding Member and/or vice-chair, aware of any issues that are apparent within the council. Specific delegated matters must also be referred to the relevant chairs of committees to ensure the integrity, efficiency, and expediency of the council.
- xvi. Liaise with the Presiding Member or Chair, or in their absence Deputy Presiding Member or vice-chair, to discuss the contents of the draft agenda for the full council meeting, as recorded as good practice in various documents, to assist the Presiding Member or Chair, and help them ensure the agenda items are able to be properly discussed with relevant support material and/or advice available to councillors at the meeting.

## **16. RESPONSIBLE FINANCIAL OFFICER**

- a. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **17. 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 on a monthly basis a statement to summarise:
  - i. the Council’s receipts and payments (or income and expenditure) for each month;
  - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. 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:
  - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information;
  - ii. and to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability 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 apply the form of accounts determined by the Council (receipts and payments or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **18. 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:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. 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;
  - iv. the inspection and copying by councillors and local electors of the Council’s accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £40,000 but less than the relevant thresholds referred to in standing order 17(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).
- 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:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii. 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;
- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
- iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Clerk;
- v. tenders shall be opened by the Clerk in the presence of at least one councillor after the deadline for submission of tenders has passed;
- vi. 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 the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. One Voice Wales can supply Council's with further information in this regard.

## **19. HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of the Pay & Personnel committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of committee of absence occasioned by illness or other reason and that person shall report such absence to council at its next meeting.
- c. The chair of Pay & Personnel committee 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 are subject to approval by resolution by Pay & Personnel Sub-Committee
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Pay & Personnel Committee.
- e. 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 chair of the Pay & Personal Committee, this shall be communicated to another member of the Pay and Personnel Committee, which shall be reported back and progressed by resolution of the Pay & Personnel Committee.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*



- a. In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).  
*See also standing order 11.*

- a. The Council may appoint a Data Protection Officer.
- b. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- c. The Council shall have a written policy in place for responding to and managing a personal data breach.
- d. The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e. The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f. The Council shall maintain a written record of its processing activities.

## **22. RELATIONS WITH THE PRESS/MEDIA**

- a. 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.

## **23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(a)(xii) and 15(a)(xvii)*

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. Subject to standing order 23(a), any two councillors may sign on behalf of the Council, any deed required by law and the Clerk shall witness their signatures.

*The above is applicable to a Council without a common seal.*

## **24. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## **25. STANDING ORDERS GENERALLY**

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal 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 or legal requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Clerk in accordance with standing order 9.
- c. The Clerk shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

## **26. ROLES & FUNCTIONS OF MAYOR AND/OR CHAIR & DEPUTY MAYOR**

- a. The Mayor and/or Chair or, in their absence, the Deputy Mayor will have the following responsibilities:
  - i. to uphold and promote the purposes of the Town Council's Standing Orders, and to interpret the Standing Orders when necessary;
  - ii. to preside over meetings of the Town Council so that its business can be carried out efficiently and with regard to the rights of Town Councillors and the interests of the community;
  - iii. to ensure that the Town Council meeting is a forum for the debate of matters of concern to the local community and the place at which Councillors are able to hold Committee chairs to account;
  - iv. to promote public involvement in the Town Council's activities;
  - v. to attend such civic and ceremonial functions as the Town Council and Mayor determines appropriate and in discussion with the Clerk;
  - vi. the Mayor may in consultation with the Clerk can consider/approve written applications to use the Town Council logo on publicity/marketing materials and shall report the decision whether approval or refusal to Town Council at the earliest opportunity.
  - vii. To observe and fulfil the Council's Mayoral protocol
- b. The Deputy Mayor's responsibilities and attendance at events:
  - i. The Deputy Mayor may only attend (in an official capacity) events as requested by the Mayor.
  - ii. In the absence of the Mayor, the Clerk may request the Deputy Mayor to attend an event to which the Town Council/Mayor was invited.
  - iii. To observe and fulfil the Council's Mayoral protocol
- c. Restrictions applying to a Mayor or a Deputy Mayor:
  - i. A Town Councillor who is at the time of nomination is the Leader of a Town Council political Group shall not be eligible to be nominated or elected as Mayor or Deputy Mayor.
  - ii. A Town Councillor that was not at the time of nomination a Leader or Deputy Leader of a Town Council political Group but subsequently becomes a duly elected Leader of such a Town Council political Group shall resign as Mayor, Deputy Mayor immediately in writing and the ensuing vacancy shall be filled at a special meeting of the Council held for that purpose.
  - iii. Should there be an ordinary Town Council meeting within seven days of the letter of resignation, the Clerk shall place the vacancy or vacancies on the agenda.
  - iv. Voting in relation to sections 27 (c) ii and iii shall be by recorded vote and the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it.